PassTest

Bessere Qualität , bessere Dienstleistungen!

Q&A

http://www.passtest.de

Einjährige kostenlose Aktualisierung

1 / 3

Exam : **77-888**

Title : Excel 2010 Expert

Version : Demo

1.You are employed as an office administrator at ABC.com. All workstations in ABC.com's office have Windows 7 installed, and run Microsoft Office 2010.

You are creating a Microsoft Excel 2010 spreadsheet. When the spreadsheet is completed, it must be signed off by your manager.

You would like to make provision for this at the end of the spreadsheet.

Which of the following actions should you take?

A. You should consider making use of the Signature Line option from the Text of the Insert tab.

B. You should consider making use of the Footer option from the Header & Footer group of the Insert tab

C. You should consider making use of the Header option from the Header & Footer group of the Insert tab

D. You should consider making use of the SmartArt option from the Illustrations group of the Insert tab.

Answer: A

2.You are employed as an office administrator at ABC.com. All workstations in ABC.com's office have Windows 7 installed, and run Microsoft Office 2010.

You have been instructed to create a Microsoft Excel 2010 report from an existing ABC.com sales report. You have been informed that the report you create should provide for the sales report data to be represented graphically, as well as interactively.

What option should you choose to achieve this.?

A. You should consider generating a PivotChart report via the Insert tab.

B. You should consider inserting a chart into the existing report.

C. You should consider making use of SmartArt.

D. You should consider inserting a table into the existing report.

Answer: A

3.You are employed as an office administrator at ABC.com. All workstations in ABC.com's office have Windows 7 installed, and run Microsoft Office 2010.

You want to create a Microsoft Excel 2010 project for a project you are currently running. You have decided to make use of the Gantt Chart Template to track the project's development.

Which of the following is TRUE with regards to using the Gantt Chart Template?

A. It allows for viewing a maximum of 100 project tasks.

B. It allows for viewing a maximum of 75 project tasks.

C. It allows for viewing a maximum of 50 project tasks.

D. It allows for viewing a maximum of 25 project tasks.

Answer: A

4.You are employed as an office administrator at ABC.com. All workstations in ABC.com's office have Windows 7 installed, and run Microsoft Office 2010.

You have previously created a PivotTable report in Microsoft Excel 2010. You want to make sure that you are able to sift data in the easiest way possible.

What option should you make use of?

A. You should consider inserting a table.

B. You should consider inserting a slicer filter.

C. You should consider creating a PivotChart report

D. You should consider disconnecting the slicer filter.

Answer: B

5.You are employed as an office administrator at ABC.com. All workstations in ABC.com's office have Windows 7 installed, and run Microsoft Office 2010.
You are currently working with a Microsoft Excel 2010 spreadsheet. The spreadsheet has a column that displays numerical values returned by a formula.
You want to view all the formulas in the column.
What option should you use?
A. You should consider selecting the entire column and using the Text to Columns option from the Data Tools group on the Data tab.
B. You should consider selecting the entire column and using the Filter option from the Sort & Filter group on the Data tab.
C. You should consider selecting the entire column and using the Data Validation option from the Data Tools group on the Data tab.
D. You should consider selecting the entire column and using the Group option from the Outline group on the Data tab.
Answer: A