



77-882^{Q&As}

Excel 2010

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QUESTION 1

You work as the Sales Manager at ABC.com. Sally works as an Office Assistant in the Sales Office.

You have asked Sally to create a sales report on the sales targets for the previous quarter. Sally uses Microsoft Office Excel 2010 to create the report. Sally uses multiple conditional formatting rules to change the styles of the cells according

to certain conditions.

Sally completes the report and emails it to you. However, when you open the report, it does not look how it should according to your instructions. You note that only a few of the required conditional formatting rules are applying.

Which of the following actions should you take?

- A. You should modify the conflicting conditional formatting rules.
- B. You should open the report using Microsoft Excel 2007 or later.
- C. You should ask Sally to save the workbook in the .xls format.
- D. You should ask Sally to save the workbook in the Excel 97-2003 format.

Correct Answer: B

QUESTION 2

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You are working on a Sales report for the last week. You enter the name of each sales person in cells B2 to B10. You want to enter "Monday" in each of the cells from C2 to C10. You type Monday into cell C2 and drag the fill handle down to

cell C10. You find the AutoFill function increments the weekdays to Tuesday, Wednesday, Thursday.... down to cell C10.

You drag the fill handle again and this time you click the AutoFill button.

Which AutoFill option should you select to have Monday entered in cells C2 to C10?

- A. You should select the Fill Series option.
- B. You should select the Copy Cells option.
- C. You should select the Fill Formatting Only option.
- D. You should select the Fill Without Formatting option.
- E. You should select the Fill Days option.

Correct Answer: B



QUESTION 3

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. You want the worksheet tabs to appear in colors as shown below.



How do you change the color of worksheet tabs?

- A. You should consider right-clicking on the tab and selecting Tab Color from the menu.
- B. You should consider right-clicking on the tab and selecting Sheet Color from the menu.
- C. You should consider selecting the Font Color tool on the Home tab.
- D. You should consider selecting the Colors tool in the Themes group on the Page Layout tab.

Correct Answer: A

QUESTION 4

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You have a formula in a spreadsheet that reads data from an external source and performs a calculation to calculate current Sales figures. You want to include a function in the spreadsheet to display the current time whenever the spreadsheet is opened or when the spreadsheet is calculated. Which Excel function should you make use of in your spreadsheet?

- A. You should make use of the DATEVALUE() function.
- B. You should make use of the TIMEVALUE() function.
- C. You should make use of the NOW() function.
- D. You should make use of the TIME() function.

Correct Answer: C

QUESTION 5

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create company sales reports.

You have finished creating a monthly company performance report. You will send the document to the company Managing Director when you have finished it.

The Managing Director will need to ensure that the document he receives is the original document that you created. How can you ensure the integrity of the document?



- A. You should consider marking the document as final.
- B. You should consider selecting Protect and Share Workbook.
- C. You should consider encrypting the document.
- D. You should consider adding a digital signature to the document.
- E. You should consider selecting the Restrict Permission option.

Correct Answer: D

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