

DUMPS ARENA

Excel 2010

Microsoft 77-882

Version Demo

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QUESTION NO: 1

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

ANSWER: D**QUESTION NO: 2**

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: 3**

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

QUESTION NO: 4

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

QUESTION NO: 5

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