



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You are creating a chart in Excel 2010. You want to show the slope of data points in the chart to know the trend of the Business Intelligence data range. Which of the following will you use to accomplish the task?

- A. Trendline
- B. Sparkline
- C. Backstage view
- D. Line charts

Correct Answer: A

A trendline is defined in Excel 2010. It is a data visualization tool to display the trend of a particular data range. It is used to show the slope of data points in a chart. There are various types of trendlines, such as linear trendlines, exponential trendlines, and linear forecast trendlines. Answer option B is incorrect. A sparkline is defined as a tiny chart in the background of a cell. Unlike charts on an Excel worksheet, sparklines are not objects. It is used because data presented in a row or column is useful, but patterns can be hard to spot at a glance. It is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space. The benefit of using the sparklines is that these can be printed when a user prints a worksheet that contains them. This feature is not available in charts. Answer option C is incorrect. The Microsoft Office Backstage view is used to replace the traditional file menu with a new approach that uses In and Out features for efficiency. The improved Ribbon enables users to access their preferred commands rapidly and create custom tabs to personalize the way they work. Answer option D is incorrect. Excel provides a column chart facility to display data that is arranged in columns or rows on a worksheet. Line charts are used to display continuous data over time, set against a common scale. In a line chart, category data is distributed along the horizontal axis, and all value data is distributed along the vertical axis. Line charts are ideal for showing trends in data at equal intervals.



A line chart should be used where category labels are text, and are representing evenly spaced values such as months, quarters, or years.

QUESTION 2

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have



inserted the sales figures of all sales managers as shown in the image given below:

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula

in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

A. =andB3/100 * E8

B. =B3/100 * E8

C. =B3/100 * andEand8

D. =\$B\$3/100 * E8

E. =B3/100 * \$E\$8

Correct Answer: D

In order to accomplish the task, you will have to insert the following formula:

=B\$3/100 * E8

According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers and the value is provided in the cell B3. You will

have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol (\$) before the row name and column number. In order to accomplish the task, type the following formula in the cell

F8:

=B\$3/100 * E8

When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference.

Answer options B and E are incorrect. This formula references the B3 cell as a relative reference. After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively. Answer options A and C are incorrect.

Ampersand symbol (and) is not used for referencing cells in Excel.

QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You are facing a problem that when you type in a function and press Enter, the cell shows the function as you typed it, instead of returning the function's value as shown below:

Which of the following is the reason that is causing the above problem?

A. You are inserting a new column, next to a column that is already formatted as text.



- B. Excel is trying to reference an invalid cell.
- C. You are inserting a new column, next to a column containing Dates or Times.
- D. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.

Correct Answer: A

The Excel Won't Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function's value. The reason that causes this problem is that the cells containing the formula are formatted as 'text' instead of the 'General' type. This happens when the user inserts a new column, next to a column that is already formatted as text due to which the new column inherits the formatting of the adjacent column. Answer option D is incorrect. The Failure to Look Up Values in Excel error occurs when a user gets an unexpected error while trying to look up or match a lookup_value within an array and Excel is not able to recognize the matching value. If the lookup_value or the array the user is searching resides in a cell, the user can have unseen spaces at the start or end of that cell. This will create the situation where the contents of the two cells that the user is comparing look the same but extra spaces in one of the cells cause the cells to have slightly different content. The other reason is that the contents of the cells that are being compared may have different data types.

Answer option B is incorrect. The Lookup Function Won't Copy Down to Other Rows error occurs when a user uses a function in one cell and it works perfectly but when he attempts to copy the function down to other rows, he gets the #REF error. The #REF! error arises when Excel tries to reference an invalid cell. This error occurs if the user has referenced an entire worksheet by clicking on the grey square at the top left of the worksheet. For Excel, this reference range is 1 to 1048576. Since the references are Relative References, Excel automatically increases the row references when this cell is copied down to other rows in the spreadsheet. Answer option C is incorrect. The Cell Shows a Date or Time Instead of a Number error occurs because the cell that contains the formula is formatted as a 'date' or 'time' instead of a 'General' type or a number. This situation arises because a user has inserted a new column, next to a column containing Dates or Times, the new column has 'inherited' the formatting of the adjacent column.

QUESTION 4

You work as an Office Assistant for Media Perfect Inc. You have created a report in Excel. You have inserted the following formula in a cell:

VLOOKUP(12, A2:C10, 3, FALSE)

Which of the following actions will be performed by the formula?

- A. Search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.
- B. Wrong syntax used.
- C. Search the value 3 in the last column of the range, and then returns the value that is in the column of the range and on the same row as the lookup value.
- D. Search the value 12 in the third column of the range and then returns the value that is contained in the 12th column of the range and on the same column as the lookup value.

Correct Answer: A

The formula will search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.



QUESTION 5

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You observe that while trying to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following are the reasons that are causing the above problem?

Each correct answer represents a complete solution. Choose all that apply.

- A. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- B. The contents of the cells that are being compared may have different data types.
- C. Excel is trying to reference an invalid cell.
- D. You are inserting a new column, next to a column that is already formatted as text.

Correct Answer: AB

The Failure to Look Up Values in Excel error occurs when a user gets an unexpected error while trying to look up or match a lookup_value within an array and Excel is not able to recognize the matching value. If the lookup_value or the array the user is searching resides in a cell, the user can have unseen spaces at the start or end of that cell. This will create the situation where the contents of the two cells that the user is comparing look the same but extra spaces in one of the cells cause the cells to have slightly different content. The other reason is that the contents of the cells that are being compared may have different data types. Answer option C is incorrect. The Lookup Function Won't Copy Down to Other Rows error occurs when a user uses a function in one cell and it works perfectly but when he attempts to copy the function down to other rows, he gets the #REF error. The #REF! error arises when Excel tries to reference an invalid cell. This error occurs if the user has referenced an entire worksheet by clicking on the grey square at the top left of the worksheet. For Excel, this reference range is 1 to 1048576. Since the references are Relative References, Excel automatically increases the row references when this cell is copied down to other rows in the spreadsheet. Answer option D is incorrect. The Excel Won't Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function's value. The reason that causes this problem is that the cells containing the formula are formatted as 'text' instead of the 'General' type. This happens when the user inserts a new column, next to a column that is already formatted as text due to which the new column inherits the formatting of the adjacent column.

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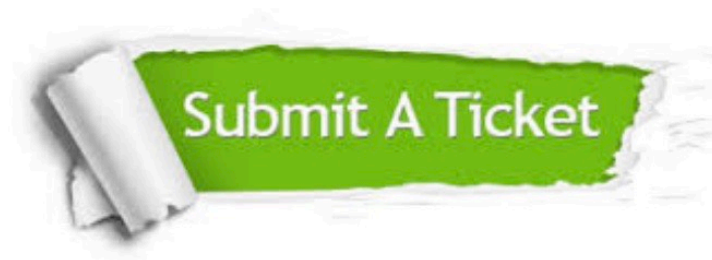
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