

77-882^{Q&As}

Excel 2010

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QUESTION 1

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

It is the end of the financial year and you are working on a final sales report for the year. A copy of the report will be handed out to Sales Account Managers and Senior Management for discussion in an annual Sales Review meeting.

There are five worksheets in the workbook, one worksheet for each quarter and a fifth worksheet with combined totals and analysis of the quarterly figures.

You have entered all the data for each quarter and configured tables for the data. On the fifth worksheet, you have included graphical representations of the data using various types of charts.

You now want apply a consistent formatting across the entire workbook. You want to give the workbook a professional look by applying graphics effects, light colors and easy to read fonts.

What is the easiest way to prepare the workbook?

- A. You should configure a custom view to the workbook.
- B. You should apply a Theme to the workbook.
- C. You should use the Cell Styles function.
- D. You should select all the cells in the first worksheet and apply suitable formatting. Repeat the process for the remaining worksheets.

Correct Answer: B

QUESTION 2

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 sales of the company's product. The workbook will be updated by Sales Account Managers.

You save the workbook to a network location and enable sharing of the workbook. You select the option to allow changes by more than one user at the same time.

You want to keep any changes made by the Sales Account Managers for 60 days.

How can you configure Excel to save changes for 60 days?

- A. You should consider configuring the Track Changes option on the Review tab.
- B. You should consider configuring the Advanced options in the Share Workbook dialog box.
- C. You should consider doing nothing. This is the default when a workbook is shared.
- D. You should consider configuring the Protect Workbook options.

Correct Answer: B

QUESTION 3

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

QUESTION 4

You work as the Sales Assistant at ABC.com. The Sales Manager has sent you a workbook containing a sales report and asked you to edit it. You open the sales report using Microsoft Office Excel 2010.

You are currently using the default Normal view to view the workbook. You have seen a printed version of the sales report. The printed version has a page header that contains the title of the sales report. However, you cannot see the header

when viewing the workbook in normal view.

Which Excel view would display the header and footer placeholders while allowing you to edit the cells in the worksheet?

- A. Full Screen view.
- B. Print Preview.
- C. Page Break Preview
- D. Page Layout view.

Correct Answer: D

QUESTION 5

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 6

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 7

You work as an Office Administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. When completed, the workbook will be sent to other users in the Sales department, company managers and board members.

You have completed the workbook. You want to ensure that all hidden rows and columns, comments and personal information are removed from the workbook before you distribute it.

What should you do before sending the workbook?

- A. You should run the Compatibility Checker.
- B. You should mark the document as final.
- C. You should run the Document Inspector.

D. You should encrypt the document.

Correct Answer: C

QUESTION 8

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

QUESTION 9

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. You want the worksheet tabs to appear in colors as shown below.



How do you change the color of worksheet tabs?

- A. You should consider right-clicking on the tab and selecting Tab Color from the menu.
- B. You should consider right-clicking on the tab and selecting Sheet Color from the menu.
- C. You should consider selecting the Font Color tool on the Home tab.
- D. You should consider selecting the Colors tool in the Themes group on the Page Layout tab.

Correct Answer: A

QUESTION 10

Kara Lang works as the Financial Controller at ABC.com. She is using Microsoft Office Excel 2010 to edit multiple workbooks. She has workbooks open from different shared folders on the network.

Kara often works on the same set of workbooks simultaneously and it takes her some time to connect to each folder location and open the individual workbooks.

Kara has asked you to recommend a solution that makes opening the workbooks simpler and less time consuming.

Which of the following solutions should you recommend?

- A. You should recommend that Kara moves all the workbooks to a single folder.
- B. You should recommend that Kara creates shortcuts to all the workbooks and saves the shortcuts to a single folder.
- C. You should recommend that Kara creates a new workbook that contains references to the workbooks.
- D. You should recommend that Kara creates an Excel Workspace that references the workbooks.

Correct Answer: D

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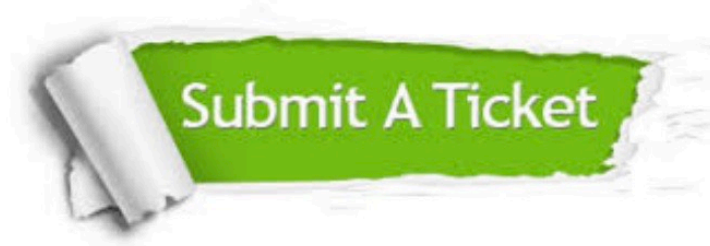
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