



# 77-888<sup>Q&As</sup>

Excel 2010 Expert

## Pass Microsoft 77-888 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

<https://www.pass4lead.com/77-888.html>

100% Passing Guarantee  
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft  
Official Exam Center

-  **Instant Download** After Purchase
-  **100% Money Back** Guarantee
-  **365 Days** Free Update
-  **800,000+** Satisfied Customers





### QUESTION 1

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. Rick wants to display data series, categories, data markers, and axes in the report. Which of the following actions will Rick take to accomplish the task?

- A. He will use stand-alone slicers.
- B. He will create a PivotTable report.
- C. He will configure form controls.
- D. He will create a PivotChart report.

Correct Answer: D

The PivotChart report is used to provide a graphical representation of data in a PivotTable report in an interactive way. Whenever a user creates the PivotChart report, PivotChart report filters are displayed in the chart area. These are used for sorting and filtering the underlying data of the PivotChart report. Changes made to the layout and data in the associated PivotTable report are immediately reflected in the layout and data in the PivotChart report. The PivotChart report shows data series, categories, data markers, and axes in the same way as the standard charts do. It is possible to change the chart type and other options such as titles, legend placement, data labels, and chart location. Answer option A is incorrect. Stand-alone slicers are referenced from Online Analytical Processing (OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable in future. They can be added by using the slicer button on the Ribbon. They need to be manually linked into grids as required. Answer option C is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5.0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot be added to UserForms, used to control events, or modified to run Web scripts on Web pages. Answer option B is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

### QUESTION 2

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.

Hot Area:



Correct Answer:



**Explanation:** The Fill command is used to fill the active cell with the content of the adjacent cell. The Fill command is located in the Editing group > Editing group > Fill.



Click the Down, Right, Up, Left, or Series option to fill cells.

### QUESTION 3

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You are creating a hot spot on a graphic that other users can click to run a macro. Which of the following steps will you take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

- A. To assign an existing macro to the graphic object, double-click the macro or enter its name in The Macro name box.
- B. Click the arrow next to Shape Outline, and then click No Outline. C. Right-click the created hot spot, and then click Assign Macro.
- C. To create a hot spot on the existing object, on the Insert tab, in the Illustrations group, Click Shapes, select the shape that you want to use, and then draw that shape on the existing object.
- D. Click the name of the macro in the Macro name box, click Edit, and then click OK to edit an existing macro.
- E. Click the arrow next to Shape Fill, and then click No Fill on the Format tab.
- F. Click Record, type a name for the macro in the Record Macro dialog box, and then click OK to start the recording of the macro.
- G. Select the hot spot in the worksheet to display Drawing Tools for adding the Format tab.



H. Click Slicer, type a name for the macro in the Slicer Macro dialog box, and then click OK to start the recording of the macro.

Correct Answer: ABCDEFGH

---

#### QUESTION 4

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 and shared it with the other employees of the company. You select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

- A. You will use a new password.
- B. You will ask Microsoft to retrieve the password.
- C. You will fetch the password from the list in which you have saved it.
- D. You will create a new document.

Correct Answer: C

The various Protect Workbook options are as follows:

1.

**Mark as Final:** This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

**Encrypt with Password:** When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

**Protect Current Sheet:** This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

**Protect Workbook Structure:** This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

**Restrict Permission by People:** This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.



6.

Add a Digital Signature: This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process. Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process.

#### QUESTION 5

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

- A. Mark as Final
- B. Encrypt with Password
- C. Protect Current Sheet



#### D. Protect Workbook Structure

Correct Answer: C

The various Protect Workbook options are as follows:

1.

**Mark as Final:** This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

**Encrypt with Password:** When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

**Protect Current Sheet:** This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

**Protect Workbook Structure:** This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

**Restrict Permission by People:** This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

**Add a Digital Signature:** This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created

by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



The screenshot shows the 'Information about Book1' pane in Microsoft Excel. The 'Permissions' section is expanded, showing the following options:

- Protect Workbook**: Anyone can open, copy, and change any part of this workbook.
- Mark as Final**: Let readers know the workbook is final and make it read-only.
- Encrypt with Password**: Require a password to open this workbook.
- Protect Current Sheet**: Control what types of changes people can make to the current sheet.
- Protect Workbook Structure**: Prevent unwanted changes to the structure of the workbook, such as adding sheets.
- Restrict Permission by People**: Grant people access while removing their ability to edit, copy, or print.
- Add a Digital Signature**: Ensure the integrity of the workbook by adding an invisible digital signature.

The 'Properties' section on the right shows the following details:

- Size**: Not saved yet
- Title**: Add a title
- Tags**: Add a tag
- Categories**: Add a category
- Related Dates**:
  - Last Modified: Never
  - Created: Today, 8:01...
  - Last Printed: Never
- Related People**:
  - Author: Administrator
  - Last Modified By: Not saved yet

A 'Show All Properties' button is located at the bottom of the Properties section.

[77-888 PDF Dumps](#)

[77-888 Practice Test](#)

[77-888 Brindumps](#)



To Read the [Whole Q&As](#), please purchase the [Complete Version](#) from [Our website](#).

## Try our product !

100% Guaranteed Success

100% Money Back Guarantee

365 Days Free Update

Instant Download After Purchase

24x7 Customer Support

Average 99.9% Success Rate

More than 800,000 Satisfied Customers Worldwide

Multi-Platform capabilities - [Windows](#), [Mac](#), [Android](#), [iPhone](#), [iPod](#), [iPad](#), [Kindle](#)

We provide exam PDF and VCE of Cisco, Microsoft, IBM, CompTIA, Oracle and other IT Certifications. You can view Vendor list of All Certification Exams offered:

<https://www.pass4lead.com/allproducts>

## Need Help

Please provide as much detail as possible so we can best assist you.

To update a previously submitted ticket:



|   |   |  |
|---|---|--|
|  <p><b>One Year Free Update</b><br/>Free update is available within One Year after your purchase. After One Year, you will get 50% discounts for updating. And we are proud to boast a 24/7 efficient Customer Support system via Email.</p> |  <p><b>Money Back Guarantee</b><br/>To ensure that you are spending on quality products, we provide 100% money back guarantee for 30 days from the date of purchase.</p> |  <p><b>Security &amp; Privacy</b><br/>We respect customer privacy. We use McAfee's security service to provide you with utmost security for your personal information &amp; peace of mind.</p> |
|---|---|--|

Any charges made through this site will appear as Global Simulators Limited.

All trademarks are the property of their respective owners.

Copyright © pass4lead, All Rights Reserved.