



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

Excel 2010

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### QUESTION 1

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a document. The document will be sent to other users in the Sales department when completed.

The Excel workbook contains three tabs with data on each tab. The tabs are named Sheet1, Sheet2 and Sheet3.

While working on Sheet1, you navigate to the Review tab and click the Protect Sheet button. You leave the default options, enter a password and click ok.

What effect will this have on the workbook?

- A. Users will not be able to make any changes to either Sheet1, Sheet2 or Sheet3 without entering a password.
- B. Users will need a password to make changes to Sheet2 or Sheet3.
- C. Users will need a password to open the workbook.
- D. Users will need a password to make changes to Sheet1.
- E. Users will only see Sheet2 and Sheet3 when they open the workbook.

Correct Answer: D

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### QUESTION 2

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. You want the worksheet tabs to appear in colors as shown below.



How do you change the color of worksheet tabs?

- A. You should consider right-clicking on the tab and selecting Tab Color from the menu.
- B. You should consider right-clicking on the tab and selecting Sheet Color from the menu.
- C. You should consider selecting the Font Color tool on the Home tab.
- D. You should consider selecting the Colors tool in the Themes group on the Page Layout tab.

Correct Answer: A

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### QUESTION 3

You work in the office at ABC.com. Your computer has just been upgraded from Microsoft Office 2007 to Microsoft Office 2010.



You create a workbook using Microsoft Office Excel 2010. Microsoft Office 2010 has a new feature called the Backstage View. The Backstage View gives you access to functions that affect the workbook as a whole and to settings that affect the application itself.

How do you get to the Backstage View?

- A. By selecting the Custom Views option on the View tab.
- B. By clicking the File tab.
- C. By clicking the Office Button on sheet.
- D. By clicking the Page Layout tab.

Correct Answer: B

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#### QUESTION 4

You work as the Financial Controller at an engineering company. The company is considering taking out a loan to purchase some new machinery.

You are in the process of evaluating the payment options for different loan amounts over different repayment periods. You are using Microsoft Office Excel 2010 to calculate the repayments.

Assuming a constant interest rate and constant monthly payments, which Excel function would you use to calculate the loan repayments?

- A. PV()
- B. RATE()
- C. LOAN()
- D. PMT()

Correct Answer: D

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#### QUESTION 5

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a sales report. The report contains the table shown below.



Annual Sales Report	
Name	Total Sales
Mia	\$12,000
Kara	\$24,000
Clive	\$18,000
Tess	\$41,000
Mark	\$9,000
John	\$17,000
Total	\$121,000

You want to include a chart in the report to display a graphical comparison of the sales figures for the sales staff listed in the table. Which type of chart would best illustrate a comparison of the sales figures?

- A. A Line doted chart.
- B. A Full Pie chart.
- C. A half Bar chart.
- D. An Area chart.

Correct Answer: C

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