



77-888^{Q&As}

Excel 2010 Expert

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**QUESTION 1**

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?

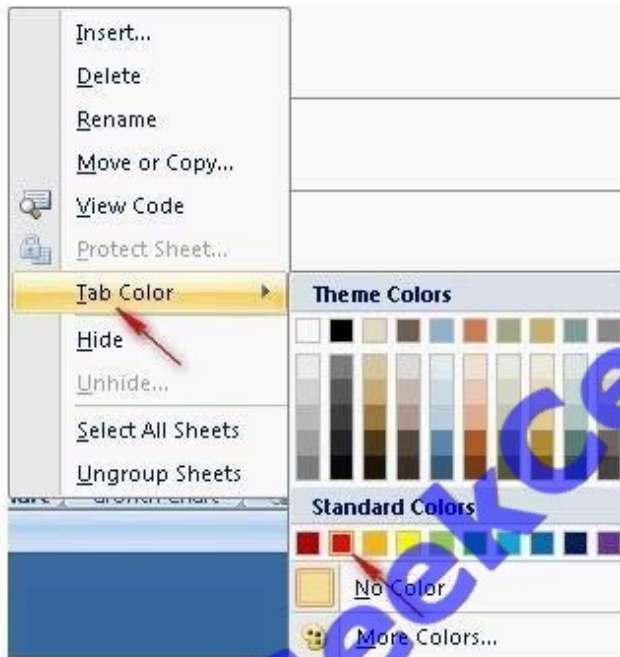
- A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.
- B. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.
- C. Select the sheets containing charts. Right-click on the sheet 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 2

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. Rick wants to trace the project with the actual requirements. For this purpose, he is required to compare month to month, actual v budget, quarter to quarter, year to year variances. Which of the following will Rick use to accomplish the task?

- A. Evaluate Formula
- B. Accounting template



C. Form control

D. Trust Center

Correct Answer: B

The accounting template is used for numbering months of a financial year to period numbering. It is used to compare month to month, actual v budget, quarter to quarter, year to year variances. It is the initial point for other reports that need

the use of months. Answer option C is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5.0. It is designed for use on XLM macro sheets. It can be used when a user

wants to simply interact with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro.

These controls cannot be added to User Forms, used to control events, or modified to run Web scripts on Web pages. Answer option A is incorrect. Evaluate Formula is the formula examination tool provided by Microsoft Excel. This tool is

useful for examining formulas that do not produce any error but are not generating the expected result.

Answer option D is incorrect. Trust Center is where a user can find security and privacy settings For Microsoft Office 2010 programs.

QUESTION 3

Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?

A. Autofilter

B. Find

C. Sort

D. All filter

Correct Answer: A

Autofilter is used to filter the record as per the condition by hiding the rest. Defining different filters, you can compare data in multiple ways, so you can glean vital information without wasting vital time. Answer options B and D are incorrect. There are no such options defined in Excel to filter the records. Answer options C is incorrect. The Sort function is used to arrange the records in ascending or descending order.

QUESTION 4

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2010. You want to export XML data to your Excel 2010 worksheet. On exporting the XML data, the following error message

appears:

"XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE"



Which of the following are the reasons that are causing the above error? Each correct answer represents a complete solution. Choose all that apply.

- A. The maxoccurs attribute is not equal to 1.
- B. The relationship of the mapped element with other elements is not preserved.
- C. The element is a recursive structure.
- D. The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table.

Correct Answer: AB

The various issues with exporting XML data are as follows:

1.

MAP CAN BE EXPORTED BUT SOME REQUIRED ELEMENTS ARE NOT MAPPED:

This error occurs under the following situations:

The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table. The element is a recursive structure.

The XML table contains a variety of mixed content.

2.

EXCEL CANNOT SAVE THE WORKBOOK BECAUSE IT DOES NOT CONTAIN ANY XML MAPPINGS: Excel cannot save the user's workbook in the XML Data file unless one or more mapped ranges are created.

3.

XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE: An XML mapping cannot be exported if the relationship of the mapped element with other elements is not preserved due to the following reasons:

The mapped element's schema definition is contained within a sequence with the following attributes:

The maxoccurs attribute is not equal to 1.

The sequence has more than one direct child element defined or has an extra compositor as a direct child. Nonrepeating sibling elements with the same repeating parent element are mapped to dissimilar XML tables.

Various repeating elements are mapped to the same XML table and the recurrence is not defined by an ancestor element.

Child elements from various parents are mapped to the same XML table. XML schema constructs a list of lists, denormalized data, or a choice construct.

QUESTION 5

Which of the following steps will you take to merge copies of a shared workbook? Each correct answer represents a part of the solution. Choose all that apply.



- A. In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.
- B. Click Compare and Merge Workbooks on Quick Access Toolbar.
- C. Open the copy of the shared workbook to merge the changes.
- D. Save the workbook if prompted.
- E. Add Compare and Merge Workbooks.
- F. Click Compare and Merge Workbooks on Macro Enabled Access Toolbar.

Correct Answer: ABCDE

Take the following steps to merge copies of a shared workbook:

1.
Add Compare and Merge Workbooks.
2.
Open the copy of the shared workbook to merge the changes.
3.
Click Compare and Merge Workbooks on Quick Access Toolbar.
4.
Save the workbook if prompted.
- 5.

In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.

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