



# 77-882<sup>Q&As</sup>

Excel 2010

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### QUESTION 1

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

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### 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 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

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### QUESTION 3

Your work at ABC.com includes the preparation of company documents using Microsoft Office 2010. You are using Microsoft Office Excel 2010 to create a workbook.



The workbook contains sensitive information. You want the word CONFIDENTIAL to be displayed on every page when the workbook is printed.

You have a picture file named confidential.gif that contains the required CONFIDENTIAL message.

What should you do with the picture file?

- A. You should use the Insert Picture function and select confidential.gif.
- B. You should insert the picture file as a background using the Background function on the Page Layout tab.
- C. You should insert the picture file into a header using the Headers and Footers function on the Insert tab.
- D. You should insert the picture file as a watermark using the Watermark function on the Page Layout tab.

Correct Answer: C

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#### QUESTION 4

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create company sales reports.

You have finished creating a monthly company performance report. You will send the document to the company Managing Director when you have finished it.

The Managing Director will need to ensure that the document he receives is the original document that you created. How can you ensure the integrity of the document?

- A. You should consider marking the document as final.
- B. You should consider selecting Protect and Share Workbook.
- C. You should consider encrypting the document.
- D. You should consider adding a digital signature to the document.
- E. You should consider selecting the Restrict Permission option.

Correct Answer: D

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#### QUESTION 5

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

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