77-882^{Q&As}

Excel 2010

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QUESTION 1

John works as an Accounts Auditor for ABC.com. He is using Microsoft Office Excel 2010 to create a workbook.

John enters the following formula into a cell:

VLOOKUP (15, A4:D11, 4, FALSE)

Which two of the following options describe what action the formula performs? Choose two.

A. Search for the value 15 in the first column of the rangeA4:D11.

B. Search for the value 15 in the last column of the rangeA4:D11.

C. Search for the value 4 in the first column of the rangeA4:D11.

D. Search for the value 4 in the last column of the rangeA4:D11.

E. Return the value that is contained in the 4th column and the 15th row of the rangeA4:D11.

F. Return the value that is contained in the 4th column of the range A4:D11 and on the same row as the value 15.

G. Return the value that is contained in the 15th column of the range A4:D11and on the same row as the value 4.

Correct Answer: AF

QUESTION 2

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

QUESTION 3

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

Some of the cells in a worksheet are formatted using the Heading1 style and some are formatted using the Heading2 style. You select one of the cells formatted with the Heading1 style and press the Delete button on the keyboard.

When you enter some new text into the cell, you discover that the new text is formatted with the Heading1 style. You want to delete the text and the formatting from all the cells formatted with the Heading1 or Heading2 styles. You select all the formatted cells and select the Clear icon in the Editing group on the Home tab. Which option should you select to delete the formatting and the contents of the selected cells?

A. You should select the Clear Comments option.

B. You should select the Clear Contents option.

C. You should select the Clear Formats option.

D. You should select the Clear All option.

Correct Answer: D

QUESTION 4

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 5

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

Name	Totals (% target)
Mia	42
Kara	110
Clive	64
Tess	76
Mark	81
John	95

You want to configure the cells so that any value less than 70% is displayed as a red cell and any value of more than 70% is displayed as a green cell as shown in the table below.

Name	Totals (% target)
Mia	42
Kara	110
Clive	64
Tess	76
Mark	81
John	95

Which function should you use in your table?

A. You should use the Cell Styles function on the Home tab.

B. You should use the Table Style function on the Design tab.

C. You should use the Conditional Formatting function on the Home tab.

D. You should use the auto control function on the Home tab.

Correct Answer: C

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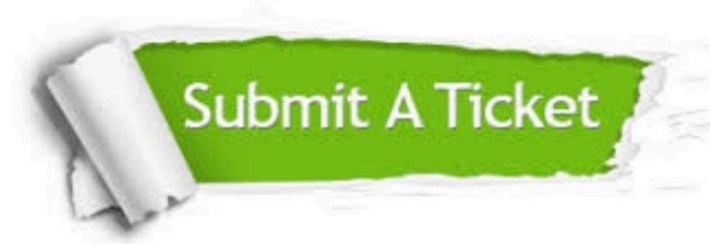
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