



# 77-882<sup>Q&As</sup>

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 Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a report on the sales targets for the previous quarter. The report contains the table shown below.

| Name  | Totals (% target) |
|-------|-------------------|
| Mia   | 42                |
| Kara  | 110               |
| Clive | 64                |
| Tess  | 76                |
| Mark  | 81                |
| John  | 95                |

You want to configure the cells so that any value less than 70% is displayed as a red cell and any value of more than 70% is displayed as a green cell as shown in the table below.

| Name  | Totals (% target) |
|-------|-------------------|
| Mia   | 42                |
| Kara  | 110               |
| Clive | 64                |
| Tess  | 76                |
| Mark  | 81                |
| John  | 95                |



Which function should you use in your table?

- A. You should use the Cell Styles function on the Home tab.
- B. You should use the Table Style function on the Design tab.
- C. You should use the Conditional Formatting function on the Home tab.
- D. You should use the auto control function on the Home tab.

Correct Answer: C

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### QUESTION 3

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

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### QUESTION 4

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.



| Name  | Total Sales |
|-------|-------------|
| Mia   |             |
| Kara  |             |
| Clive |             |
| Tess  |             |
| Mark  |             |
| John  |             |
| Total |             |

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 5

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to edit a workbook.

The workbook has twelve worksheets. The worksheets are named January through December and have rows labeled according to each day of the month.

You want to enter a value in the cell B2 on each worksheet.

What is the easiest way to insert the same value into the same cell on all worksheets in a workbook?

- A. Use the Select All Sheets function. Click one of the sheets and enter the value into cell B2.
- B. Use the Select All Sheets function and enter the value into cell B2 on the active sheet.
- C. Configure a 3-D Cell Reference then enter the value into cell B2 on the first sheet.
- D. Enter the value into cell B2 on the first sheet then use Copy and Paste to paste the value into the other sheets.

Correct Answer: B



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