77-882 Q&As

Excel 2010

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QUESTION 1

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to edit a workbook. The workbook was created by the Sales Manager who has asked you to fill in the sales figures in the table. When you click in one of the cells, you see a message as shown below.

What function did the Sales Manager use to configure the alert message?

A. The Protect Workbook function.

B. The Share Workbook function.

C. The Data Validation function.

D. The Allow Users to Edit Ranges function.

Correct Answer: C

QUESTION 2

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 need to restrict the type of information that users can enter into the workbook. You want to ensure that customer\\'s names are spelt correctly by using a list for users to select from and you want to limit the cells that users can enter

numbers into. You also want users to be presented with a message when they enter invalid data.

Which function of Excel should you use?

A. You should use the Format function on the Home tab.

B. You should use the Data Consolidation function on the Data tab.

C. You should use the Data Validation function on the Data tab.

D. You should use the Protect Workbook function on the Review tab.

Correct Answer: C

QUESTION 3

Kara Lang works as the Human Resources manager at ABC.com. She is using Microsoft Office Excel 2010 to create a workbook. The workbook will be used to record days taken off for vacations or illness.

The company contains departments named Sales, Marketing, Production and IT.

Kara often needs to enter the names of company employees when she creates workbooks. Kara wants to be able to use the Fill Handle function to ease the task of entering names in a workbook. She asks you for assistance in enabling the

Fill Handle function.

How can you help Kara?

A. You should advise Kara to create a custom list for each department that contains the names of the employees.

B. You should advise Kara to create a workbook saved as a template for each department that contains the names of the employees.

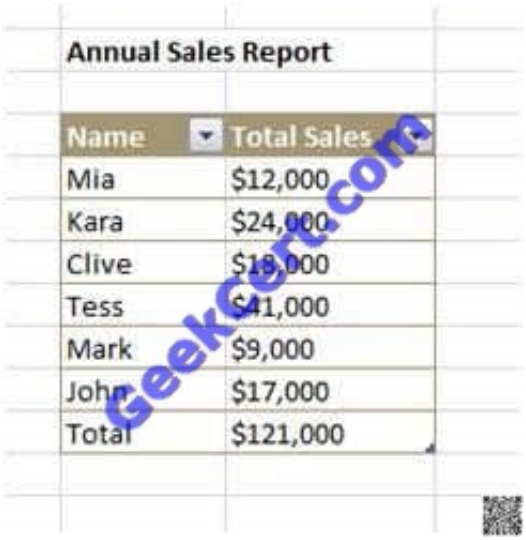
C. You should advise Kara to create a single workbook saved as a template with the names of the employees listed in separate columns for each department.

D. You should advise Kara to create a single workbook saved as a template with the names of the employees listed in separate rows for each department.

Correct Answer: A

QUESTION 4

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a sales report. The report contains the table shown below.



You want to include a chart in the report to display a graphical comparison of the sales figures for the sales staff listed in the table. Which type of chart would best illustrate a comparison of the sales figures?

A. A Line doted chart.

B. A Full Pie chart.

C. A half Bar chart.

D. An Area chart.

Correct Answer: C

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 sales of the company\\'s product. The workbook will be updated by Sales Account Managers.

You save the workbook to a network location and enable sharing of the workbook. You select the option to allow changes by more than one user at the same time.

You want to keep any changes made by the Sales Account Managers for 60 days.

How can you configure Excel to save changes for 60 days?

A. You should consider configuring the Track Changes option on the Review tab.

B. You should consider configuring the Advanced options in the Share Workbook dialog box.

C. You should consider doing nothing. This is the default when a workbook is shared.

D. You should consider configuring the Protect Workbook options.

Correct Answer: B

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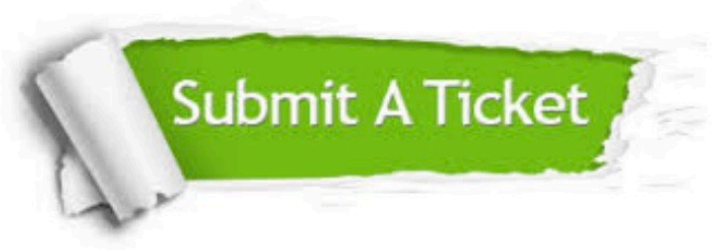

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