77-882^{Q&As}

Excel 2010

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QUESTION 1

You work as the Sales Assistant at ABC.com. The Sales Manager has sent you a workbook containing a sales report and asked you to edit it. You open the sales report using Microsoft Office Excel 2010.

You are currently using the default Normal view to view the workbook. You have seen a printed version of the sales report. The printed version has a page header that contains the title of the sales report. However, you cannot see the header

when viewing the workbook in normal view.

Which Excel view would display the header and footer placeholders while allowing you to edit the cells in the worksheet?

A. Full Screen view.

B. Print Preview.

C. Page Break Preview

D. Page Layout view.

Correct Answer: D

QUESTION 2

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 3

You work in the Sales office at Weyland Industries. You are using Microsoft Office Excel 2010 to prepare a financial report. The report will be sent to managers at a partner company named ABC.com.

ABC.com users use various versions of Microsoft Office including Microsoft Office 2003, 2007 and 2010.

You need to ensure that your financial report can be viewed You should consider the managers at ABC.com irrespective of which version of Microsoft Office they are using.

How can you ensure that the Excel features used in your spreadsheet are compatible with previous versions of Excel?

A. You should consider running the Document Inspector.

B. You should consider marking the document as final.

C. You should consider running the Compatibility Checker.

D. You should consider adding a digital signature.

Correct Answer: C

QUESTION 4

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

You want to print copies of the report to distribute to other employees in a meeting. The report uses several columns. You view the printable area of the worksheet and see that the columns do not fit on a single page.

To be able to print all the columns on a single page without scaling down the page, you want to change the layout of the worksheet from portrait to landscape.

How can you change the layout to landscape?

A. You should consider selecting the Breaks option in the Page Setup group on the Page Layout tab.

B. You should consider selecting the Page Layout option in the Workbook Views group on the View tab.

C. You should consider selecting the Orientation option in the Page Setup group on the Page Layout tab.

D. You should consider selecting the Format option in the Cells group on the Home tab.

Correct Answer: C

QUESTION 5

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create and edit workbooks.

Your workbook has multiple worksheets and each worksheet has many rows of information.

You want to make several formatting changes to every cell in the workbook. You need to ensure that every cell has the same formatting. What is the easiest way to apply several formats to the cells throughout a workbook?

A. You should consider using the Cell Styles function on the Home tab.

B. You should consider pressing Ctrl + A and configuring the required formatting options.

C. You should consider selecting all cells and selecting the Format option on the Home tab.

D. You should consider using the Custom Views function on the View tab.

Correct Answer: A

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