



# 77-888<sup>Q&As</sup>

Excel 2010 Expert

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## QUESTION 1

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

- A. Mark as Final
- B. Encrypt with Password
- C. Protect Current Sheet
- D. Protect Workbook Structure

Correct Answer: C

The various Protect Workbook options are as follows:

1.

**Mark as Final:** This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

**Encrypt with Password:** When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

**Protect Current Sheet:** This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

**Protect Workbook Structure:** This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

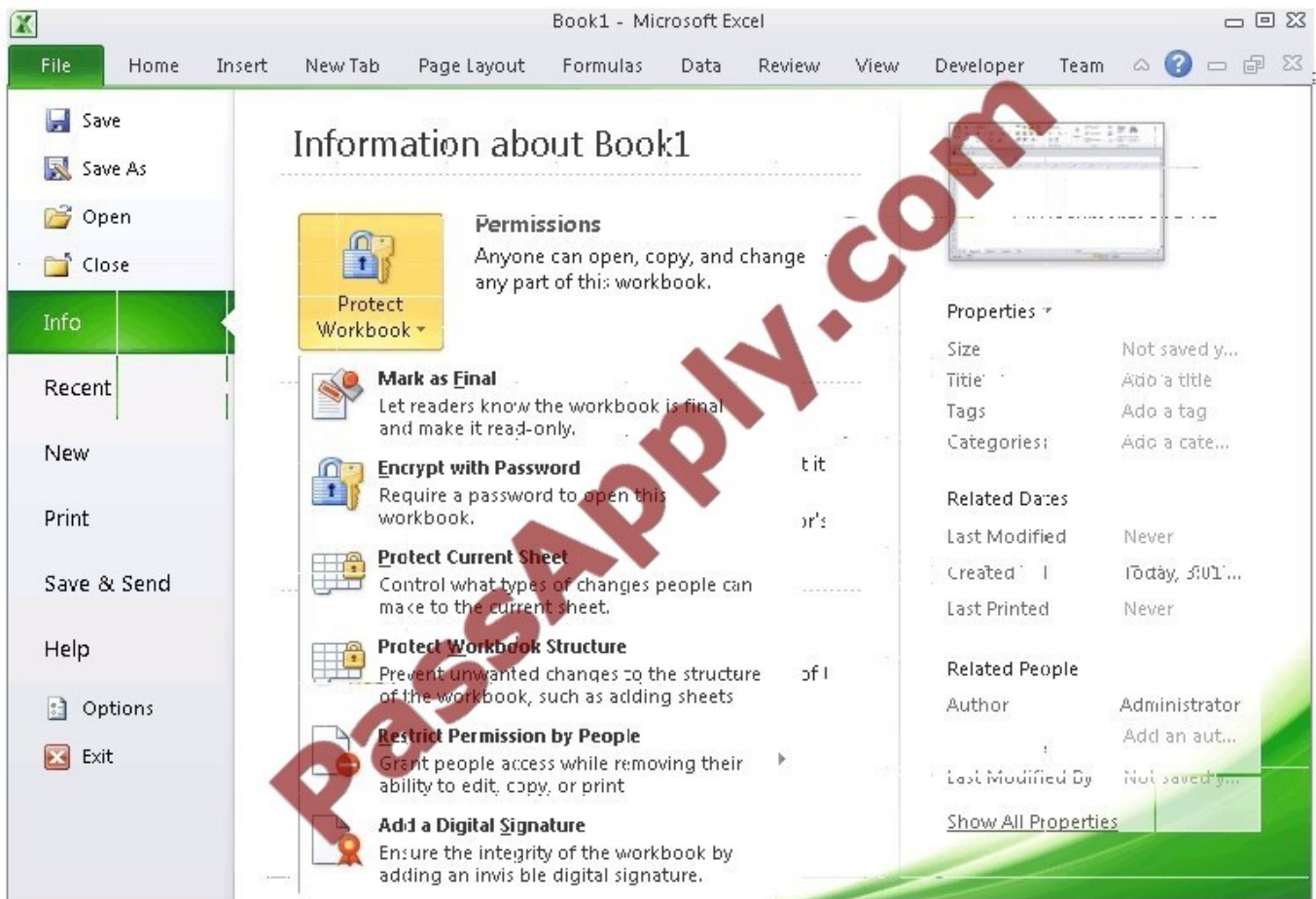
**Restrict Permission by People:** This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

**Add a Digital Signature:** This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created



by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



## QUESTION 2

Which of the following is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space?

- A. Trendline
- B. Line chart
- C. Sparkline
- D. Backstage view

Correct Answer: C

A sparkline is defined as a tiny chart in the background of a cell. Unlike charts on an Excel Worksheet, sparklines are not objects. It is used because data presented in a row or column is useful, but patterns can be hard to spot at a glance. It is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space. The benefit of using the sparklines is that these can be printed when a user prints a worksheet that contains them. This feature is not available in charts. Answer option D is incorrect. The Microsoft Office Backstage view is used to replace the traditional file menu with a new approach that uses In and Out features for efficiency. The



improved Ribbon enables users to access their preferred commands rapidly and create custom tabs to personalize the way they work. Answer option A is incorrect. A trendline is defined in Excel 2010. It is a data visualization tool to display the trend of a particular data range. It is used to show the slope of data points in a chart. There are various types of trendlines, such as linear trendlines, exponential trendlines, and linear forecast trendlines. Answer option B is incorrect. Excel provides a column chart facility to display data that is arranged in columns or rows on a worksheet. Line charts are used to display continuous data over time, set against a common scale. In a line chart, category data is distributed along the horizontal axis, and all value data is distributed along the vertical axis. Line charts are ideal for showing trends in data at equal intervals.



A line chart should be used where category labels are text, and are representing evenly spaced Values such as months, quarters, or years.

### QUESTION 3

Rick works as a Sales Manager for Tech Perfect Inc. He is creating a report in Excel 2010. He has entered data in five worksheets in a workbook. He wants to enter a disclaimer message in the A1 cell of each sheet in the workbook as shown in the image given below:

	A	B	C	D	E
1	Disclaimer: This document is				
2	Sales Report	Tech Perfect Inc.			
3					
4	Name	January	February	March	Total First Quarter
5	Mark	\$2,000.00	\$2,750.00	\$3,700.00	\$8,450.00
6	David	\$1,000.00	\$1,900.00	\$2,900.00	\$5,800.00
7	Mariah	\$1,750.00	\$2,350.00	\$3,200.00	\$7,300.00
8	Sarah	\$2,200.00	\$2,750.00	\$3,810.00	\$8,760.00
9	Sasha	\$3,100.00	\$2,900.00	\$4,150.00	\$10,150.00
10	Total				\$8,092.00

Which of the following is the easiest way to accomplish the task?

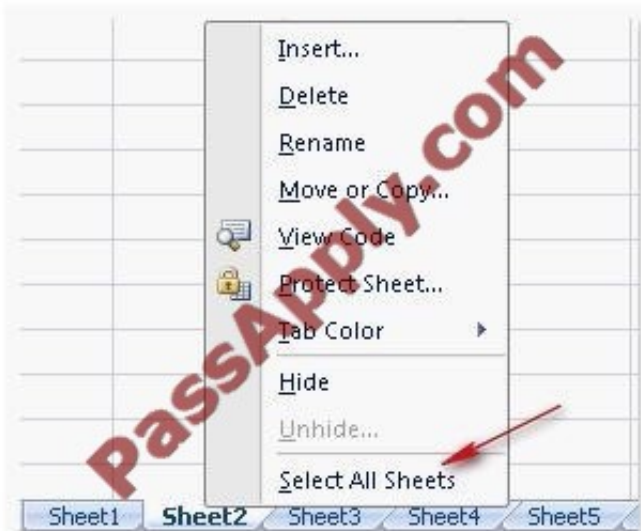
- A. Write a disclaimer message in the A1 cell of the first sheet. Copy the disclaimer message and paste it on the remaining sheets.
- B. Write a disclaimer message in the A1 cell of the first sheet. In the other sheets, insert a formula that points to the A1 cell of the first worksheet.
- C. Select all the five sheets. Click the first sheet. Write a disclaimer message in the A1 cell of the active sheet.



D. Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet.

Correct Answer: D

In order to accomplish the task, Rick should take the following steps: Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet. Grouping of sheets is a feature provided in Microsoft Office Excel 2010. Selecting more than one sheet groups those sheets. When multiple sheets are grouped, data that a user enters or edits in the active sheet is reflected in all sheets in the group. To select all sheets, right-click a sheet tab, and then click Select All Sheets on the shortcut menu.



Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets. Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets.

#### QUESTION 4

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Microsoft Excel 2010. The report worksheet will include the sales made by all the sales managers in the month of January.



	A	E
1	<b>Sales Report</b>	
2		
3	Name	January
4	David	\$1,000.00
5	Mariah	\$1,700.00
6	Mark	\$2,500.00
7	Scrach	\$2,200.00
8	Sasha	\$3,100.00
9	<b>Total</b>	<b>\$10,500.00</b>

In the worksheet, you are required to place a pictorial representation displaying the percentage of total sales made by each sales manager in January. Which of the following charts will you use to accomplish the task? A.Bar

B. Line

C. Column

D. Pie

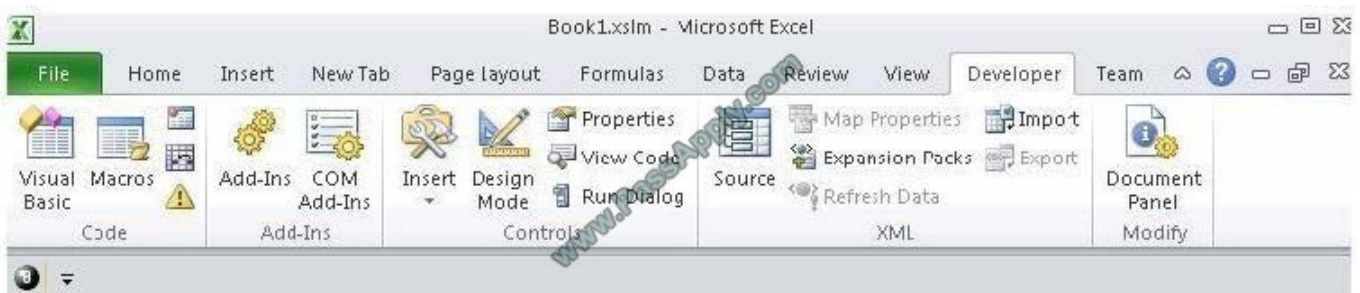
Correct Answer: D

In order to accomplish the task, you will have to insert a pie chart in the worksheet. Excel provides a pie chart facility to display data that is arranged in one column or row on a worksheet. Pie charts display the size of items in one data series, proportional to the sum of the items.

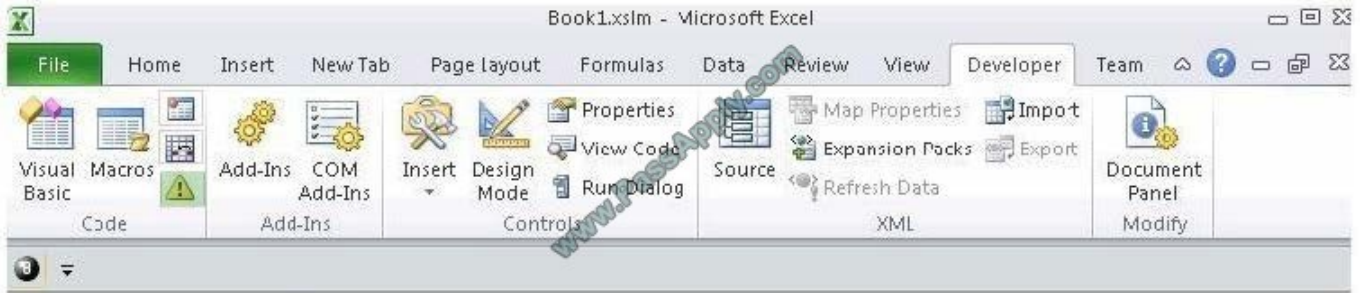
### QUESTION 5

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are required to set the security level temporarily for enabling all macros. Mark the option that you will choose first to accomplish the task.

Point and Shoot: Hot Area:



Correct Answer:



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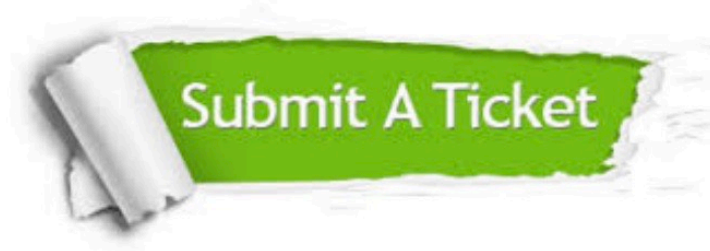
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100% Money Back Guarantee  
365 Days Free Update  
Instant Download After Purchase  
24x7 Customer Support  
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More than 800,000 Satisfied Customers Worldwide  
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