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Microsoft Excel 2010 Expert

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

QUESTION 1

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to add a button to Quick Access Toolbar that will run a macro. Choose and reorder the steps that you will take to accomplish the task.

Correct Steps

All Steps

- Click the button image under Symbol.
- Select Macros in the Choose commands from list.
- Select the macro in the box to which it was added, and th
- Type the name that you want to use for changing the narr
- Click the macro that is created, and then click Add.
- Select Popular commands in the Choose commands from lis
- Click the macro button that is just added on Quick Access
- Click File > Options > Quick Access Toolbar.

Answer:

Correct Steps

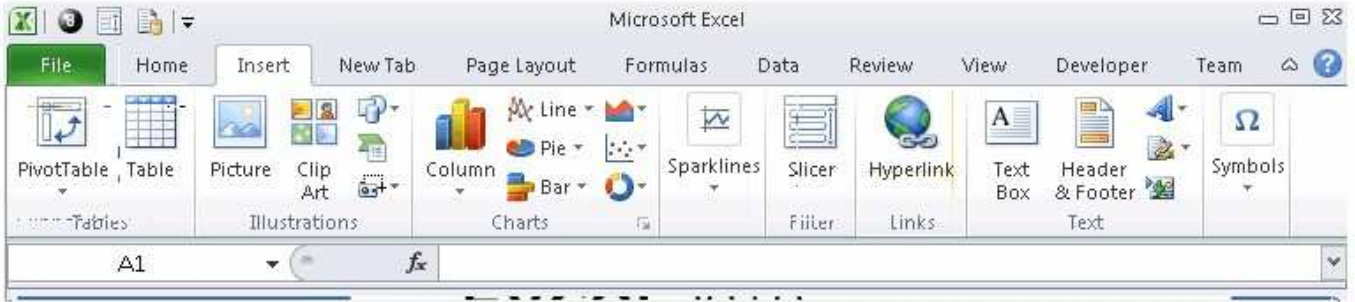
All Steps

- Click File > Options > Quick Access Toolbar.
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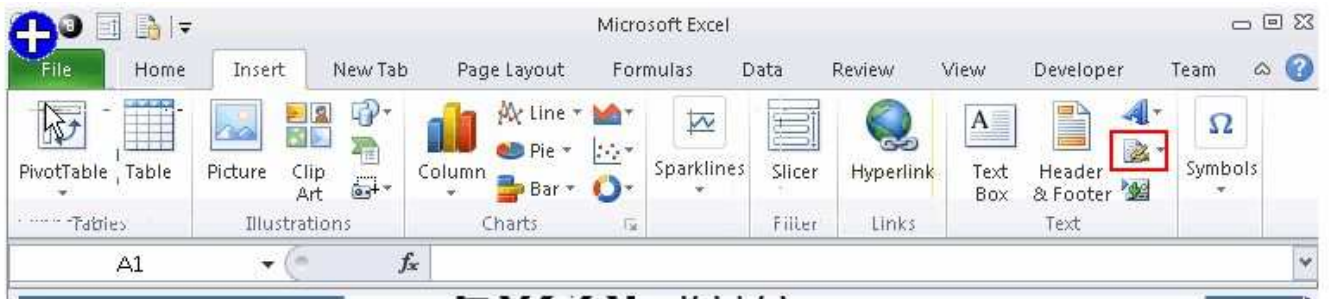
- Select Popular commands in the Choose commands from lis

QUESTION 2

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to insert a signature line that specifies the individual who must sign. Mark the option that you will choose to accomplish the task.



Answer:



QUESTION 3

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

QUESTION 4

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. Rick is creating a project through Microsoft Excel 2010. The project on which he is working has 98 project tasks and 57 team members. Rick wants to check the progress of his project quickly and easily. Which of the following will Rick use to accomplish the task?

- A. Gantt Chart Template
- B. Form control
- C. Trust Center

D. Accounting template

Answer: A

QUESTION 5

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: ABD

QUESTION 6

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You want to find out the matching values in the columns. While doing so, you get an unexpected error that when you attempt to look up or match a lookup_value within an array; Excel is not able to recognize the matching value. You want to store sets of values as text and convert sets of data to text by using Excel's Text To Columns tool. 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. Select the Text to Columns option from the Data tab at the top of the Excel workbook.
- B. Select Text and click the Finish button in Column Data Formats.
- C. Select the Delimited option and click Next.
- D. Make sure that all delimiter options are unselected, and then again click Next.
- E. Remove the unseen spaces at the start or end of the first Macro cell.
- F. Select the cells to convert their data to text.

Answer: ABCDF

QUESTION 7

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You observe that while trying to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following are the reasons that are causing the above problem? Each correct answer represents a complete solution. Choose all