Microsoft

77-882 Exam

Excel 2010

Demo

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Question: 1

You work as a Sales Manager for Tech Perfect Inc. You are creating a report for your sales team using Microsoft Excel. You want the report to appear in the following format:

	A	B	C	D	E	F
1	**Sales Manager**	**Januray**	**February**	**March**	**First Quarter**	**Remark**
2	Mark Smith	$345.00	$448.00	$550.00	$1,343.00	Well Done
3	David Jackson	$320.00	$390.00	$440.00	$1,150.00	Improve in Next Quarter
4	Ali Ahmed	$413.00	$428.00	$475.00	$1,316.00	Well Done
5	Rick Stuart	$278.00	$340.00	$410.00	$1,028.00	Improve in Next Quarter
6	Tom Alter	$310.00	$370.00	$472.00	$1,152.00	Improve in Next Quarter
7	Deepak Chopra	$438.00	$410.00	$504.00	$1,352.00	Well Done

You want the Remark column to be filled through a conditional formula. The criteria to give the remark is as follows:
If the sales of the First Quarter is greater than or equal to 1200, display "Well Done"
If the sales of the First Quarter is lesser than 1200, display "Improve in Next Quarter"
You have done most of the entries in a workbook. You select the F2 cell as shown in the image given below:

	A	B	C	D	E	F
1	**Sales Manager**	**Januray**	**February**	**March**	**First Quarter**	**Remark**
2	Mark Smith	$345.00	$448.00	$550.00	$1,343.00	
3	David Jackson	$320.00	$390.00	$440.00	$1,150.00	
4	Ali Ahmed	$413.00	$428.00	$475.00	$1,316.00	
5	Rick Stuart	$278.00	$340.00	$410.00	$1,028.00	
6	Tom Alter	$310.00	$370.00	$472.00	$1,152.00	
7	Deepak Chopra	$438.00	$410.00	$504.00	$1,352.00	

Which of the following conditional formulas will you insert to accomplish the task?
A. =IF(E2>1200,"Improve in Next Quarter","Well Done")
B. =IF(E2>=1200,"Well Done","Improve in Next Quarter")
C. =IF(E2>=1200,"Improve in Next Quarter","Well Done")
D. =IF(E2<=1200,"Well Done","Improve in Next Quarter")

Answer: B

Explanation:
In order to accomplish the task, you will have to insert the following formula in the F2 cell:
=IF(E2>=1200,"Well Done","Improve in Next Quarter")

Question: 2

You are creating a business report by using Microsoft Excel 2010. You have arranged sales data as shown below:

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◢	A	B	C	D	E
1			Target Achieved (In US$)		
2	#	Name	2008	2009	2010
3	1	Rick	46,900	78,000	82,000
4	2	Mark	42,500	63,500	110,500
5	3	Adam	56,120	59,200	99,700
6	4	Ada	47,200	61,500	99,900
7	5	Andy	49,000	69,200	110,250
8	6	David	47,000	71,100	111,000

You want to provide pictorial representation of the trend of these sales data in front of each row. Which of the following steps will you choose to accomplish the task involving the least amount of administrative burden?

A. Use sparklines.
B. Use illustrations.
C. Use conditional formatting.
D. Use charts.

Answer: A

Explanation:
In order to accomplish the task with least amount of administrative burden, use sparklines. Sparklines, introduced in Microsoft Office 2010, are tiny charts that can fit in a cell. The sparklines can be used to show trends in a small amount of space. It visually summarizes trends alongside data.

#	Name	Target Achieved (In US$)			Trends
		2008	2009	2010	
1	Rick	46,900	78,000	82,000	
2	Mark	42,500	63,500	110,500	
3	Adam	56,120	59,200	99,700	
4	Ada	47,200	61,500	99,900	
5	Andy	49,000	69,200	110,250	
6	David	47,000	71,100	111,000	

Sparklines can be used in places where users need to show a snapshot of their data in an easy-to-understand visual format. Sparklines can be added through the Insert tab.
Answer: D is incorrect. Charts will not provide the representation row-wise. Moreover, it will involve lots of administrative burden.
Answer: B is incorrect. Illustrations include pictures, smart objects, snapshots, etc. It cannot be used to display trends.
Answer: C is incorrect. A conditional format in Microsoft Excel is used to automatically format (e.g., change the font size or cell shading) a cell if a particular condition is true. It does not provide the pictorial representation of trend.

Question: 3

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You work as a Sales Manager for Net World Inc. You are creating a sales report in Microsoft Excel 2010. You want to create the report while keeping an eye on how it will look in printed format. Which of the following views will you have to work on?
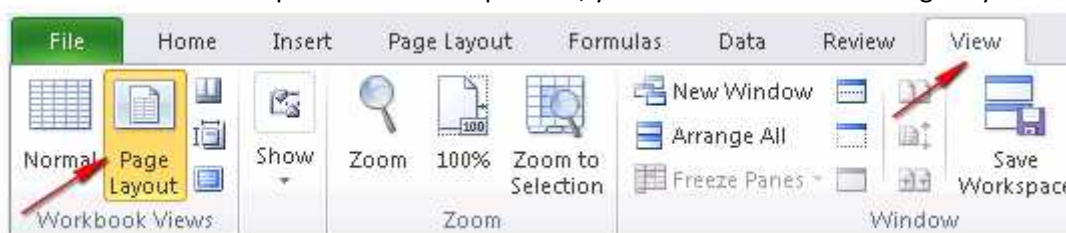
A. Normal
B. Print Preview
C. Page Layout
D. Page Break

Answer: C

Explanation:
In order to fulfill the requirement of the question, you will have to work on Page Layout View.

The Page Layout View is one of the several views provided by Excel. This view was introduced in Excel 2007 to enable users to create a worksheet while keeping an eye on how it will look in printed format. Users can work with page headers, footers, margin settings in the worksheet in this view. It also enables a user to place various objects, such as charts, at the place where the user wants to print them.

Various page setup options are also available in this view. It enables users to quickly set the worksheet page for printing purposes.

Answer: A is incorrect. The Normal view will not allow you to work on your worksheet while showing how it will appear in printed format.

Answer: D is incorrect. Although the Page Break view will show the print breaks of the worksheet pages, it will not provide different printing options to work on.

Answer: B is incorrect. There is no such view as Print Preview in Excel 2010.

Question: 4

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 formul

a. 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 change. She requests that you help her out to accomplish the task. Which of the following steps would you suggest she take in order 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.
Select the Vertical option.
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 Cascade option.

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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

Explanation:
In order to accomplish the task, she should take the following steps:
Select the cell which is to be monitored.
On the Formulas tab in the Formula Auditing group, click Watch Window.
Click Add Watch.

Question: 5

Martha works as an Office Assistant for Tech Perfect Inc. She uses Microsoft Excel 2010 for working on a report. She wants to add a picture as a background in her Excel worksheet. She does not want that picture to be printed while printing.
Which of the following steps will she take to accomplish the task?

A. Use Insert > Illustrations > Picture to insert the picture
B. Use Page Layout > Page Setup > Background option to insert the picture
C. Use Page Layout > Page Setup > Print Titles
D. Use Insert > Text > Headers & Footers

Answer: B

Explanation:
In order to put a picture as a sheet background, Martha will click the Background option in the Page Setup group, on the Page Layout tab.

Question: 6

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2010 for creating various types of reports. You have created a report in the format given below:

	A	B	C	D
1	Sales Person	Exceeded Jan Quota	Exceeded Feb Quota	Exceeded Mar Quota
2	Mark	Yes	No	No
3	Sarah	Yes	Yes	No
4	David	Yes	Yes	Yes
5	Sasha	No	Yes	Yes
6	Formula	Description (result)		
7		Counts how many sales people exceeded both their January and February Quota		

In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7

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cell.
Which of the following formulas will provide the required result?

A. COUNTIF(B2:C5,"=Yes")
B. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")
C. COUNTIFS(B2:C5,"=Yes")
D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Answer: D

Explanation:
In order to get the required result, you will have to insert the following formula in the B7 cell:
COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")
Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

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