



77-882^{Q&As}

Excel 2010

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QUESTION 1

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create company sales reports.

You have finished creating a monthly company performance report. You will send the document to the company Managing Director when you have finished it.

The Managing Director will need to ensure that the document he receives is the original document that you created. How can you ensure the integrity of the document?

- A. You should consider marking the document as final.
- B. You should consider selecting Protect and Share Workbook.
- C. You should consider encrypting the document.
- D. You should consider adding a digital signature to the document.
- E. You should consider selecting the Restrict Permission option.

Correct Answer: D

QUESTION 2

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department.

You need to restrict the type of information that users can enter into the workbook. You want to ensure that customer's names are spelt correctly by using a list for users to select from and you want to limit the cells that users can enter numbers into. You also want users to be presented with a message when they enter invalid data.

Which function of Excel should you use?

- A. You should use the Format function on the Home tab.
- B. You should use the Data Consolidation function on the Data tab.
- C. You should use the Data Validation function on the Data tab.
- D. You should use the Protect Workbook function on the Review tab.

Correct Answer: C

QUESTION 3

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



Name	January	February	March
Mia	1000	2000	2000
Kara	2000	3000	2000
Clive	1500	2000	4000
Tess	3000	1500	3000
Mark	8000	1800	6000
John	9000	7000	6000

You want to add a column to the table to graphically illustrate the sales trends for each sales person as shown below.

Name	January	February	March	Trend
Mia	1000	2000	2000	
Kara	2000	3000	2000	
Clive	1500	2000	4000	
Tess	3000	1500	3000	
Mark	8000	1800	6000	
John	9000	7000	6000	

How can you easily create the graphics used in the Trend column?

- A. You should consider inserting Sparklines.
- B. You should consider inserting Line Charts.
- C. You should consider inserting Shapes.
- D. You should consider inserting an image.

Correct Answer: A

QUESTION 4

You are employed as a financial administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a financial report.

The first worksheet in the financial report contains sales figures for each Sales person for the first quarter of the year. The second worksheet contains sales figures for each Sales person for the second quarter of the year. The third worksheet

contains formulas that pull data from the sales figures on the first and second worksheets.

You want to view all three worksheets simultaneously so you can see how the totals on the third worksheet are affected



by changes to the figures in the first two worksheets. You currently have the workbook open in Excel.

Which combination of the following steps would enable you to view all three worksheets side-by-side? Choose two.

- A. Use the File tab > Open function to open two more copies of the workbook.
- B. Navigate to the View tab and use the New Window function to open two more copies of the workbook.
- C. Open two more copies of Excel 2010 and open two more copies of the workbook.
- D. Use the Save As function to save two more copies of the workbook with different names.
- E. Resize the Excel windows to display all three copies of the workbook side-by-side.
- F. Use the Arrange All > Arrange Vertical function to display all three copies of the workbook side-by-side.

Correct Answer: BF

QUESTION 5

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department. You save the workbook and share it.

One month later, you modify the workbook by adding a formula to a cell in one of the worksheets. The formula pulls data from other worksheets in the workbook. The formula does not work as expected. You suspect that some of the data in the workbook is invalid.

You select some cells and want to validate the data. You navigate to the Data tab but the Data Validation option is unavailable.

What do you need to do before you can configure data validation rules?

- A. You need to inspect the workbook.
- B. You need to disable the sharing.
- C. You need to disable protection on the workbook.
- D. You need to disable encryption on the workbook.

Correct Answer: B

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