



77-882^{Q&As}

Excel 2010

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QUESTION 1

You work as a Sales Manager at ABC.com. All users in the Sales department run Microsoft Office 2010 having recently been uABCgraded from Microsoft Office 2003.

You are currently working on a Sales report in Microsoft Office Excel 2010.

You maximize the worksheet viewing area by selecting the Full Screen option on the View tab. When you select Full Screen, all toolbars and menus disappear.

How can you restore the worksheet view back to the Normal View so that you can see the toolbars?

- A. You should consider making use of the Alt + W + L keyboard shortcut.
- B. You should consider making use of the Alt + W + M keyboard shortcut.
- C. You should consider making use of the Windows + M keyboard shortcut.
- D. You should consider making use of the Restore Down button in the Control menu.
- E. You should consider right-clicking on the taskbar tab for the workbook.

Correct Answer: D

QUESTION 2

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

QUESTION 3



You work as an Office Administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. When completed, the workbook will be sent to other users in the Sales department, company managers and board members.

You have completed the workbook. You want to ensure that all hidden rows and columns, comments and personal information are removed from the workbook before you distribute it.

What should you do before sending the workbook?

- A. You should run the Compatibility Checker.
- B. You should mark the document as final.
- C. You should run the Document Inspector.
- D. You should encrypt the document.

Correct Answer: C

QUESTION 4

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department. You save the workbook and share it.

One month later, you modify the workbook by adding a formula to a cell in one of the worksheets. The formula pulls data from other worksheets in the workbook. The formula does not work as expected. You suspect that the some of the data in the workbook is invalid.

You select some cells and want to validate the data. You navigate to the Data tab but the Data Validation option is unavailable.

What do you need to do before you can configure data validation rules?

- A. You need to inspect the workbook.
- B. You need to disable the sharing.
- C. You need to disable protection on the workbook.
- D. You need to disable encryption on the workbook.

Correct Answer: B

QUESTION 5

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department.



You want to be able to view the changes made to the workbook. You save the workbook to a network location and enable the Track Changes option.

Some users complain that when they open the workbook, it opens in Read Only mode.

How can you ensure that multiple users can open the workbook in Edit mode?

- A. You should consider adding a History worksheet to the workbook.
- B. You should consider selecting the Group option on the Data tab.
- C. You should consider selecting the Protect Workbook option on the Review tab.
- D. You should consider selecting the Share Workbook option on the Review tab.

Correct Answer: D

QUESTION 6

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 7

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 8

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.

You want to arrange the workbook windows so that you can view the titles of all the workbooks that you have open.

How should you configure the view?

- A. You should select the Switch Windows option on the View tab.
- B. You should select the Split option on the View tab.
- C. You should click the Arrange All button on the View tab and select the Cascade option.
- D. You should click the Arrange All button on the View tab and select the Vertical option.

Correct Answer: C

QUESTION 9

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to edit a Sales report.

The workbook contains twelve worksheets named January through December. Each worksheet contains a sales table listing the names of the Sales staff and the values of their sales for that month. The format and layout of the table is identical on each worksheet.

You add another worksheet named Totals and Analysis to the Sales report workbook. You want to create formulas in the Totals and Analysis worksheet that use references to sales values from the tables on the other worksheets.

What type of cell reference is used to refer to the same cells on multiple worksheets within a workbook?

- A. A Tiered Cell Reference.
- B. A 3-D Cell Reference.
- C. A Multi-Cell Reference.
- D. A Relative Cell Reference.

Correct Answer: B

QUESTION 10



Kara Lang works as the Financial Controller at ABC.com. She is using Microsoft Office Excel 2010 to edit multiple workbooks. She has workbooks open from different shared folders on the network.

Kara often works on the same set of workbooks simultaneously and it takes her some time to connect to each folder location and open the individual workbooks.

Kara has asked you to recommend a solution that makes opening the workbooks simpler and less time consuming.

Which of the following solutions should you recommend?

- A. You should recommend that Kara moves all the workbooks to a single folder.
- B. You should recommend that Kara creates shortcuts to all the workbooks and saves the shortcuts to a single folder.
- C. You should recommend that Kara creates a new workbook that contains references to the workbooks.
- D. You should recommend that Kara creates an Excel Workspace that references the workbooks.

Correct Answer: D

QUESTION 11

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 12

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

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