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## Microsoft Excel 2010 Expert

Microsoft 77-888

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## QUESTION NO: 1

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

- A. Mark as Final
- B. Encrypt with Password
- C. Protect Current Sheet
- D. Protect Workbook Structure

## ANSWER: C

### Explanation:

The various Protect Workbook options are as follows:

1. Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.
2. Encrypt with Password: When a user selects the Encrypt with Password option, the EncryptDocument dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.
3. Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.
4. Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.
5. Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.
6. Add a Digital Signature: This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.

**QUESTION NO: 2**

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have two budget situations in which one is the worst case and the other is the best case. You want to create both situations on the same worksheet and then switch between them with the change in requirements. Which of the following will you use to accomplish the task?

- A. Goal Seek
- B. Data table
- C. Scenario
- D. Solver add-in

**ANSWER: C****Explanation:**

A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch

to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value.

Answer option D is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell. Answer option B is incorrect. A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data.

## QUESTION NO: 3 - (HOTSPOT)

### HOTSPOT

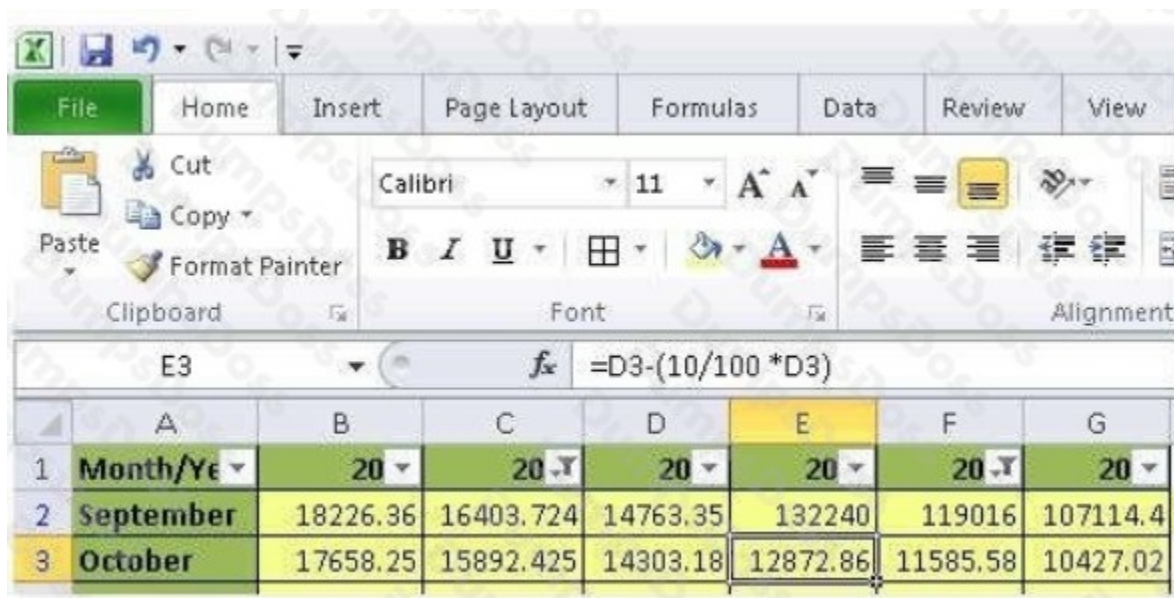
You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2010 application on the network. You open the application and see various changes in Excel 2010. You have to open an existing worksheet through the application. You are unable to find the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

Mark the option that you will click to accomplish the task.

### Hot Area:

	A	B	C	D	E	F	G
1	Month/Year	20	20	20	20	20	20
2	September	18226.36	16403.724	14763.35	132240	119016	107114.4
3	October	17658.25	15892.425	14303.18	12872.86	11585.58	10427.02

**ANSWER:**

**Explanation:**

You will have to click File button to accomplish the task. Clicking the File button will open the fullscreen Backstage View of the sheet.

**QUESTION NO: 4**

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. Autofilter
- B. Find
- C. Sort
- D. All filter

**ANSWER: A****Explanation:**

Autofilter is used to filter the record as per the condition by hiding the rest. Defining different filters, you can compare data in multiple ways, so you can glean vital information without wasting vital time.

Answer options B and D are incorrect. There are no such options defined in Excel to filter the records.

Answer options C is incorrect. The Sort function is used to arrange the records in ascending or descending order.

**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 a number of PivotTables in a single report. You want to apply the same filter to all of those PivotTables. For this purpose, you are required to create a slicer in one PivotTable and share it with other PivotTables. Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- B. Click Insert Slicer in the Sort & Filter group on the Options tab.
- C. Hold down CTRL, and then click the items on which you want to filter.
- D. Select the Macro enabled checkbox of the PivotTable fields for which you want to create a slicer in the Insert Security dialog box and then click OK.
- E. Click anywhere in the PivotTable report for which you want to create a slicer.

**ANSWER: A B C E**

## QUESTION NO: 6

Which of the following is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space?

- A. Trendline
- B. Line chart
- C. Sparkline
- D. Backstage view

**ANSWER: C**

### Explanation:

A sparkline is defined as a tiny chart in the background of a cell. Unlike charts on an Excel Worksheet, sparklines are not objects. It is used because data presented in a row or column is useful, but patterns can be hard to spot at a glance. It is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space. The benefit of using the sparklines is that these can be printed when a user prints a worksheet that contains them. This feature is not available in charts.

Answer option D is incorrect. The Microsoft Office Backstage view is used to replace the traditional file menu with a new approach that uses In and Out features for efficiency. The improved Ribbon enables users to access their preferred commands rapidly and create custom tabs to personalize the way they work.

Answer option A is incorrect. A trendline is defined in Excel 2010. It is a data visualization tool to display the trend of a particular data range.

It is used to show the slope of data points in a chart. There are various types of trendlines, such as linear trendlines, exponential trendlines, and linear forecast trendlines.

Answer option B is incorrect. Excel provides a column chart facility to display data that is arranged in columns or rows on a worksheet. Line charts are used to display continuous data over time, set against a common scale. In a line chart, category data is distributed along the horizontal axis, and all value data is distributed along the vertical axis. Line charts are ideal for showing trends in data at equal intervals.



A line chart should be used where category labels are text, and are representing evenly spaced Values such as months, quarters, or years.

## QUESTION NO: 7

You work as an Office Assistant for Blue well Inc. You want to record a macro and save it with the name "Auto\_Open" so that the macro will run whenever you open the workbook containing the macro.

While doing so, you observe that the Auto\_Open macro fails every time. Which of the following are the causes of this?

Each correct answer represents a complete solution. Choose all that apply.

- A. The default workbook or a workbook loaded from the XLStart folder is opened before running the macro.
- B. The workbook is opened programmatically using the Open method.
- C. The workbook where a user wants to save the Auto\_Open macro already contains a VBAprocedure in its Open event.
- D. The workbook is based on the record button that is disabled by default before running the Auto\_Open macro.

## ANSWER: A B C

### Explanation:

The various limitations of recording an Auto\_Open macro are as follows:

1. If the workbook where a user wants to save the Auto\_Open macro already contains a VBAprocedure in its Open event, then all actions in the Auto\_Open macro are overridden by the VBA procedure used for the Open event.
2. The Auto\_Open macro will be ignored when a workbook is opened programmatically using theOpen method.
3. The Auto\_Open macro runs before any other workbooks are opened. Therefore, if the userrecords actions he wants Excel to perform on the default workbook or a workbook loaded from the XLStart folder, the Auto\_Open macro will fail when the user restarts Excel because it runs before the default and start-up workbooks are opened.

Answer option D is incorrect. This is an invalid answer option.

## QUESTION NO: 8

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network.

Rick wants to display data series, categories, data markers, and axes in the report. Which of the following actions will Rick take to accomplish the task?

- A. He will use stand-alone slicers.
- B. He will create a PivotTable report.
- C. He will configure form controls.
- D. He will create a PivotChart report.

## ANSWER: D

### Explanation:

The PivotChart report is used to provide a graphical representation of data in a PivotTable report in an interactive way. Whenever a user creates the PivotChart report, PivotChart report filters are displayed in the chart area. These are used for sorting and filtering the underlying data of the PivotChart report. Changes made to the layout and data in the associated PivotTable report are immediately reflected in the layout and data in the PivotChart report. The PivotChart report shows data series, categories, data markers, and axes in the same way as the standard charts do. It is possible to change the chart type and other options such as titles, legend placement, data labels, and chart location.

Answer option A is incorrect. Stand-alone slicers are referenced from Online Analytical Processing (OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable in future. They can be added by using the slicer button on the Ribbon. They need to be manually linked into grids as required.

Answer option C is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5. 0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot be added to UserForms, used to control events, or modified to run Web scripts on Web pages.

Answer option B is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

## QUESTION NO: 9

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to quickly filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are required to use a slicer. Which of the following are the ways that you can use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. Create a copy of a slicer connected with the PivotTable.
- B. Create a slicer connected with the PivotTable.

- C. Create a slicer by disabling Macros associated with the PivotTable.
- D. Use an existing slicer connected with another PivotTable.

**ANSWER: A B D**

**Explanation:**

The various ways to use or create slicers to filter PivotTable data in an existing PivotTable are as follows:

1. Create a slicer connected with the PivotTable.
2. Create a copy of a slicer connected with the PivotTable.
3. Use an existing slicer connected with another PivotTable.

Answer option C is incorrect. This is an invalid answer option.

**QUESTION NO: 10**

You work as a Project Manager for Blue Well Inc. The company has a Windows-based network.

You want to rename a worksheet as Important.

Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. Click the Insert tab and open the name sheet.
- B. Enter the name and click the OK button.
- C. Right-click on the Sheet tab and select the Rename option.
- D. Delete the old name, type the new name, and then click OK.

**ANSWER: B C**