



77-882^{Q&As}

Excel 2010

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QUESTION 1

You work in the Sales office at ABC.com. You are using Microsoft Office Excel 2010 to prepare a financial report.

The report is a complicated analysis of the company financial performance over the last year and projected growth for the next year based on the figures. The report will be sent to ABC.com board members.

You have used subtotals throughout the report to make it easier for you to verify the accuracy of the figures. After completing the report and verifying the totals, you want to remove the subtotals before you send the report to the board members.

Which combination of the following steps describes how to remove the subtotals from a worksheet? Choose two.

- A. Drag all the final totals.
- B. Select the rows containing the subtotals.
- C. Click the Subtotal option on the Data tab.
- D. Click the Delete key.
- E. Right click and select the Remove All Subtotals option from the context menu.
- F. Click the Remove All button.

Correct Answer: CF

QUESTION 2

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a document. The document will be sent to other users in the Sales department when completed.

The Excel workbook contains three tabs with data on each tab. The tabs are named Sheet1, Sheet2 and Sheet3.

While working on Sheet1, you navigate to the Review tab and click the Protect Sheet button. You leave the default options, enter a password and click ok.

What effect will this have on the workbook?

- A. Users will not be able to make any changes to either Sheet1, Sheet2 or Sheet3 without entering a password.
- B. Users will need a password to make changes to Sheet2 or Sheet3.
- C. Users will need a password to open the workbook.
- D. Users will need a password to make changes to Sheet1.
- E. Users will only see Sheet2 and Sheet3 when they open the workbook.

Correct Answer: D



QUESTION 3

Your work at ABC.com includes the preparation of company spreadsheets using Microsoft Office Excel 2010.

You are preparing a financial report that will be emailed to company managers. You want to add a background image of the company logo to the spreadsheet. The background image should not be printed if a manager decides to print a copy

of the spreadsheet.

How should you configure the spreadsheet?

- A. You should use the Picture function on the Insert tab.
- B. You should use the Background function on the Page Layout tab.
- C. You should use the Text Box function on the Insert tab.
- D. You should use the SmartArt function on the Insert tab.
- E. You should use the Effects function on the Page Layout tab.

Correct Answer: B

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 are working on a Sales report for the last quarter. You insert a table into a worksheet and populate the table with the names of the Sales people and their total sales over the last three months.

Which of the following Excel functions can you NOT do if your workbook contains a table?

- A. You will be unable to mark the workbook as final.
- B. You will be unable to share the workbook.
- C. You will be unable to encrypt the workbook.
- D. You will be unable to run the Document Inspector.

Correct Answer: B

QUESTION 5

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department.

You want to be able to view the changes made to the workbook. You save the workbook to a network location and enable the Track Changes option.



Some users complain that when they open the workbook, it opens in Read Only mode.

How can you ensure that multiple users can open the workbook in Edit mode?

- A. You should consider adding a History worksheet to the workbook.
- B. You should consider selecting the Group option on the Data tab.
- C. You should consider selecting the Protect Workbook option on the Review tab.
- D. You should consider selecting the Share Workbook option on the Review tab.

Correct Answer: D

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