



77-882^{Q&As}

Excel 2010

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**QUESTION 1**

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 week. You enter the name of each sales person in cells B2 to B10. You want to enter "Monday" in each of the cells from C2 to C10. You type Monday into cell C2 and drag the fill handle down to

cell C10. You find the AutoFill function increments the weekdays to Tuesday, Wednesday, Thursday.... down to cell C10.

You drag the fill handle again and this time you click the AutoFill button.

Which AutoFill option should you select to have Monday entered in cells C2 to C10?

- A. You should select the Fill Series option.
- B. You should select the Copy Cells option.
- C. You should select the Fill Formatting Only option.
- D. You should select the Fill Without Formatting option.
- E. You should select the Fill Days option.

Correct Answer: B

QUESTION 2

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 3

You have been hired as an Accounts Auditor for ABC.com. The Accounts Manager has given you a workbook that he



created using Microsoft Office Excel 2010.

The workbook has multiple worksheets and contains several formulas. You select a cell in a worksheet.

How can you view which formulas refer to the cell?

- A. You should consider navigating to the Formulas tab and selecting the Trace Dependents option.
- B. You should consider navigating to the Formulas tab and selecting the Trace Precedents option.
- C. You should consider navigating to the Formulas tab and selecting the Lookup and Reference option.
- D. You should consider navigating to the Formulas tab and selecting the Evaluate Formula option.

Correct Answer: A

QUESTION 4

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 range A4:D11.
- B. Search for the value 15 in the last column of the range A4:D11.
- C. Search for the value 4 in the first column of the range A4:D11.
- D. Search for the value 4 in the last column of the range A4:D11.
- E. Return the value that is contained in the 4th column and the 15th row of the range A4: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:D11 and on the same row as the value 4.

Correct Answer: AF

QUESTION 5

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

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