IT认证电子书

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**Exam** : **77-882**

Title : Excel 2010

Version : Demo

1.You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Microsoft Excel 2010 to prepare sales reports. You have created a quarterly sales report of the department. After entering required data and inserting charts, you want to give a professional look to the document. You want to produce the document with soothing graphic effects, soft fonts, and light colors. Which of the following steps will you take to accomplish the task with least administrative burden?
A. Create a new workbook through a template. Copy all data and charts of the report to the new workbook.
B. Use the SmartArt option.
C. Choose one of the pre-built themes.
D. Select all the text of the document. Change font style to Verdana and font color to light gray. Use vibrant colors for charts.
Answer: C

2.You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2010. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flow-chart symbols in the report.?
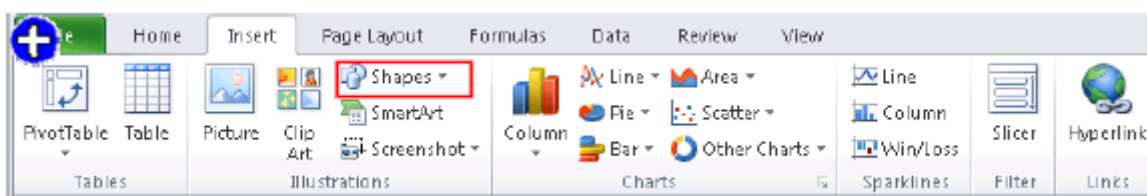
A.
Answer: A

3.Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?
A. All filter
B. Sort
C. Find
D. Autofilter
Answer: D

4.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:

l If the sales of the First Quarter is greater than or equal to 1200, display "Well Done"

l 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,"Well Done","Improve in Next Quarter")

B. =IF(E2<=1200,"Well Done","Improve in Next Quarter")

C. =IF(E2>=1200,"Improve in Next Quarter","Well Done")

D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

Answer: A

5.You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2010 application on the network. You open the application and see various changes in Excel 2010. You have to open an existing worksheet through the application. You are unable to find the Office button. Mark the option that you will click to accomplish the task.

A.
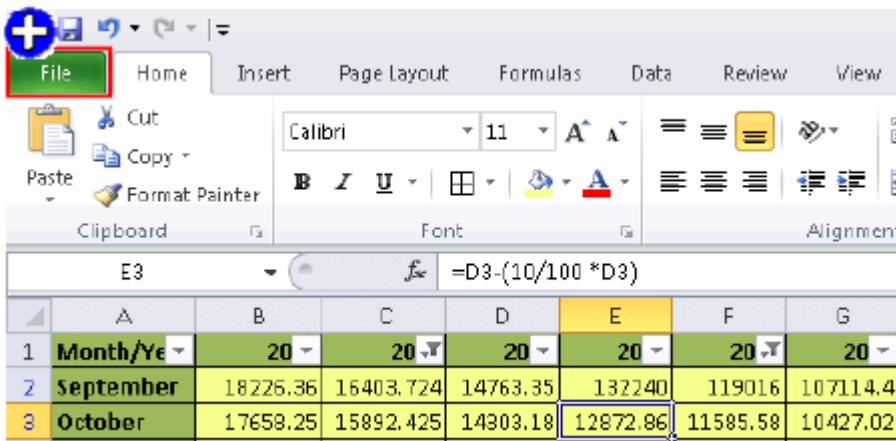
Answer: A

6.You work as an Office Assistant for Media Perfect Inc. You are creating a report in Microsoft Excel 2010. The report worksheet will include the sales made by all the sales managers in the month of January.

	A	B
1	Sales Report	
2		
3	Name	January
4	David	$1,000.00
5	Mariah	$1,700.00
6	Mark	$2,500.00
7	Sarah	$2,200.00
8	Sasha	$3,100.00
9	Total	$10,500.00

In the worksheet, you are required to place a pictorial representation displaying the percentage of total sales made by each sales manager in January. Which of the following charts will you use to accomplish the task?

A. Column
B. Line
C. Pie
D. Bar

Answer: C

7.You work as a Help Desk Technician for Tech Perfect Inc. Rick, a Sales Manager, uses Microsoft Excel 2010 to prepare sales reports. He is creating a sales report in which he wants to compare the relative magnitude of the targets achieved by his sales team members as shown in the image given below:

	Sales Person	Yearly Target Achieved (%)	
1	Mark Smith		23
2	David Jackson		32
3	Mohammand Ali		45
4	Sandra Manio		54
5	Rick Adverd		65
6	Sasha Singh		78

He wants your help in formatting the table in the required way. Choose the required steps to accomplish the task.

Select one of the tables from Medium section through the
Select the Data Bars option through the Home tab > Style
Select the range for which the display of relative magnitud
Select the table.
Select the Color Scale option through the Home tab > Sty

*Sequence of the selected item is not required

Select the range for which the display of relative magnitud
Select the Data Bars option through the Home tab > Styles

Select the table.
Select the Color Scale option through the Home tab > Styl
Select one of the tables from Medium section through the
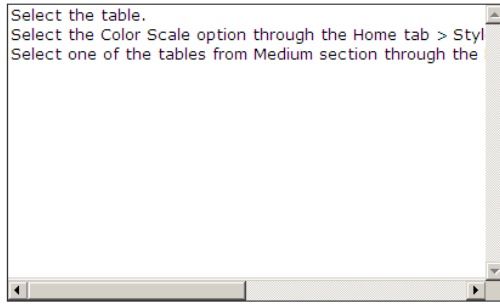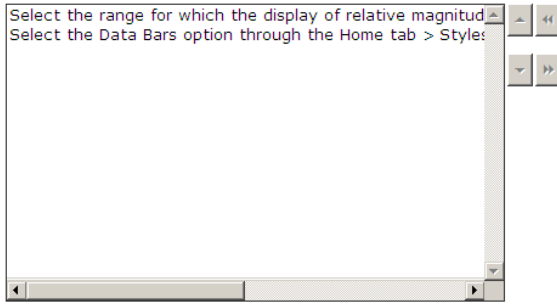
A.

Answer: A

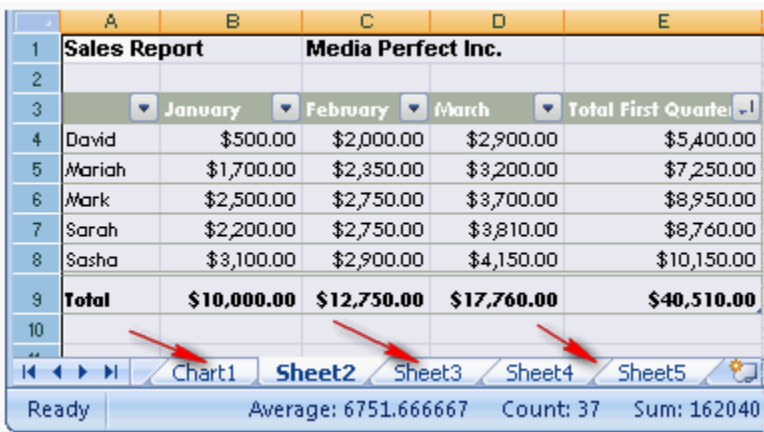8.You are creating a business report by using Microsoft Excel 2010. You have arranged sales data as shown below:

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

Answer: D

9.You work as an Office Assistant for Media Perfect Inc. You are creating a report in Excel. You have selected all worksheets available in the workbook as shown below:

	A	B	C	D	E
1	Sales Report		Media Perfect Inc.		
2					
3		January	February	March	Total First Quarter
4	David	$500.00	$2,000.00	$2,900.00	$5,400.00
5	Mariah	$1,700.00	$2,350.00	$3,200.00	$7,250.00
6	Mark	$2,500.00	$2,750.00	$3,700.00	$8,950.00
7	Sarah	$2,200.00	$2,750.00	$3,810.00	$8,760.00
8	Sasha	$3,100.00	$2,900.00	$4,150.00	$10,150.00
9	Total	$10,000.00	$12,750.00	$17,760.00	$40,510.00
10					

Chart1 Sheet2 Sheet3 Sheet4 Sheet5

Ready   Average: 6751.666667   Count: 37   Sum: 162040

Now, you want to cancel the selection. Which of the following steps will you take to accomplish the task with least administrative effort?

A. Double-click on one of the selected sheets.

B. Click on one of the selected sheets.

C. Click any unselected sheet.

D. Click the Single Sheet options in the Sheet Options group on the Page Layout tab.

E. Right-click the selected sheets. Click the Ungroup Sheets option from the shortcut menu.

Answer: E

10.You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have inserted the sales figures of all sales managers as shown in the image given below:

	A	B	C	D	E	F
1	**Incentive Sheet**					
2						
3	Incentive Percentage	**10**				
4						
5						
6						
7	**Name**	**January**	**February**	**March**	**First Quarter Sale**	**Sale Incentive**
8	Mark	$2,000.00	$2,450.00	$2,700.00	$7,150.00	
9	David	$2,100.00	$2,200.00	$2,300.00	$6,600.00	
10	Mariah	$1,950.00	$2,150.00	$2,310.00	$6,410.00	
11	Sarah	$2,300.00	$2,700.00	$3,100.00	$8,100.00	
12	Sasha	$2,500.00	$2,840.00	$3,400.00	$8,740.00	

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

A. =B3/100 * E8

B. =B3/100 * E8

C. =B3/100 * E8

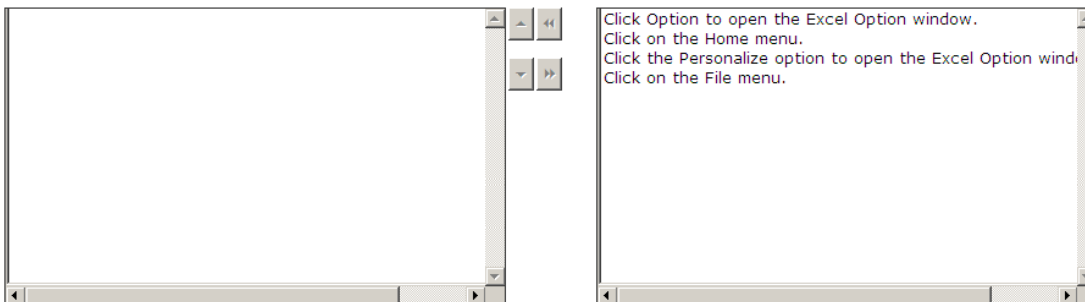D. =B3/100 * &E&8

E. =&B&3/100 * E8

Answer: B

11.You have upgraded your Excel 2007 to Excel 2010. You want to personalize your Excel environment through the Excel Options window given below:
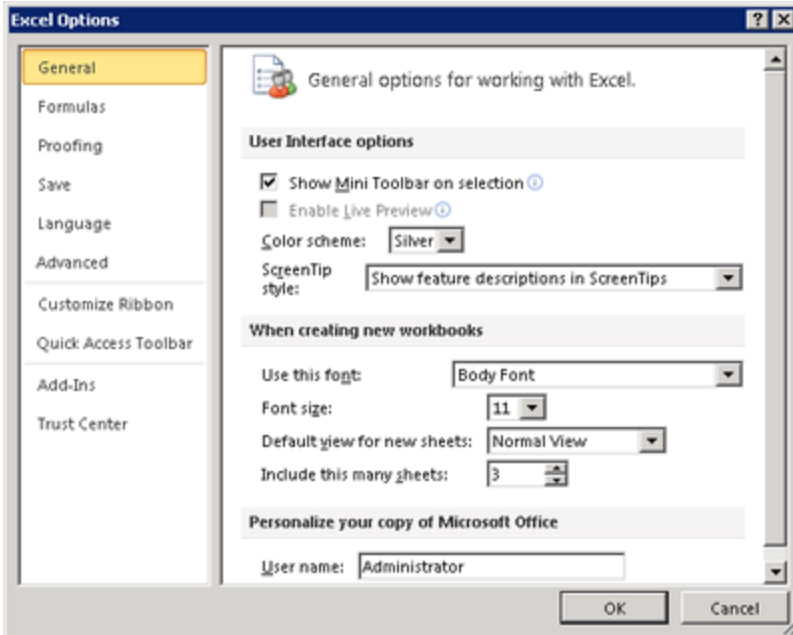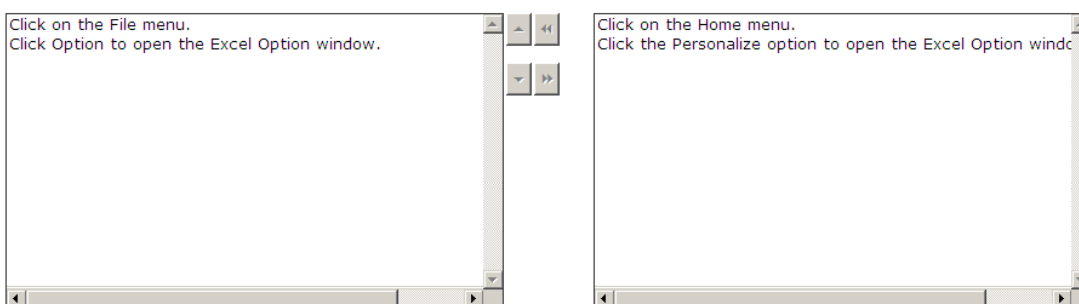
You are unable to find the Office button. Choose the steps you will take to accomplish the task.

*Sequence of the selected item is not required.

*Sequence of the selected item is not required.

A.

Answer: A

12.You work as an Office Assistant for Tech Perfect Inc. Your responsibility includes preparing sales reports of the company. You have created a sales report in a workbook of Excel 2010. Your workbook includes several worksheets as shown in the image given below:

You want the *sheet tabs* of the sheets containing charts to appear in red color. Which of the following steps will you take to accomplish the task?

A. Select the sheets containing charts.
Select the Effects option in the Themes group on the Page Layout page.
B. Select the sheets containing charts.
Select the Colors option in the Themes group on the Page Layout page.
C. Select the sheets containing charts.
Right-click on the sheet tabs.
Choose the Tab Color option from the shortcut menu.
D. Select the sheets containing charts.
Right-click on the sheet tabs.
Choose the Sheet Color option from the shortcut menu.

Answer: C

13.You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2010 to create different reports for your company. Drag and drop the appropriate methods for efficient data entry in front of their descriptions.

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	PlaceHolder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	PlaceHolder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	PlaceHolder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	PlaceHolder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	PlaceHolder

— Data Entry Methods Available in Excel 2007 —

Auto Fill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

| Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	1
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	4
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	5
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	3
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	2

— Data Entry Methods Available in Excel 2007 —

Auto Fill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

A.

Answer: A

14.Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.
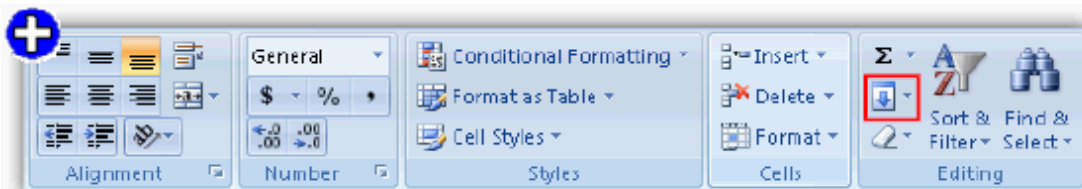
A.

Answer: A

15.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 cell.

Which of the following formulas will provide the required result?
A. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")
B. COUNTIFS(B2:C5,"=Yes")
C. COUNTIF(B2:C5,"=Yes")
D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")
Answer: D