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Microsoft 77-882

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QUESTION NO: 1

You work as a Sales Manager for Maini Industries. Your company manufactures and sells construction equipment. You have to create a report that will show the highest selling items of each month. The report will be in the following format:

	A	B	C	D	E	F	G	H
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale				
2	January	101	Props	\$2,000.00		ItemID	Item Name	
3	February	101	Props	\$3,450.00		101	Props	
4	March	103	Vertical Spans	\$4,532.00		102	Scaffoldings	
5	April	105	QuickWedge	\$4,000.00		103	Vertical Spans	
6	May	101	Props	\$5,540.00		104	Horizontal Spans	
7	June	101	Props	\$6,503.00		105	QuickWedge	
8	July	104	Horizontal Spans	\$7,021.00				
9	August	104	Horizontal Spans	\$6,880.00				
10	September	104	Horizontal Spans	\$7,010.00				
11	October	105	QuickWedge	\$7,500.00				
12	November	101	Props	\$7,510.00				
13	December	105	QuickWedge	\$8,535.00				

In a workbook, you create a table named Item_table as shown below:

ItemID	Item Name
101	Props
102	Scaffoldings
103	Vertical Spans
104	Horizontal Spar
105	QuickWedge

You fill in the required entries in the workbook.

	A	B	C	D
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale
2	January	101		\$2,000.00
3	February	101		\$3,450.00
4	March	103		\$4,532.00
5	April	105		\$4,000.00
6	May	101		\$5,540.00
7	June	101		\$6,503.00
8	July	104		\$7,021.00
9	August	104		\$6,880.00
10	September	104		\$7,010.00
11	October	105		\$7,500.00
12	November	101		\$7,510.00
13	December	105		\$8,535.00

For the third column of the sheet, you want to use formulas to fill in the values. You want the cells in the third column to get automatically filled with the names corresponding to ItemID in the second column. You want the exact values to be filled in the column. You select the C2 cell in the third column. Which of the following formulas will you enter in order to accomplish the task?

- A. =VLOOKUP(B2,Item_table,2,TRUE)
- B. =VLOOKUP(B2,Item_table,2,FALSE)
- C. =VLOOKUP(2,Item_table,B2,FALSE)
- D. =VLOOKUP(2,Item_table,B2,TRUE)

ANSWER: B

QUESTION NO: 2

You work as an Office Assistant for Pecuniary Inc. You are creating a report in a workbook in Microsoft Excel. The company borrowed a sum of \$1000000 at 6% interest rate, which is to be paid within 24 months. You are required to prepare a report in a workbook in Microsoft Excel, which shows the calculation of monthly installments to be paid to repay the loan. Which of the following formulas will you use to accomplish the task?

- A. PMT(1000000, 6/12, 24, 0, 0)
- B. PMT(1000000, 6%/12, 24, 0, 0)
- C. PMT(6%/12, 24, 1000000, 0, 0)
- D. PMT(6/12, 24, 1000000, 0,0)

ANSWER: C

QUESTION NO: 3

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: 4

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

QUESTION NO: 5

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 are 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,"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