



# 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 select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

- A. You will use a new password.
- B. You will ask Microsoft to retrieve the password.
- C. You will fetch the password from the list in which you have saved it.
- D. You will create a new document.

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.



Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process. Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process.

## QUESTION 2

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You are creating a hot spot on a graphic that other users can click to run a macro. Which of the following steps will you take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

- A. To assign an existing macro to the graphic object, double-click the macro or enter its name in The Macro name box.
- B. Click the arrow next to Shape Outline, and then click No Outline. C. Right-click the created hot spot, and then click Assign Macro.
- C. To create a hot spot on the existing object, on the Insert tab, in the Illustrations group, Click Shapes, select the shape that you want to use, and then draw that shape on the existing object.
- D. Click the name of the macro in the Macro name box, click Edit, and then click OK to edit an existing macro.
- E. Click the arrow next to Shape Fill, and then click No Fill on the Format tab.
- F. Click Record, type a name for the macro in the Record Macro dialog box, and then click OK to start the recording of the macro.



G. Select the hot spot in the worksheet to display Drawing Tools for adding the Format tab.

H. Click Slicer, type a name for the macro in the Slicer Macro dialog box, and then click OK to start the recording of the macro.

Correct Answer: ABCDEFGH

### QUESTION 3

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2010. You have included various subtotals in a worksheet in the report to verify data accuracy. You want to remove all subtotals from the sheet before you send it to your manager.

Which of the following steps will you take to accomplish the task with the least administrative effort?

A. Select all the subtotals. From the shortcut menu, click the Remove All Subtotals option.

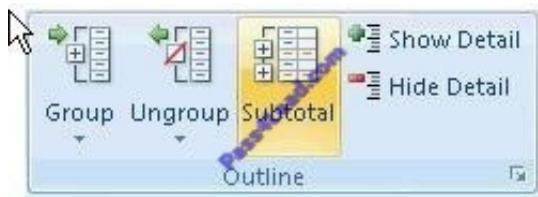
B. Hide the rows containing subtotals.

C. Open the Subtotal dialog box by clicking the Subtotal option in the Outline group on the Data tab. Click the Remove All button.

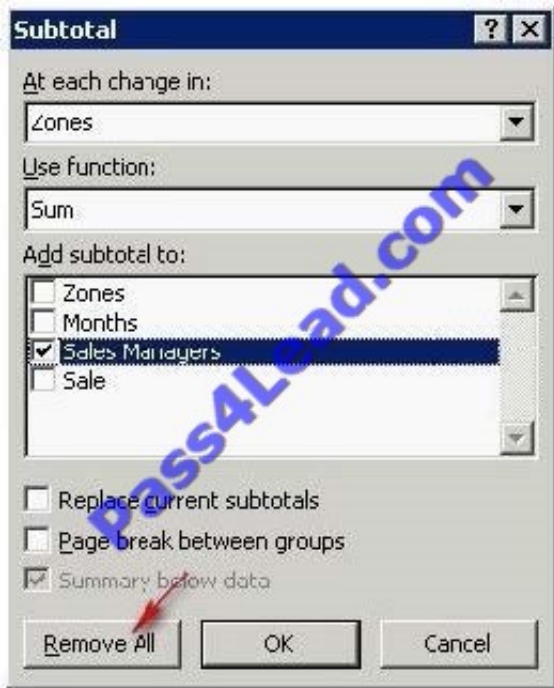
D. Delete all the rows containing subtotals.

Correct Answer: C

According to the question, you have to remove all subtotals from the worksheet with the least administrative effort. You can remove all subtotals from a worksheet at a time. For this, take the following steps: Open the Subtotal dialog box by clicking the Subtotal option in the Outline group on the Data tab. Click the Remove All option.



Answer option A is incorrect. No such option is provided in Excel 2010.



Answer option B is incorrect. Although this will hide the rows containing the subtotals, the contents will remain there and can be made visible by using the Unhide row option. Moreover, the question specifically specifies to remove all subtotals from the sheet. Answer option D is incorrect. Although this step will accomplish the task, it will involve a lot of administrative burden of selecting each row and deleting it manually.

#### QUESTION 4

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You input a formula for calculating the monthly sell of a particular product but your Excel cell shows a string of # symbols instead of returning a value as shown below:

	A	B	C	D
1	#####			
2				
3				
4				
5				

Which of the following are the reasons that are causing the above problem? Each correct answer represents a complete solution. Choose all that apply.

- A. You are inserting a new column, next to a column that is already formatted as text.
- B. The cell is not wide enough for displaying the calculated value.
- C. The lookup\_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- D. Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but



the cell contains a negative value.

Correct Answer: BD

The Cell Shows ##### error occurs because the cell is not wide enough for displaying the calculated value. The other reason is that Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value. Answer option C is incorrect. The Failure to Look Up Values in Excel error occurs when a user gets an unexpected error while trying to look up or match a lookup\_value within an array and Excel is not able to recognize the matching value. If the lookup\_value or the array the user is searching resides in a cell, the user can have unseen spaces at the start or end of that cell. This will create the situation where the contents of the two cells that the user is comparing look the same but extra spaces in one of the cells cause the cells to have slightly different content. The other reason is that the contents of the cells that are being compared may have different data types. Answer option A is incorrect. The Excel Won't Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function's value. The reason that causes this problem is that the cells containing the formula are formatted as 'text' instead of the 'General' type. This happens when the user inserts a new column, next to a column that is already formatted as text due to which the new column inherits the formatting of the adjacent column

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## QUESTION 5

You work as an Office Assistant for Blue well Inc. You want to record a macro and save it with the name "Auto\_Open" so that the macro will run whenever you open the workbook containing the macro. While doing so, you observe that the

Auto\_Open macro fails every time. Which of the following are the causes of this?

Each correct answer represents a complete solution. Choose all that apply.

- A. The default workbook or a workbook loaded from the XLStart folder is opened before running the macro.
- B. The workbook is opened programmatically using the Open method.
- C. The workbook where a user wants to save the Auto\_Open macro already contains a VBA procedure in its Open event.
- D. The workbook is based on the record button that is disabled by default before running the Auto\_Open macro.

Correct Answer: CBA

The various limitations of recording an Auto\_Open macro are as follows:

1.

If the workbook where a user wants to save the Auto\_Open macro already contains a VBA procedure in its Open event, then all actions in the Auto\_Open macro are overridden by the VBA procedure used for the Open event.

2.

The Auto\_Open macro will be ignored when a workbook is opened programmatically using the Open method.

3.

The Auto\_Open macro runs before any other workbooks are opened. Therefore, if the user records actions he wants Excel to perform on the default workbook or a workbook loaded from the XLStart folder, the Auto\_Open macro will fail when the user restarts Excel because it runs before the default and start-up workbooks are opened. Answer option D is incorrect. This is an invalid answer option.



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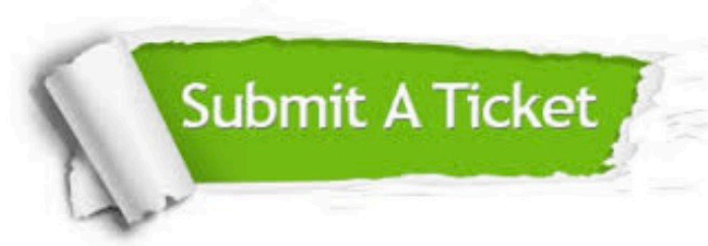
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