



77-882^{Q&As}

Excel 2010

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QUESTION 1

You have been hired as an Accounts Auditor for ABC.com. The Accounts Manager has given you a workbook that he created using Microsoft Office Excel 2010.

The workbook has multiple worksheets and contains several formulas. You select a cell in a worksheet.

How can you view which formulas refer to the cell?

- A. You should consider navigating to the Formulas tab and selecting the Trace Dependents option.
- B. You should consider navigating to the Formulas tab and selecting the Trace Precedents option.
- C. You should consider navigating to the Formulas tab and selecting the Lookup and Reference option.
- D. You should consider navigating to the Formulas tab and selecting the Evaluate Formula option.

Correct Answer: A

QUESTION 2

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 3

Kara Lang works as the Human Resources manager at ABC.com. She is using Microsoft Office Excel 2010 to create a workbook. The workbook will be used to record days taken off for vacations or illness.

The company contains departments named Sales, Marketing, Production and IT.

Kara often needs to enter the names of company employees when she creates workbooks. Kara wants to be able to use the Fill Handle function to ease the task of entering names in a workbook. She asks you for assistance in enabling the

Fill Handle function.

How can you help Kara?

- A. You should advise Kara to create a custom list for each department that contains the names of the employees.
- B. You should advise Kara to create a workbook saved as a template for each department that contains the names of the employees.
- C. You should advise Kara to create a single workbook saved as a template with the names of the employees listed in separate columns for each department.
- D. You should advise Kara to create a single workbook saved as a template with the names of the employees listed in separate rows for each department.

Correct Answer: A



QUESTION 4

You work as the Sales Manager at ABC.com. Sally works as an Office Assistant in the Sales Office.

You have asked Sally to create a sales report on the sales targets for the previous quarter. Sally uses Microsoft Office Excel 2010 to create the report. Sally uses multiple conditional formatting rules to change the styles of the cells according

to certain conditions.

Sally completes the report and emails it to you. However, when you open the report, it does not look how it should according to your instructions. You note that only a few of the required conditional formatting rules are applying.

Which of the following actions should you take?

- A. You should modify the conflicting conditional formatting rules.
- B. You should open the report using Microsoft Excel 2007 or later.
- C. You should ask Sally to save the workbook in the .xls format.
- D. You should ask Sally to save the workbook in the Excel 97-2003 format.

Correct Answer: B

QUESTION 5

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You are working on a Sales report for the last week. You enter the name of each sales person in cells B2 to B10. You want to enter "Monday" in each of the cells from C2 to C10. You type Monday into cell C2 and drag the fill handle down to

cell C10. You find the AutoFill function increments the weekdays to Tuesday, Wednesday, Thursday.... down to cell C10.

You drag the fill handle again and this time you click the AutoFill button.

Which AutoFill option should you select to have Monday entered in cells C2 to C10?

- A. You should select the Fill Series option.
- B. You should select the Copy Cells option.
- C. You should select the Fill Formatting Only option.
- D. You should select the Fill Without Formatting option.
- E. You should select the Fill Days option.

Correct Answer: B



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