



# 77-888<sup>Q&As</sup>

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 have changed some data in the worksheet of the company. You are submitting the sell workbook of the company to the Administrator of the company for comments. Now, you want to merge input that you receive into a copy of that workbook, including the changes and comments that you want to keep. For this purpose, it is required to access and use the stored change history. Which of the following will you use to accomplish the task?

- A. Slicer-enabled highlighting
- B. Onscreen highlighting
- C. Reviewing of changes
- D. History tracking

Correct Answer: C

The following ways are provided by Excel to access and use the stored change history:

1.

Onscreen highlighting: It is used when a workbook does not contain many changes and a user wants to see all changes at a glance.

2.

History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.

3.

Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option A is incorrect. This is an invalid answer option.

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### QUESTION 2

You work as an Office Assistant for Tech Perfect Inc. Your responsibility includes preparing sales reports of the company. You have created a sales report in a workbook of Excel 2010. Your workbook includes several worksheets as shown in

the image given below:

You want the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will you take to accomplish the task?

- A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.
- B. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.
- C. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Sheet Color option from the shortcut menu.

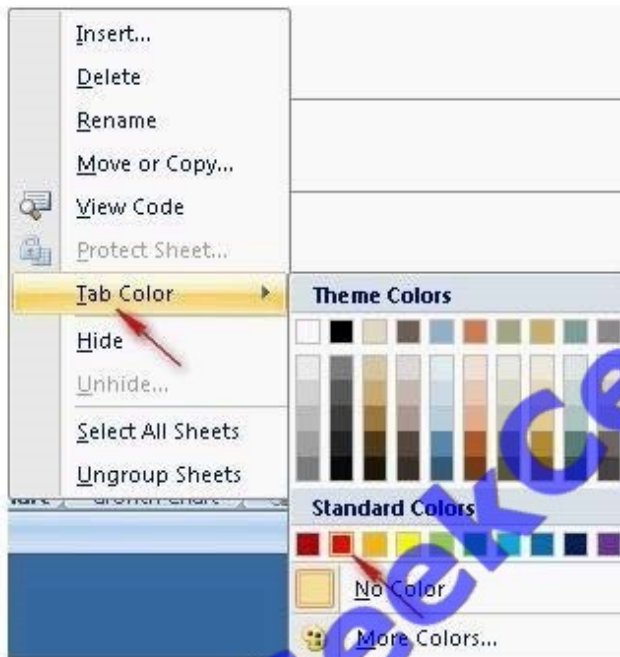


D. Select the sheets containing charts. Select the Effects option in the Themes group on the Page Layout page.

1. Select the sheets containing charts.



2. Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.



The steps taken by you will display the sheet tabs in the following way:



Answer options A and D are incorrect. These steps will affect the sheets itself, rather than affecting the app

Answer option C is incorrect. There is no such option as Sheet Color available in Microsoft Excel.



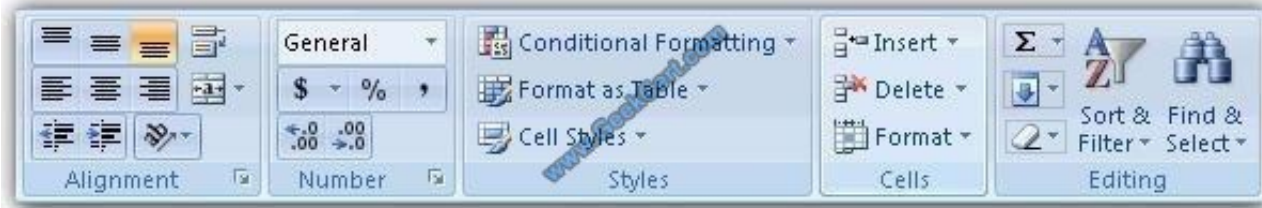
Correct Answer: B

According to the question, you want the sheet tabs of the sheets containing chart to appear in red color. In order to accomplish the task, you will have to take the following steps:

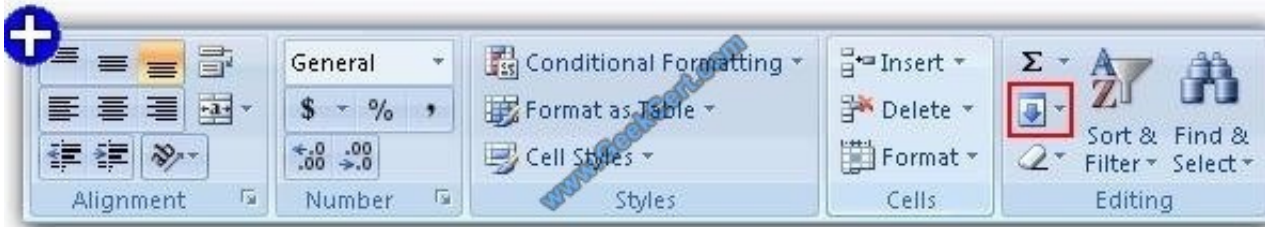
### QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.

Hot Area:



Correct Answer:



**Explanation:** The Fill command is used to fill the active cell with the content of the adjacent cell. The Fill command is located in the Editing group of the ribbon.



Click the Down, Right, Up, Left, or Series option to fill cells.

#### QUESTION 4

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You want to find out the matching values in the columns. While doing so, you get an unexpected error that when you attempt to look up or match a lookup\_value within an array; Excel is not able to recognize the matching value. You want to store sets of values as text and convert sets of data to text by using Excel's Text To Columns tool. Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. Select the Text to Columns option from the Data tab at the top of the Excel workbook.
- B. Select Text and click the Finish button in Column Data Formats.



- C. Select the Delimited option and click Next
- D. Make sure that all delimiter options are unselected, and then again click Next.
- E. Remove the unseen spaces at the start or end of the first Macro cell.
- F. Select the cells to convert their data to text.

Correct Answer: ABCDF

In this situation, you will take the following steps:

1.  
Select the cells to convert their data to text.
  2.  
Select the Text to Columns option from the Data tab at the top of your Excel workbook.
  3.  
Select the Delimited option and click Next.
  4.  
Make sure that all delimiter options are unselected, and then again click Next.
  5.  
Select Text and click the Finish button in Column Data Formats.
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#### QUESTION 5

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

- A. Mark as Final
- B. Encrypt with Password
- C. Protect Current Sheet
- D. Protect Workbook Structure

Correct Answer: C

The various Protect Workbook options are as follows:

1.  
Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes



read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

**Encrypt with Password:** When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

**Protect Current Sheet:** This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

**Protect Workbook Structure:** This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

**Restrict Permission by People:** This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

**Add a Digital Signature:** This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created

by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



The screenshot shows the 'Information about Book1' pane in Microsoft Excel. The 'File' tab is active, and the 'Info' section is selected. The 'Permissions' section is expanded, showing several protection options:

- Protect Workbook**: Anyone can open, copy, and change any part of this workbook.
- Mark as Final**: Let readers know the workbook is final and make it read-only.
- Encrypt with Password**: Require a password to open this workbook.
- Protect Current Sheet**: Control what types of changes people can make to the current sheet.
- Protect Workbook Structure**: Prevent unwanted changes to the structure of the workbook, such as adding sheets.
- Restrict Permission by People**: Grant people access while removing their ability to edit, copy, or print.
- Add a Digital Signature**: Ensure the integrity of the workbook by adding an invisible digital signature.

The right side of the pane shows the 'Properties' section with fields for Size, Title, Tags, Categories, Related Dates (Last Modified, Created, Last Printed), and Related People (Author, Last Modified By). A QR code is visible in the bottom right corner of the pane.

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