

ISLEVER

77-882

Excel 2010

DEMO

<https://www.islever.com/77-882.html>

<https://www.islever.com/microsoft.html>

For the most up-to-date exam questions and materials, we recommend visiting our website, where you can access the latest content and resources.

Note: The answer is for reference only, you need to understand all question.

QUESTION 1

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create company sales reports.

It is the end of the financial year and you are working on a final sales report for the year. A copy of the report will be handed out to Sales Account Managers and Senior Management for discussion in an annual Sales Review meeting.

There are five worksheets in the workbook, one worksheet for each quarter and a fifth worksheet with combined totals and analysis of the quarterly figures.

You have entered all the data for each quarter and configured tables for the data. On the fifth worksheet, you have included graphical representations of the data using various types of charts.

You now want apply a consistent formatting across the entire workbook. You want to give the workbook a professional look by applying graphics effects, light colors and easy to read fonts.

What is the easiest way to prepare the workbook?

- A. You should configure a custom view to the workbook.
- B. You should apply a Theme to the workbook.
- C. You should use the Cell Styles function.
- D. You should select all the cells in the first worksheet and apply suitable formatting. Repeat the process for the remaining worksheets.

Answer: B

QUESTION 2

You work as the Finance Manager at ABC.com. It is the end of the financial year and you are auditing the accounts for the last year. You have imported the records from last year's company bank statements into a Microsoft Office Excel 2010 workbook.

You want to list all payments to a partner company named Weyland Industries with the category name of Services.

How can you configure the workbook to display only the records that contain Weyland Industries and Services?

- A. You should consider making use of the Sort Ascending function.
- B. You should consider making use of the Sort Descending function.

- C. You should consider making use of the AutoFilter function.
- D. You should consider making use of the Hide function.

Answer: C

QUESTION 3

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a sales report.

The report contains the table shown below.

Annual Sales Report	
Name	Total Sales
Mia	\$12,000
Kara	\$24,000
Clive	\$18,000
Tess	\$41,000
Mark	\$9,000
John	\$17,000
Total	\$121,000

You want to include a chart in the report to display a graphical comparison of the sales figures for the sales staff listed in the table.

Which type of chart would best illustrate a comparison of the sales figures?

- A. A Line doted chart.
- B. A Full Pie chart.
- C. A half Bar chart.
- D. An Area chart.

Answer: C

QUESTION 4

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a report on the sales figures for the first quarter.

The report contains the table shown below.

Name	January	February	March
Mia	1000	2000	2000
Kara	2000	3000	2000
Clive	1500	2000	4000
Tess	3000	1500	3000
Mark	8000	1800	6000
John	9000	7000	6000

You want to add a column to the table to graphically illustrate the sales trends for each sales person as shown below.

Name	January	February	March	Trend
Mia	1000	2000	2000	
Kara	2000	3000	2000	
Clive	1500	2000	4000	
Tess	3000	1500	3000	
Mark	8000	1800	6000	
John	9000	7000	6000	

How can you easily create the graphics used in the Trend column?

- A. You should consider inserting Sparklines.
- B. You should consider inserting Line Charts.
- C. You should consider inserting Shapes.
- D. You should consider inserting an image.

Answer: A

QUESTION 5

Sally works as an Accounts Administrator at ABC.com. She is using Microsoft Office Excel 2010 to edit a workbook.

The workbook contains four worksheets as shown below.