



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

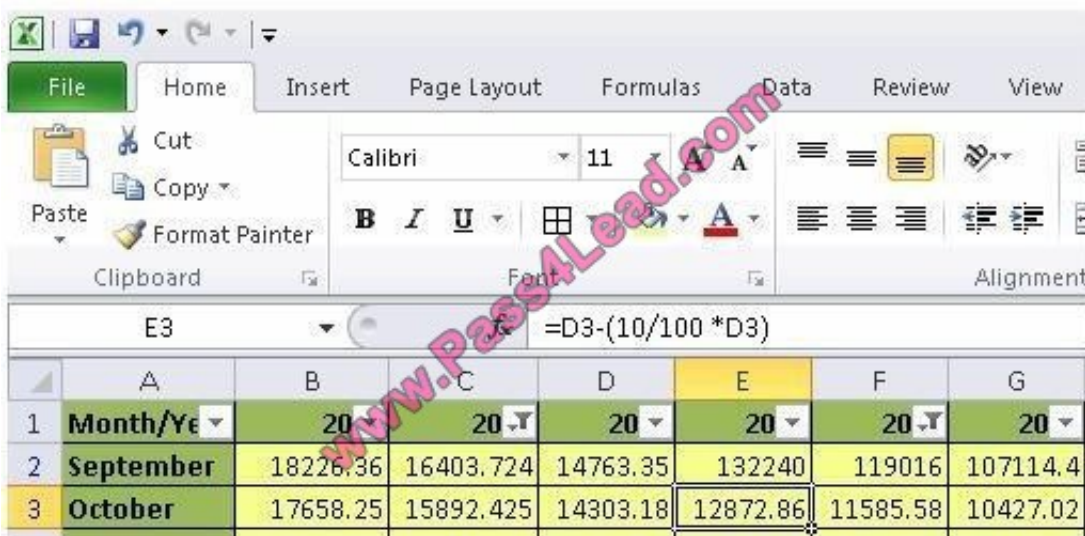
You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2010 application on the network. You open the application and see various changes in Excel 2010. You have to open an

existing worksheet through the application.

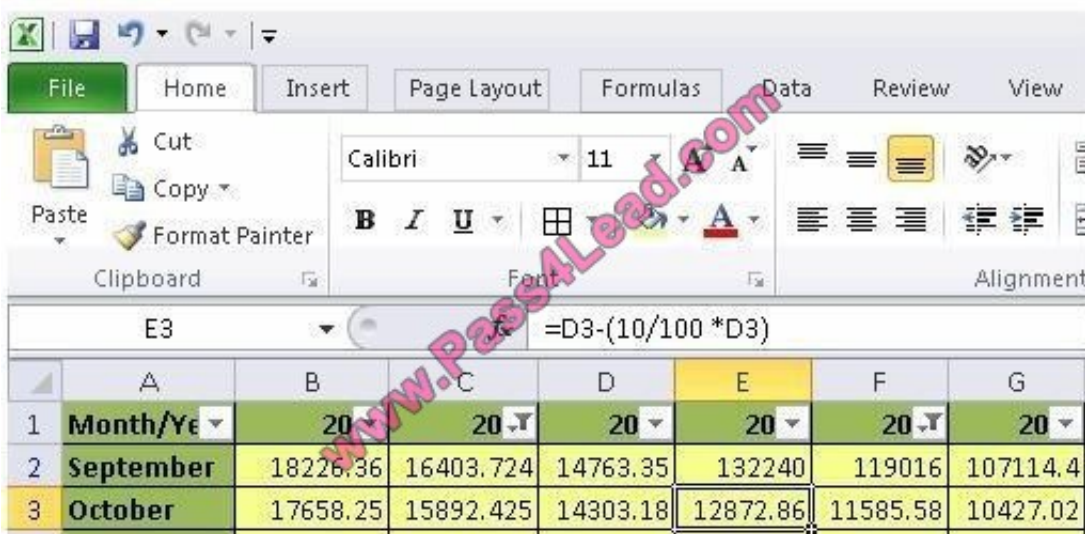
You are unable to find the Office button.

Mark the option that you will click to accomplish the task.

Point and Shoot:



Hot Area:



Correct Answer:



	A	B	C	D	E	F	G
1	Month/Year	20	20	20	20	20	20
2	September	18226.36	16403.724	14763.35	132240	119016	107114.4
3	October	17658.25	15892.425	14303.18	12872.86	11585.58	10427.02

You will have to click File button to accomplish the task. Clicking the File button will open the full- screen Backstage View of the sheet

QUESTION 2

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.

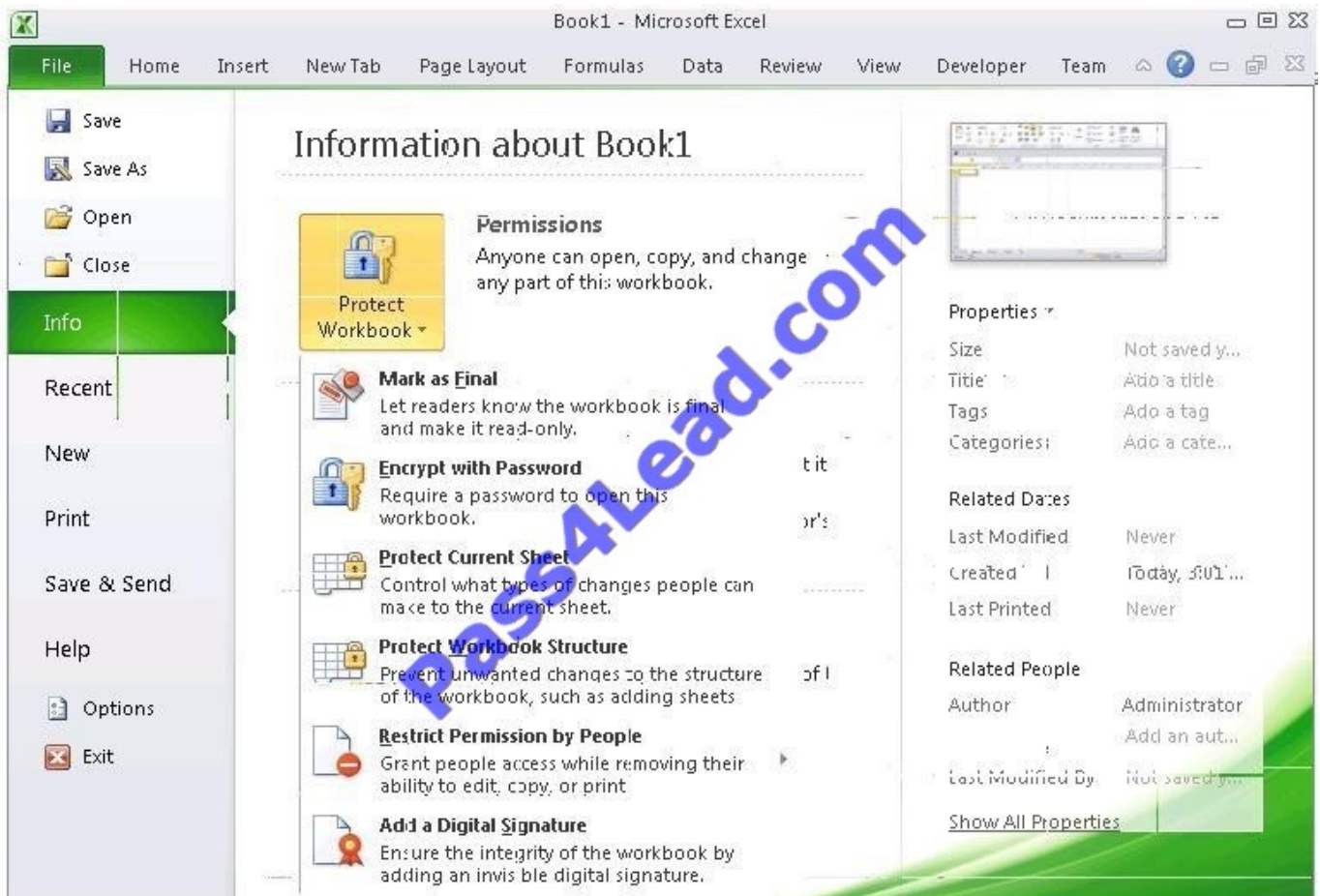
Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

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 3**

You work as a Finance Manager for Blue Well Inc. The company has a Windows-based network. You are using Excel spreadsheet for maintaining financial budget and other financial calculations. You want to return the depreciation of an asset for a specified period by using the fixed-declining balance method and to return the future value of a starting principal after applying a series of compound interest rates. Which of the following financial functions will you use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. DB function
- B. NPV function
- C. DDB function
- D. FVSCHEDULE function

Correct Answer: AD

Various financial functions (reference) are as follows:

1.
ACCRINT function: It is used to return the accrued interest for a security that pays periodic interest.
2.
ACCRINTM function: It is used to return the accrued interest for a security that pays interest at maturity.
3.
AMORDEGRC function: It is used to return the depreciation for each accounting period by using a depreciation coefficient.
4.
COUPDAYBS function: It is used to return the number of days from the beginning of the coupon period to the settlement date.
5.
AMORLINC function: It is used to return the depreciation for each accounting period.
6.
COUPDAYS function: It is used to return the number of days in the coupon period containing the settlement date.
7.
COUPDAYSNC function: It is used to return the number of days from the settlement date to the next coupon date.
8.
COUPNCD function: It is used to return the next coupon date after the settlement date.
- 9.



COUPNUM function: It is used to return the number of coupons payable between the settlement date and maturity date.

10.

COUPPCD function: It is used to return the previous coupon date before the settlement date.

11.

CUMIPMT function: It is used to return the cumulative interest paid between two periods.

12.

CUMPRINC function: It is used to return the cumulative principal paid on a loan between two periods.

13.

DB function: It is used to return the depreciation of an asset for a specified period by using the fixed- declining balance method.

14.

DDB function: It is used to return the depreciation of an asset for a particular period by using the double-declining balance method.

15.

DISC function: It is used to return the discount rate for a security.

16.

DOLLARDE function: It is used to convert a dollar price that is expressed as a fraction into a dollar price that is expressed as a decimal number.

17.

DOLLARFR function: It is used to convert a dollar price that is expressed as a decimal number into a dollar price that is expressed as a fraction.

18.

DURATION function: It is used to return the annual duration of a security with periodic interest payments.

19.

EFFECT function: It is used to return the effective annual interest rate.

20.

FV function: It is used to return the future value of an investment.

21.

FVSCHEDULE function: It is used to return the future value of a starting principal after applying a series of compound interest rates.

22.



INTRATE function: It is used to return the interest rate for a fully invested security.

23.

IPMT function: It is used to return the interest payment for an investment for a specified period.

24.

IRR function: It is used to return the internal rate of return for a series of cash flows.

25.

ISPMT function: It is used to calculate the interest paid during a particular period of an investment.

26.

MDURATION function: It is used to return the Macauley modified duration for a security with an assumed par value of \$100.

27.

MIRR function: It is used to return the internal rate of return in which positive and negative cash flows are financed at different rates.

28.

NOMINAL function: It is used to return the annual nominal interest rate.

29.

NPER function: It is used to return the number of periods for an investment.

30.

NPV function: It is used to return the net present value of an investment on the basis of a series of periodic cash flows and a discount rate.

31.

ODDFPRICE function: It is used to return the price per \$100 face value of a security with an odd first period.

32.

ODDFYIELD function: It is used to return the yield of a security with an odd first period.

33.

ODDLPRICE function: It is used to return the price per \$100 face value of a security with an odd last period.

34.

ODDLYIELD function: It is used to return the yield of a security with an odd last period.

35.

PMT function: It is used to return the periodic payment for an annuity.



36.
PPMT function: It is used to return the payment on the principal for an investment for a particular defined period.
37.
PRICE function: It is used to return the price per \$100 face value of a security that pays Periodic interest.
38.
PRICEDISC function: It is used to return the price per \$100 face value of a discounted security.
39.
PRICEMAT function: It is used to return the price per \$100 face value of a security that pays interest at maturity.
40.
PV function: It is used to return the current value of an investment.
41.
RATE function: It is used to return the interest rate per period of an annuity.
42.
RECEIVED function: It is used to return the amount received at maturity for a fully invested security.
43.
SLN function: It is used to return the straight-line depreciation of an asset for one period.
44.
SYD function: It is used to return the sum-of-years' digits depreciation of an asset for a particular period.
45.
TBILLEQ function: It is used to return the bond-equivalent yield for a Treasury bill.
46.
TBILLPRICE function: It is used to return the price per \$100 face value for a Treasury bill.
47.
TBILLYIELD function: It is used to return the yield for a Treasury bill.
48.
VDB function: It is used to return the depreciation of an asset for a specified or partial period by using a declining balance method.
49.
XIRR function: It is used to return the internal rate of return for a schedule of cash flows that is not necessarily periodic.



50.
XNPV function: It is used to return the net present value for a schedule of cash flows that is not necessarily periodic.
51.
YIELD function: It is used to return the yield on a security that pays periodic interest.
52.
YIELDDISC function: It is used to return the annual yield for a discounted security.
53.
YIELDMAT function: It is used to return the annual yield of a security that pays interest at maturity.

QUESTION 4

Rick works as a Sales Manager for Tech Perfect Inc. He is creating a report in Excel 2010. He has entered data in five worksheets in a workbook. He wants to enter a disclaimer message in the A1 cell of each sheet in the workbook as shown in the image given below:

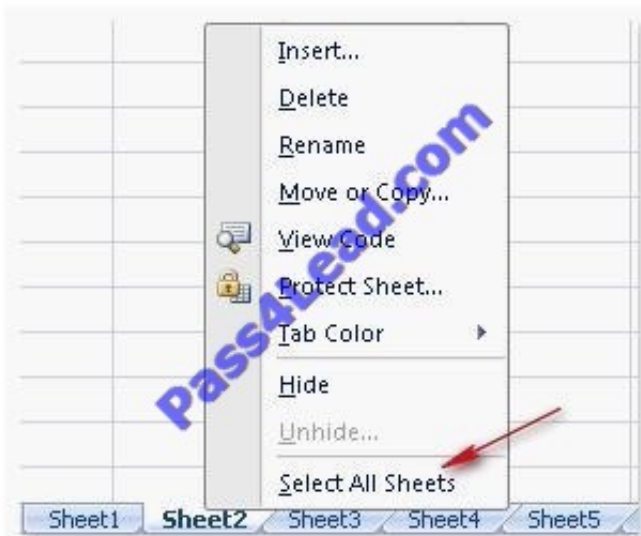
	A	B	C	D	E
1	Disclaimer: This document is				
2	Sales Report		Tech Perfect Inc		
3					
4	Name	January	February	March	Total First Quarter
5	Mark	\$2,000.00	\$2,750.00	\$3,700.00	\$8,450.00
6	David	\$1,000.00	\$1,900.00	\$2,900.00	\$5,800.00
7	Mariah	\$1,750.00	\$2,350.00	\$3,200.00	\$7,300.00
8	Sarah	\$2,200.00	\$2,750.00	\$3,810.00	\$8,760.00
9	Sasha	\$3,100.00	\$2,900.00	\$4,150.00	\$10,150.00
10	Total				\$8,092.00

Which of the following is the easiest way to accomplish the task?

- A. Write a disclaimer message in the A1 cell of the first sheet. Copy the disclaimer message and paste it on the remaining sheets.
- B. Write a disclaimer message in the A1 cell of the first sheet. In the other sheets, insert a formula that points to the A1 cell of the first worksheet.
- C. Select all the five sheets. Click the first sheet. Write a disclaimer message in the A1 cell of the active sheet.
- D. Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet.

Correct Answer: D

In order to accomplish the task, Rick should take the following steps: Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet. Grouping of sheets is a feature provided in Microsoft Office Excel 2010. Selecting more than one sheet groups those sheets. When multiple sheets are grouped, data that a user enters or edits in the active sheet is reflected in all sheets in the group. To select all sheets, right-click a sheet tab, and then click Select All Sheets on the shortcut menu.



Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets. Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets.

QUESTION 5

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2010 for creating various types of reports. You have created a report in the format given below:

	A	B	C	D
1	Sales Person	Exceeded Jan Quota	Exceeded Feb Quota	Exceeded Mar Quota
2	Mark	Yes	No	No
3	Sarah	Yes	Yes	No
4	David	Yes	Yes	Yes
5	Sasha	No	Yes	Yes
6	Formula	Description (result)		
		Counts how many sales people exceeded both their January and February Quota		
7				

In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7 cell. Which of the following formulas will provide the required result?

- A. COUNTIF(B2:C5,"=Yes")
- B. COUNTIFS(B2:C5,"=Yes")
- C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")



D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Correct Answer: D

In order to get the required result, you will have to insert the following formula in the B7 cell:

COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria. Answer options A and B are incorrect. This formula will count all the cells that have the value "Yes" in the range B2:C5. As multiple criteria are not

applied in the formula, it will provide 6 as the result. In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7 cell.

Which of the following formulas will provide the required result? A. COUNTIF(B2:C5,"=Yes")

B. COUNTIFS(B2:C5,"=Yes")

C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")

D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Answer: D

In order to get the required result, you will have to insert the following formula in the B7 cell:

COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria. Answer options A and B are incorrect. This formula will count all the cells that have the value "Yes" in the range B2:C5. As multiple criteria are not

applied in the formula, it will provide 6 as the result.

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