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Vendor:Microsoft

Exam Code:77-882

Exam Name:Excel 2010

Version:Demo

QUESTION 1

You work as the Finance Manager at ABC.com. It is the end of the financial year and you are auditing the accounts for the last year. You have imported the records from last year's company bank statements into a Microsoft Office Excel 2010

workbook.

You want to list all payments to a partner company named Weyland Industries with the category name of Services.

How can you configure the workbook to display only the records that contain Weyland Industries and Services?

- A. You should consider making use of the Sort Ascending function.
- B. You should consider making use of the Sort Descending function.
- C. You should consider making use of the AutoFilter function.
- D. You should consider making use of the Hide function.

Correct Answer: C

QUESTION 2

You work in the Sales office at Weyland Industries. You are using Microsoft Office Excel 2010 to prepare a financial report. The report will be sent to managers at a partner company named ABC.com.

ABC.com users use various versions of Microsoft Office including Microsoft Office 2003, 2007 and 2010.

You need to ensure that your financial report can be viewed You should consider the managers at ABC.com irrespective of which version of Microsoft Office they are using.

How can you ensure that the Excel features used in your spreadsheet are compatible with previous versions of Excel?

- A. You should consider running the Document Inspector.
- B. You should consider marking the document as final.
- C. You should consider running the Compatibility Checker.
- D. You should consider adding a digital signature.

Correct Answer: C

QUESTION 3

You work as the Financial Director at ABC.com. You are using Microsoft Office Excel 2010 to review the end-of-year financial reports from the ABC.com Sales department and from a partner company named Weyland Industries.

Weyland Industries is based in Mexico. The Weyland Industries financial report contains some text written in Spanish. To discover the meaning of the Spanish text, you navigate to the Proofing group on the Review tab and click the

Translate

button.

Which of the following would also give you the option to translate the Spanish text?

- A. The Lookup and Reference function in the Function Library group on the Formulas tab.
- B. The Format option in the Cells group on the Home tab.
- C. The Research function in the Proofing group on the Review tab.
- D. The Thesaurus function in the Proofing group on the Review tab.

Correct Answer: C

QUESTION 4

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 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 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.

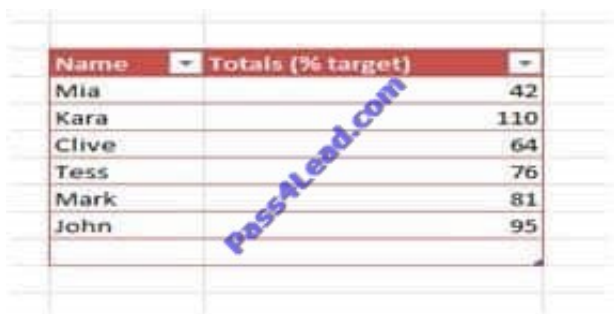
How should you configure the view?

- 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 7

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

QUESTION 8

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 9

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a document. The document will be sent to other users in the Sales department when completed.

The Excel workbook contains three tabs with data on each tab. The tabs are named Sheet1, Sheet2 and Sheet3.

While working on Sheet1, you navigate to the Review tab and click the Protect Sheet button. You leave the default options, enter a password and click ok.

What effect will this have on the workbook?

- A. Users will not be able to make any changes to either Sheet1, Sheet2 or Sheet3 without entering a password.
- B. Users will need a password to make changes to Sheet2 or Sheet3.
- C. Users will need a password to open the workbook.
- D. Users will need a password to make changes to Sheet1.
- E. Users will only see Sheet2 and Sheet3 when they open the workbook.

Correct Answer: D

QUESTION 10

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a sales summary that will be printed out and handed to senior management.

You want to ensure that you can print the sales summary in a single page without the need for scaling.

How can you configure Excel to display a worksheet as it would appear on a printed page while you are working on the spreadsheet?

- A. You should consider using the Print Layout view.
- B. You should consider using the Page Layout view.
- C. You should consider using the Draft view.
- D. You should consider using the Print Area function on the Page Layout tab.

Correct Answer: B

QUESTION 11

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

You want to print copies of the report to distribute to other employees in a meeting. The report uses several columns. You view the printable area of the worksheet and see that the columns do not fit on a single page.

To be able to print all the columns on a single page without scaling down the page, you want to change the layout of the worksheet from portrait to landscape.

How can you change the layout to landscape?

- A. You should consider selecting the Breaks option in the Page Setup group on the Page Layout tab.
- B. You should consider selecting the Page Layout option in the Workbook Views group on the View tab.
- C. You should consider selecting the Orientation option in the Page Setup group on the Page Layout tab.

D. You should consider selecting the Format option in the Cells group on the Home tab.

Correct Answer: C

QUESTION 12

Your work at ABC.com includes the preparation of workbooks using Microsoft Office Excel 2010.

You have finished a lengthy report about product sales for the past year and project sales for the next year. The workbook lists the name of a product multiple times.

The company releases a new version of the product and the product name is changed to reflect the update.

You want to use the Replace dialog box to change every instance of the product name throughout the spreadsheet.

Which of the following key combinations opens the Replace dialog box?

A. Ctrl + R

B. Ctrl + B

C. Ctrl + H

D. Ctrl + F

Correct Answer: C

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