77-882^{Q&As}

Excel 2010

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QUESTION 1

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

QUESTION 2

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to edit a workbook. The workbook was created by the Sales Manager who has asked you to fill in the sales figures in the table. When you click in one of the cells, you see a message as shown below.

What function did the Sales Manager use to configure the alert message?

A. The Protect Workbook function.

B. The Share Workbook function.

C. The Data Validation function.

D. The Allow Users to Edit Ranges function.

Correct Answer: C

QUESTION 3

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create and edit workbooks.

Your workbook has multiple worksheets and each worksheet has many rows of information.

You want to make several formatting changes to every cell in the workbook. You need to ensure that every cell has the same formatting. What is the easiest way to apply several formats to the cells throughout a workbook?

A. You should consider using the Cell Styles function on the Home tab.

B. You should consider pressing Ctrl + A and configuring the required formatting options.

C. You should consider selecting all cells and selecting the Format option on the Home tab.

D. You should consider using the Custom Views function on the View tab.

Correct Answer: A

QUESTION 4

You work as the Financial Controller at ABC.com. You are using Microsoft Office Excel 2010 to edit multiple workbooks. You have workbooks open from different shared folders on the network. Some of the workbooks have the same name.

To avoid any confusion over which workbook you are currently working on, you want to display the full path and file name of the workbook in the workbook.

Which combination of the following actions would configure the workbook to display the filename and path in a worksheet cell? Choose all that apply.

A. Select a cell in the workbook.

B. Navigate to the Insert tab and select the Header and Footer option.

C. On the Design tab, select the File Name option.

D. Select the Header section.

E. Select the Footer section.

F. Insert the formula =filename("A1").

G. Insert the formula =cell("filename").

Correct Answer: AG

QUESTION 5

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

It is the end of the financial year and you are working on a final sales report for the year. A copy of the report will be handed out to Sales Account Managers and Senior Management for discussion in an annual Sales Review meeting.

There are five worksheets in the workbook, one worksheet for each quarter and a fifth worksheet with combined totals and analysis of the quarterly figures.

You have entered all the data for each quarter and configured tables for the data. On the fifth worksheet, you have included graphical representations of the data using various types of charts.

You now want apply a consistent formatting across the entire workbook. You want to give the workbook a professional look by applying graphics effects, light colors and easy to read fonts.

What is the easiest way to prepare the workbook?

A. You should configure a custom view to the workbook.

B. You should apply a Theme to the workbook.

C. You should use the Cell Styles function.

D. You should select all the cells in the first worksheet and apply suitable formatting. Repeat the process for the remaining worksheets.

Correct Answer: B

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