



77-882^{Q&As}

Excel 2010

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QUESTION 1

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

QUESTION 2

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 quarter. You insert a table into a worksheet and populate the table with the names of the Sales people and their total sales over the last three months.

Which of the following Excel functions can you NOT do if your workbook contains a table?

- A. You will be unable to mark the workbook as final.
- B. You will be unable to share the workbook.
- C. You will be unable to encrypt the workbook.
- D. You will be unable to run the Document Inspector.

Correct Answer: B

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 selecting all cells and selecting the Format option on the Home tab.
- B. You should consider pressing Ctrl + A and configuring the required formatting options.
- C. You should consider using the Cell Styles function on the Home tab.
- D. You should consider using the Custom Views function on the View tab.

Correct Answer: C

QUESTION 4

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

You have data on three worksheets in the financial report. A formula in a cell on the third worksheet pulls data from cells in the first and second worksheets in the workbook.

You want to view the value of the cell containing the formula while you make changes to the values of cells in the first worksheet.

How can you view the value of the cell containing the formula on Sheet3 while working on Sheet1?

- A. You should consider making use of the Watch Window function on the Formulas tab.
- B. You should consider making use of the Show Formulas function on the Formulas tab.
- C. You should consider making use of the New Window function on the View tab.
- D. You should consider making use of the Lookup and Reference function on the Formulas tab.

Correct Answer: A

QUESTION 5

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

You have data on three worksheets in the financial report. A formula in a cell on the third worksheet pulls data from cells in the first and second worksheets in the workbook.

You want to view the value of the cell containing the formula while you make changes to the values of cells in the first worksheet.

How can you view the value of the cell containing the formula on Sheet3 while working on Sheet1?

- A. You should consider making use of the New Window function on the View tab.
- B. You should consider making use of the Show Formulas function on the Formulas tab.
- C. You should consider making use of the Watch Window function on the Formulas tab.



D. You should consider making use of the Lookup and Reference function on the Formulas tab.

Correct Answer: C

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