



77-882^{Q&As}

Excel 2010

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QUESTION 1

You work as the Financial Director at ABC.com. You are using Microsoft Office Excel 2010 to review the end-of-year financial reports from the ABC.com Sales department and from a partner company named Weyland Industries.

Weyland Industries is based in Mexico. The Weyland Industries financial report contains some text written in Spanish. To discover the meaning of the Spanish text, you navigate to the Proofing group on the Review tab and click the Translate

button.

Which of the following would also give you the option to translate the Spanish text?

- A. The Lookup and Reference function in the Function Library group on the Formulas tab.
- B. The Format option in the Cells group on the Home tab.
- C. The Research function in the Proofing group on the Review tab.
- D. The Thesaurus function in the Proofing group on the Review tab.

Correct Answer: C

QUESTION 2

You work as a Sales Assistant at ABC.com. All users in the Sales department run Microsoft Office 2010.

You currently have Excel 2010 open and are working on a new workbook. You want to open an existing workbook that is saved in your Documents folder.

Which two of the following methods could you use to open an existing workbook? Choose two.

- A. Click the File tab and select Open.
- B. Click the Office Button and select Open.
- C. Use the Ctrl + E keyboard shortcut.
- D. Use the Ctrl + O keyboard shortcut.
- E. Use the Ctrl + N keyboard shortcut.

Correct Answer: AD

QUESTION 3

You are employed as a financial administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a financial report.

You have data on three worksheets in the financial report. A formula in a cell on the third worksheet pulls data from cells in the first and second worksheets in the workbook.



You want to view the value of the cell containing the formula while you make changes to the values of cells in the first worksheet.

How can you view the value of the cell containing the formula on Sheet3 while working on Sheet1?

- A. You should consider making use of the Watch Window function on the Formulas tab.
- B. You should consider making use of the Show Formulas function on the Formulas tab.
- C. You should consider making use of the New Window function on the View tab.
- D. You should consider making use of the Lookup and Reference function on the Formulas tab.

Correct Answer: A

QUESTION 4

You work as the Financial Controller at an engineering company. The company is considering taking out a loan to purchase some new machinery.

You are in the process of evaluating the payment options for different loan amounts over different repayment periods. You are using Microsoft Office Excel 2010 to calculate the repayments.

Assuming a constant interest rate and constant monthly payments, which Excel function would you use to calculate the loan repayments?

- A. PV()
- B. RATE()
- C. LOAN()
- D. PMT()

Correct Answer: D

QUESTION 5

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

It is the end of the financial year and you are working on a final sales report for the year. A copy of the report will be handed out to Sales Account Managers and Senior Management for discussion in an annual Sales Review meeting.

There are five worksheets in the workbook, one worksheet for each quarter and a fifth worksheet with combined totals and analysis of the quarterly figures.

You have entered all the data for each quarter and configured tables for the data. On the fifth worksheet, you have included graphical representations of the data using various types of charts.

You now want apply a consistent formatting across the entire workbook. You want to give the workbook a professional look by applying graphics effects, light colors and easy to read fonts.

What is the easiest way to prepare the workbook?



- A. You should configure a custom view to the workbook.
- B. You should apply a Theme to the workbook.
- C. You should use the Cell Styles function.
- D. You should select all the cells in the first worksheet and apply suitable formatting. Repeat the process for the remaining worksheets.

Correct Answer: B

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