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Excel 2010

Microsoft 77-882

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QUESTION NO: 1

You work as a Help Desk Technician for Dreams Unlimited Inc. Martha, a Sales Manager, is creating a sales report in Microsoft Excel. The report contains many worksheets. Martha has used many formulas in her report. She wants to monitor a cell which contains a formula. The formula refers to many other cells that are located in different worksheets in the report. She wants to know the effects on the cell when the values in different sheets changes. She requests you to help her out to accomplish the task. Which of the following steps will you advice her to accomplish the task?

- A.** Click the New Window option in the Window group on the View tab. Click the Arrange All option in the Window group on the View tab.
- B.** Click the New Window option in the Window group on the View tab.
Click the Arrange All option in the Window group on the View tab. Select the Vertical option.
- C.** Select the cell which is to be monitored.
On the Formulas tab in the Formula Auditing group, click Watch Window. Click Add Watch.
- D.** Select the cell which is to be monitored.
On the Formulas tab in the Formula Auditing group, click Evaluate Formula.

ANSWER: C**QUESTION NO: 2**

Alan works as a Sales Manager for MVP Technologies. He is creating a sales report in Microsoft Excel 2010. In the report, he needs to enter the names of sales executives in one column and the sales target (in dollars) achieved by them in the next column as shown in the image below:

	A	B	C
1	#	Name	Target Achieved (In US\$)
2	1	Rick	12,000
3	2	Mark	10,500
4	3	Adam	9,700
5	4	Ada	9,900
6	5	Andy	10,250
7	6	David	11,000

He wants to ensure that the color of a cell changes automatically to orange when the sales figure entered in the cell is more than \$10,000. Which of the following actions will he take to accomplish the task?

- A.** Use the Auto Correct feature.
- B.** Use a style.

- C. Use the Auto Format feature.
- D. Use the conditional formatting feature.

ANSWER: D

QUESTION NO: 3

Martha works as an Office Executive for Tech Profile Inc. She uses Microsoft Excel 2010 to create office reports. She often needs to fill names of all employees in each department of the company in her reports. Which of the following steps should she take to ease her task?

- A. Fill different columns with names of employees department-wise, in an Excel worksheet. Save the sheet as a template file. Use this template for creating reports.
- B. Fill different columns with names of employees department-wise, in an Excel worksheet. Copy and paste the columns from the worksheet into a new sheet whenever required.
- C. Create custom lists of employees department-wise in Excel. Use the Fill handle to fill the cell with the names of employees.
- D. Fill different columns with names of employees department-wise, in an Excel worksheet. Save the sheet and use it as a template.

ANSWER: C

QUESTION NO: 4

You work as an Office Assistant for Pecuniary Inc. You are creating a report in a workbook in Microsoft Excel. The company borrowed a sum of \$1000000 at 6% interest rate, which is to be paid within 24 months. You are required to prepare a report in a workbook in Microsoft Excel, which shows the calculation of monthly installments to be paid to repay the loan. Which of the following formulas will you use to accomplish the task?

- A. `PMT(1000000, 6/12, 24, 0, 0)`
- B. `PMT(1000000, 6%/12, 24, 0, 0)`
- C. `PMT(6%/12, 24, 1000000, 0, 0)`
- D. `PMT(6/12, 24, 1000000, 0,0)`

ANSWER: C

QUESTION NO: 5

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.** Hide the rows containing subtotals.
- B.** Select all the subtotals. From the shortcut menu, click the Remove All Subtotals option.
- 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.

ANSWER: C