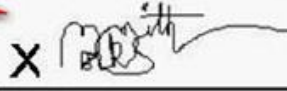# Microsoft

Exam 77-602

MOS: Using Microsoft Office Excel 2007

Version: 6.0

[Total Questions: 61]

Question No : 1

You work as a Sales Manager for Young World Inc. You have created a sales report that needs to be submitted to the head office. Before sending the report to your manager, you want to ensure that the integrity of the document is maintained. You also want to place your signature as shown in the image below:

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

A. Insert a Drawing object.
Add the signature image to the object.
Validate all data entries.
B. Insert a Signature Line object.
Place the digital signature on the Signature Line.
C. Insert a Text object.
Add the signature image to the object.
Add a read-only attribute to the workbook.
D. Insert a WordArt object.
Add the signature file to the object.
Protect the workbook.

Answer: B

Explanation:

In order to accomplish the task, you will have to take the following steps:
Insert a Signature Line object. This will provide a place to show the digital signature on the document.
Place the digital signature on the Signature Line. This will ensure the integrity of the document, and the image used will be shown in the document.
What is a digital signature? Hide

A digital signature is a technique to authenticate digital documents by using computer cryptography. A digital signature not only validates the sender's identity, but also ensures that the document's contents have not been altered. It verifies that the source and integrity of the document is not compromised since the document is signed. A digital signature provides the following assurances: Authenticity, Integrity, and Non-repudiation. Microsoft Office 2007 Excel and Word provide a feature known as Signature line to insert a user's digital signature on a document.

Question No : 2 HOTSPOT

You work as an Office Assistant for Pecuniary Inc. You have created a report in a workbook in Excel 2007. You want to quickly format headings and titles in the workbook. Mark the option that you will choose to accomplish the task.

Answer:

Explanation:

According to the question, you have to quickly format headings and titles in the workbook. In order to accomplish the task, you will have to take the following steps:
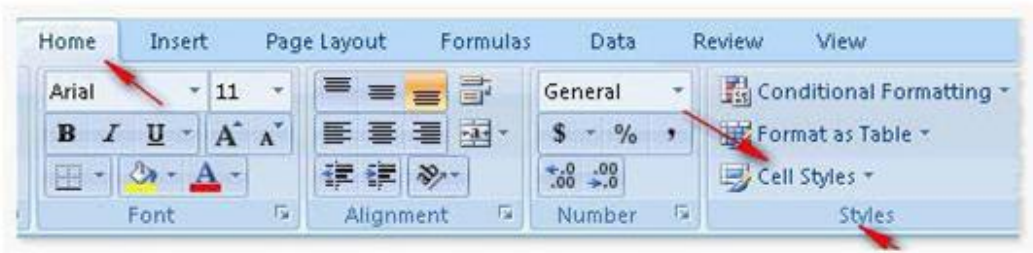
Click the Cell Styles option in the Styles group on the Home tab. This will open the pre-formatted styles available with Excel. Choose the required option.

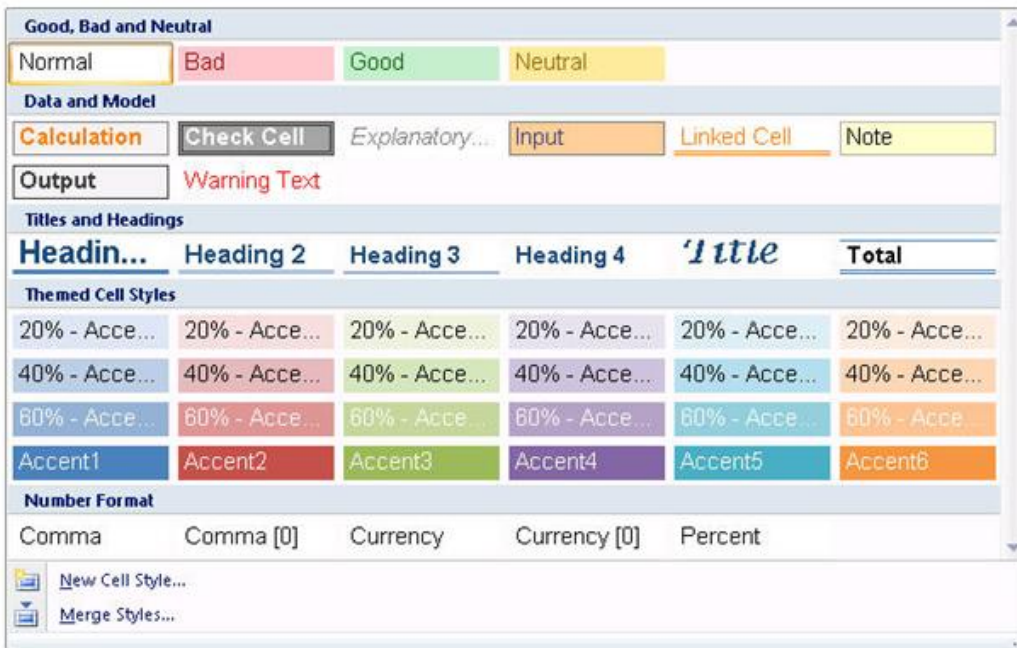A cell style is a defined set of formatting characteristics available in Excel, such as fonts and font sizes, number formats, cell borders, and cell shading. A cell style is used to apply several formats quickly. It also ensures that cells have consistent formatting. Microsoft Office Excel provides several built-in cell styles to apply on cells. Users can also modify these styles to create custom cell styles.

Cell styles are based on the document theme that is applied to the entire workbook. If a user changes the document theme, the cell styles are updated to match the new document theme.

Reference. Microsoft Excel 2007 Help, Contents: "Apply, create, or remove a cell style"

Question No : 3 HOTSPOT

Shelly works as an Office Assistant for Star Publishing Co. She creates a report that includes a list of books, along with the author's name. By mistake, she enters the incorrect spelling of an author's name that appears most often in the whole report. She wants to change incorrect spelling of the author's name with the correct spelling in the whole report. Choose the option that he will use to accomplish the task.

Click on the correct spot in the image. Doing so will place the target icon at the clicked spot.
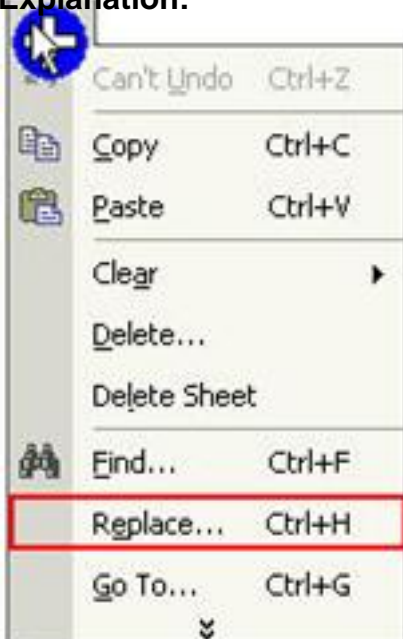
Edit		
Can't Undo	Ctrl+Z
Copy	Ctrl+C
Paste	Ctrl+V
Clear	▶
Delete...	
Delete Sheet	
Find...	Ctrl+F
Replace...	Ctrl+H
Go To...	Ctrl+G

Answer:

Click on the correct spot in the image. Doing so will place the target icon at the clicked spot.

Edit		
Can't Undo	Ctrl+Z
Copy	Ctrl+C
Paste	Ctrl+V
Clear	▶
Delete...	
Delete Sheet	
Find...	Ctrl+F
Replace...	Ctrl+H
Go To...	Ctrl+G

Explanation:

Can't Undo	Ctrl+Z
Copy	Ctrl+C
Paste	Ctrl+V
Clear	▶
Delete...	
Delete Sheet	
Find...	Ctrl+F
Replace...	Ctrl+H
Go To...	Ctrl+G

The Replace option on the Edit menu will open the Find and Replace dialog box with the Replace tab selected. The options under the replace tab are used to find the specific text or number and replace it with the other one on a worksheet.
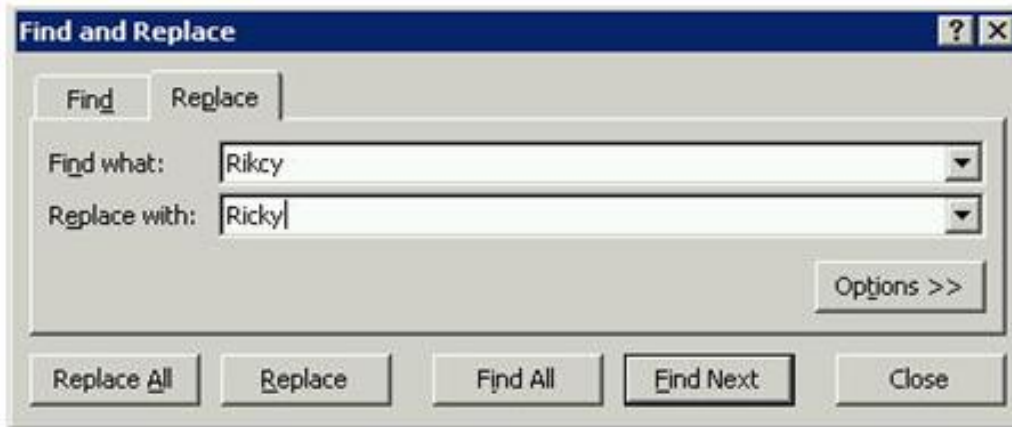

Perform the following actions in the Find and Replace dialog box to find the specific text or number and replace it with the other one in a worksheet.

1. Enter text or number to be searched in the Find what text box.

2. In the Replace with text box, enter the text or number that will replace text or the number in the Find what text box.

3. Click the Find All or Find Next button.

NOTE. Click the Find All button to get the list of all occurrences of text or the number that is mentioned in the Find what text box.

4. Click the Replace All or Replace button to replace the all occurrences or highlighted occurrence.

NOTE. The following message box will appear if a user clicks the Find All button, and then the

Replace All button.
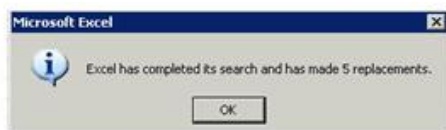
The Find option on the Edit menu will also open the Find and Replace dialog box with the Find tab selected.
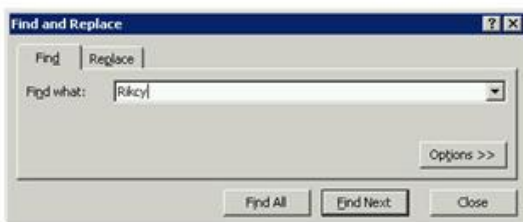
The options under the Find tab are used to only search text or number. Therefore, it is more appropriate to choose the Replace option on the Edit menu when there is need to search for specific text or number and replace it with the other one.

Reference. Microsoft Excel Help, contents: "Find or replace text and numbers on a

worksheet"

Question No : 4

Rick works as an Office Assistant for Tech Perfect Inc. He uses Microsoft Excel 2007 for creating reports. He is working on a report in which he has used few macros. He saves the report in macroenabled workbook format. Which of the following extensions will Excel use to save the workbook?

A. xlsm
B. xls
C. xlsx
D. xlsb

Answer: A

Explanation:
In order to save the macro-enabled workbook, Excel 2007 uses the xlsm extension. The new
Microsoft Office system breaks a file into different groups as document data, macro code, and header information and saves them in separate compartments. It then combines these compartments into a single file. Separating macro code from the data enhances the security of the document. It enables users to prevent Excel 2007 from executing macro codes that possibly can harm computers or data.

Question No : 5

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Excel. You have selected all worksheets available in the workbook as shown below:

Now, you want to cancel the selection. Which of the following steps will you take to accomplish the task with least administrative effort?

A. Click on one of the selected sheets.
B. Double-click on one of the selected sheets.
C. Click any unselected sheet.
D. Right-click the selected sheets.
Click the Ungroup Sheets option from the shortcut menu.
E. Click the Single Sheet options in the Sheet Options group on the Page Layout tab.

Answer: D

Explanation:

When multiple sheets are selected, Excel groups the sheet and the [Group] appears in the title bar as shown below:
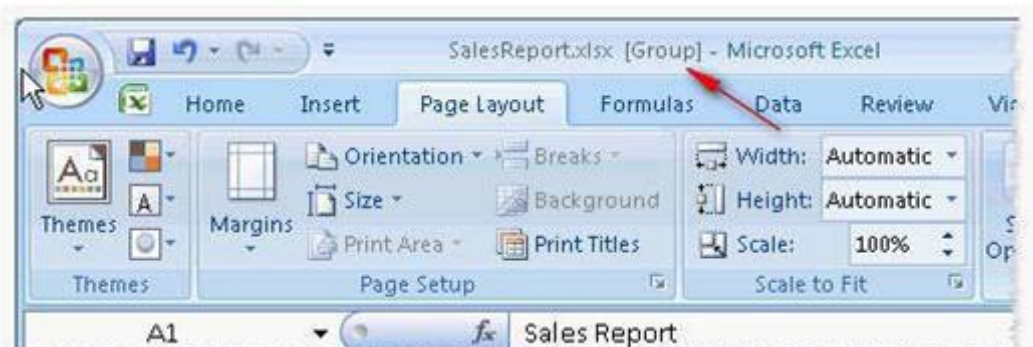
To unselect the sheet, you are required to click any unselected sheet. However, the question states that all sheets are selected. In such a case, in order to unselect the sheets, you will have to take the following steps:

Right-click the selected sheets.

Click the Ungroup Sheets option from the shortcut menu.

Answer options B and A are incorrect. These options will not ungroup the sheets.
Answer option C is incorrect. The question states that all the sheets are selected. Hence, no unselected sheet will be available.
Answer option E is incorrect. No option such as Single Sheet is available in Excel.
Reference. Microsoft Excel 2007 Help, Contents: "Select one or multiple worksheets"

Question No : 6

You work as a Sales Manager for Media Perfect Inc. You have created a sales report in a workbook in Excel 2007. You want to display the file name with complete path of the current document in A1 cell as shown in the image below: Which of the following steps will you take to accomplish the task?

A. Insert the following formula in cell A1: =filename("A1")
B. Click the Header & Footer option in the Text group of the Insert tab.
Select the Footer section.
Click the File Name option in the Header & Footer Elements group of the Design tab.
C. Click the Header & Footer option in the Text group of the Insert tab.
Select the Header section.
Click the File Name option in the Header & Footer Elements group of the Design tab.
D. Insert the following formula in cell A1: =cell("filename")

Answer: D
Explanation:
In order to display the current file name with its full path and the name of the current

worksheet, type the following formula in the required cell: =cell("filename")

Inserting the above formula in the cell A1 will display the file name as shown below:

Answer option A is incorrect. No such function as filename() is supported by Excel 2007.

Answer options C and B are incorrect. These steps will insert the file name in the document in the header and footer sections. However, the question clearly states that the file name with full path is to be inserted in the A1 cell. Hence, these steps will not accomplish the task.

Reference. Microsoft Excel 2007 Help, Contents: "Insert the current Excel file name, path, or worksheet in a cell"

Question No : 7

You work as an Office Assistant for Pecuniary Inc. You are creating a report in a workbook in Excel 2007. 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 Excel 2007, 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(6/12, 24, 1000000, 0,0)
C. PMT(6%/12, 24, 1000000, 0, 0)
D. PMT(1000000, 6%/12, 24, 0, 0)

Answer: C

Explanation:

According to the question, you have to calculate monthly installments for repayment of loan on principal amount of $1000000 borrowed at 6 percent fixed yearly interest rate to be paid within 24 months. In order to accomplish the task, you will have to use the following formula. PMT(6%/12, 24,

1000000, 0, 0)

A PMT() function is used in Excel to calculate payments due on a loan, assuming a constant interest rate and constant payments.

Syntax:

PMT (Rate, NoOfPayments, PV, FV, Type)

Here, Rate is the rate of interest to be divided by 12 for monthly payments.

NoOfPayments is the total number of payment for the loan.

PV is the principal value.

FV is the forward value. It is the left over at the end of the payment cycle, usually left blank.

Type is either 0 or 1 indicating whether payments are made at the beginning or at the end of the month. Usually left blank which indicates 0 (end of month).

Answer options A and D are incorrect. These formulas contain incorrect syntaxes of the function.

Answer option B is incorrect. It is required to provide rate of interest with percent symbol (%) in the formula.

Question No : 8 HOTSPOT

You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2007. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flowchart symbols in the report.

Answer:

Explanation:

In order to accomplish the task, you will have to choose the Shapes option. Shapes are simple objects provided by 2007 Microsoft Office to add them to a document. A single shape or combined multiple shapes can be inserted in the document. The Office 2007 includes simple shapes such as lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. Users can add text, bullets, numbering, and Quick Styles to these shapes after inserting them in the document. Take the following steps to add a shape in a document:

1.Click on the Shapes option in the Illustrations group on the Insert tab. This will open the list of shapes available in Office 2007.
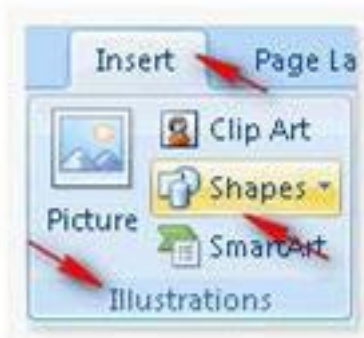
2. Choose the required shape from the list.
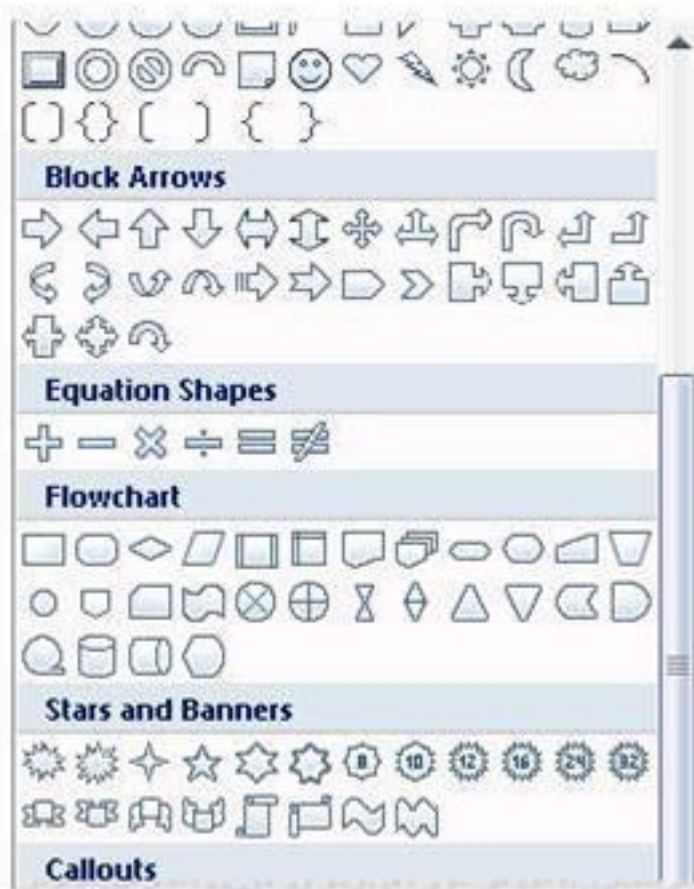
Question No : 9

You work as a Sales Manager for Deep Lake Inc. You create a report in Excel 2007. This report will be used by your sales team members to fill daily sales data. You save the report with the name Daily Sales Report. After saving the report, you share it to all your team

members. You want to validate entries in some of the cells in the report. You open Daily Sales Report and try to validate one of the cells. However, you find that the validation option is not enabled.

You want to have validation in place in the shared workbook. Which of the following steps will you take to accomplish the task?

A. Disable protection of the sheet.
Apply validation rules.
B. Enable protection for the sheet.
Apply validation rules.
C. Disable sharing of the sheet.
Apply validation rules.
D. Select all the cells that need to be validated.
Ensure that no validation rules are applied previously.
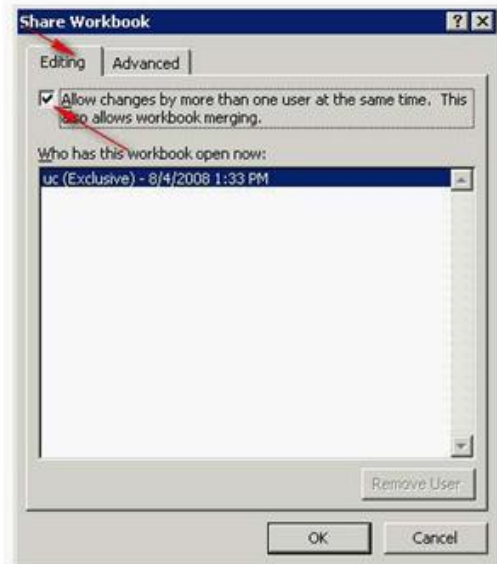Apply validation rules.

Answer: C

Explanation:

Microsoft Excel does not allow validating a cell after a sheet is shared. In order to accomplish the task, you will have to take the following steps:

2. On the Editing tab, select the Allow changes by more than one user at the same time check-box, and then click OK.

Disable sharing of the sheet.

Apply validation rules.

Microsoft Excel 2007 allows sharing of a workbook in order to allow multiple users to edit a workbook simultaneously. By using this feature, the owner of the workbook does not have to worry about changes, as the shared workbook keeps the original data, all edits, additions, and deletions. How to share a workbook?

Take the following steps to share a workbook:

1.Click the Share Workbook option in the Changes group on the Review tab. This will open the Share Workbook window.

After sharing a workbook, the following features cannot be modified: workbook and worksheet protection, macros, data validation, charts, pictures objects, hyperlinks, scenarios, outlines, subtotals, data tables, PivotTable reports, merged cells and conditional formats. However, these features used prior to sharing a workbook will work in the shared workbook.

Answer option A is incorrect. It is not mentioned in the scenario that protection is applied on the sheet.

Answer option B is incorrect. Enabling protection for the sheet will not enable you to apply validation. The question clearly states that you have shared the workbook. After sharing of workbook, validation cannot be modified.

Reference: Microsoft Excel 2007 Help, Contents: "Overview of sharing and collaborating on Excel data"

Question No : 10

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Excel. 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. Line
B. Pie
C. Bar
D. Column

Answer: B

Explanation:

In order to accomplish the task, you will have to insert a pie chart in the worksheet. Excel provides a pie chart facility to display data that is arranged in one column or row on a worksheet. Pie charts display the size of items in one data series, proportional to the sum of the items.

The items in the pie chart are displayed as a percentage of the whole pie.

Answer option D is incorrect. Excel provides column chart facility to display data that is arranged in columns or rows on a worksheet. In column charts, categories are organized along the horizontal axis and values along the vertical axis.

Column charts are used for showing data changes over a period of time or for illustrating comparisons among items.

Answer option A 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.

Answer option C is incorrect. A bar chart is a feature provided in excel to graphically display data that is arranged in columns or rows on a worksheet. Bar charts are used for illustrating comparisons among individual items.

Bar charts are useful where axis labels are long.

Question No : 11

You work as an Office Assistant for Net Perfect Inc. You are working on Excel 2007 to create a sales report for the current week. Your workbook contains four worksheets. You have tabulated data in the first sheet. In the second worksheet, few cells contain formulas that refer to the first worksheet.

You want to view both worksheets side-by-side to see how modifying data in the first worksheet changes the formula's result in the second sheet.

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

A. Save a copy of the workbook with a different name.
Open both copies in Excel.
Use the Arrange Horizontal option in the Arrange Windows dialog-box.
B. Click the New Window option on the View tab's Window group.
Use the Arrange Vertical option in the Arrange Windows dialog-box.
C. Select both the sheets.
Click the Landscape Orientation option on the Page Layout tab's Page Setup group.
**D.** Save a copy of the workbook with a different name.
Open both copies in Excel.
Use the Arrange Vertical option in the Arrange Windows dialog-box.

Answer: B

Explanation:

Excel 2007 provides the facility to open more than one copy of a workbook at a time. This option is very helpful when you need to simultaneously view two worksheets every time you want to see how modifying data in a worksheet changes the formula's result in the other worksheet. According to the question, you want to view both the worksheets side-by-side. In order to accomplish the task, you will have to take the following steps:
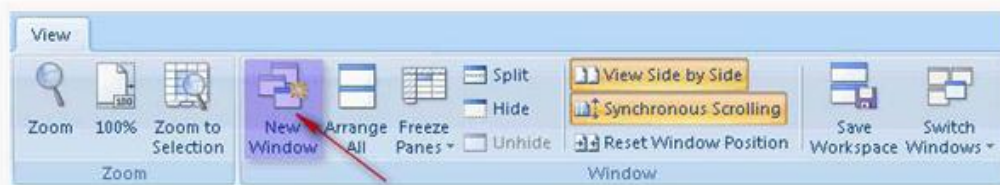
• Use the Arrange Vertical option in the Arrange Windows dialog-box.
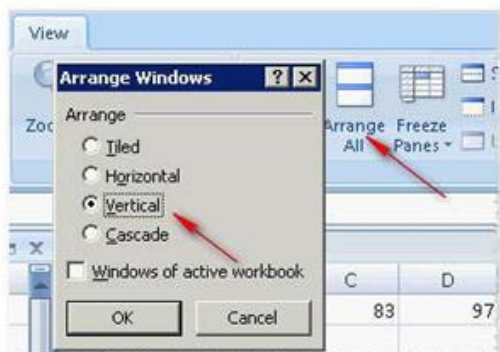
Click the New Window option on the View tab's Window group.
These steps will open a second copy of the workbook and arrange both copies side-by-side in a single Excel window. If the original workbook's name is SalesReport, Excel 2007 will display the name of original workbook as SalesReprort:1 in the title bar and SalesReport:2

on the second workbook's title bar. When you change data in a sheet of any workbook, the formula result will reflect on the respective sheet of the other workbook. Changes done in either of the workbook will reflect on the other.

Answer options D and A are incorrect. Saving a workbook with a different name will make two different individual workbooks. These workbooks will have separate identity. Hence, the changes done in one of the workbooks will not be reflected on the other.

Answer option C is incorrect. Setting orientation of a sheet to Landscape will not work for this situation. Landscape orientation is a part of layout option that is used to define how data will be printed on a sheet of paper.

Reference:

"http://www.allpm.com/modules.php?op=modload&name=News&file=article&sid=1813"

Question No : 12 HOTSPOT

You work as an Office Assistant for Media Perfect Inc. Your responsibility includes creating sales reports for the Sales department. You use Excel 2007 to create these reports. You have created a yearly sales report. The fragment of the report is shown below:

As the report is quite wide, printing this report involves three A4 size pages. You want the first column (column A) to repeat in every printed page. Mark the option that you will choose to accomplish the task.

Click on the correct spot in the image. Doing so will place the target icon at the clicked spot.

Answer:

As the report is quite wide, printing this report involves three A4 size pages. You want the first column (column A) to repeat in every printed page. Mark the option that you will choose to accomplish the task.

Click on the correct spot in the image. Doing so will place the target icon at the clicked spot.

Explanation:

The question states that the report is quite wide and takes three pages to print. You are required to repeat column A in each printed page. In order to repeat the column in every printed page, you will have to take the following steps:

- In the Columns to repeat at left option, provide the required column value.
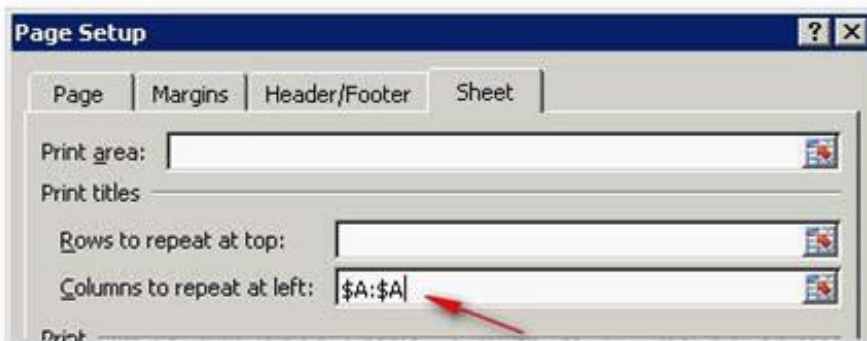
Choose the Print Titles option in the Page Setup group on the Page Layout tab. This will open the Page Setup window.

These steps will enforce Excel to repeat column A at the left side of each printed page.

Question No : 13

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have inserted the sales figures of all sales managers as shown in the image given below:

	A	B	C	D	E	F
1	**Incentive Sheet**					
2						
3	Incentive Percentage	**10**				
4						
5						
6						
7	Name	January	February	March	First Quarter Sale	Sale Incentive
8	Mark	$2,000.00	$2,450.00	$2,700.00	$7,150.00	
9	David	$2,100.00	$2,200.00	$2,300.00	$6,600.00	
10	Mariah	$1,950.00	$2,150.00	$2,310.00	$6,410.00	
11	Sarah	$2,300.00	$2,700.00	$3,100.00	$8,100.00	
12	Sasha	$2,500.00	$2,840.00	$3,400.00	$8,740.00	

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

A. =B3/100 * $E$8
B. =$B$3/100 * E8
C. =&B&3/100 * E8
D. =B3/100 * E8
E. =B3/100 * &E&8

Answer: B

Explanation:

In order to accomplish the task, you will have to insert the following formula: =$B$3/100 * E8

According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers and the value is provided in the cell B3. You will have to insert a formula that refers to the B3 cell as an absolute Reference. For this you will have to type currency

symbol ($) before the row name and column number. In order to accomplish the task, type the following formula in the cell F8: =$B$3/100 * E8

When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference.

Answer option D is incorrect. This formula references the B3 cell as a relative Reference. After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively.

Answer options C and A are incorrect. Ampersand symbol (&) is not used for referencing cells in Excel.

Question No : 14

You work as a Sales Manager for Tech Perfect Inc. You are creating a weekly sales report. Before finalizing the report, you want to verify the correctness of all formulas that are used in the report.

For this, you want to print the report displaying all formulas, instead of their values. Which of the following steps will you take to accomplish the task?

A. Click the Show Formula option in the Formula Auditing group on the Formula tab.
Use the Print option to print the report.
B. Select the Show Formula option in the Print dialog box.
C. Click the Print Formula option in the Formula Auditing group on the Formula tab.
Use the Print option to print the report.
D. Select the Print Formula option in the Print dialog box.

Answer: A
Explanation:
In order to accomplish the task, you will have to take the following steps:

Click the Show Formula option in the Formula Auditing group on the Formula tab

Use the Print option to print the report.

Show Formula is a toggle option to display or hide formulas in a worksheet. Alternatively, you can use the Ctrl + ` keys to show/hide the formula.

Answer options C, B, and D are incorrect. No such options are available in Excel 2007.

Reference. Windows Excel 2007 Help, Contents: "Hide or display formulas"

Question No : 15 HOTSPOT

You work as an Office Assistant for Media Perfect Inc. You are creating a report in a workbook in Excel 2007. You have to insert a Venn-diagram in a worksheet. Mark the option you will choose to accomplish the task.

Answer:

Explanation:

In order to accomplish the task, you will have to choose the Smart Art option. Through the Smart Art option in Office 2007, you can insert complex graphics such as a Venn-diagram in a document. Smart Art is a group of easily editable and formatted diagrams. This is a new option of Excel 2007. There are 115 preset Smart Art graphics layout templates, such as List, Process, Cycle, Hierarchy, etc. Smart Art graphics can automatically change their

colors, fonts, and effects to match the document's theme.

The Smart Art option appears under the Insert tab.

Each Smart Art graphic maps the text outline onto the graphic and automatically resizes the graphic for best fit. A number of quick styles can be used for each graphic shapes. Users can also manually change Smart Art graphics colors, fonts, and effects to match the document's theme.

Reference. Microsoft Excel 2007 Help, Contents: "Learn more about Smart Art graphics"

Question No : 16

Jenny works as Chief Operating Officer for Tech Perfect Inc. Her responsibilities include monitoring company's sales data and analyzing them to offer the best possible solution to meet the sales target set by the management.

She often requires opening two workbooks simultaneously. One workbook contains yearly sales target figures and the other one includes the actual sales figures. Which of the following steps should she take to reduce the burden of opening these files individually?

A. Copy the data of one workbook and paste it into a separate sheet in the other workbook.
B. Place the files in a USB drive.
C. Create a workspace containing reference of both workbooks.
D. Place both workbooks at the same location.

Answer: C

Explanation:

In order to reduce the burden of opening workbooks individually, Jenny should create a workspace containing reference of both the workbooks.
What is a workspace?

A workspace is an Excel file that allows users to open several files at once. If a user requires opening a set of workbooks to open simultaneously, he should create a workspace of those files. Excel creates a single file that reference to several workbooks. Whenever users open a workspace created, all the files referenced in it will open simultaneously. A workspace file is saved with the .xlw extension.

Question No : 17

You work as an Technician in Tech Perfect Inc. You are creating a report in Microsoft Excel. You protect the worksheet elements in the worksheet. Which of the following functionalities will be achieved by your action?

A. It will limit the access to the worksheet.
B. It will restrict users to make any changes in the worksheet.
C. It will hide the confidential data.
D. It will encryypt the data.

Answer: B

Explanation:
Protecting the worksheet elements will restrict users to make any changes in the worksheet.
Protecting, hiding, and locking are not intended to help secure or protect any confidential information that you keep in a workbook. It only helps to obscure data or formulas that might confuse other users and prevents them from viewing or making changes to that data.

Answer options D, C, and A are incorrect. Protecting the worksheet elements will not achieve any of these functionalities.

Question No : 18

You work as a Sales Manager for Media Perfect Inc. You have created a report in a workbook in Excel 2007. You want to ensure that the A1 cell displays the current time whenever you open the workbook. For this, you select the A1 cell. Which of the following formulas will you insert to accomplish the task?

A. PMT()
B. NOW()
C. TIME()
D. TIMEVALUE()

Answer: B

Explanation:
In order to accomplish the task, you will have to insert the NOW() function in the A1 cell. The NOW() function, in Excel, returns the time when the workbook was last opened. It means, if this function is used in a workbook, its value will change every time the workbook is opened. The NOW() function is not updated continuously. The value changes only when the worksheet is calculated or when a macro that contains the function is run.
Answer option C is incorrect. The TIME() function returns the decimal number for a particular time. Answer option A is incorrect. PMT() is a function used in Excel to calculate payments due on a loan, assuming a constant interest rate and constant payments. Answer option D is incorrect. The TIMEVALUE() function returns the decimal number of the time represented by a text string.
Reference. Microsoft Excel 2007 Help, Contents: "NOW"

Question No : 19

You work as a Sales Manager for Net World Inc. You are creating a sales report in Excel 2007. You want to create the report while keeping an eye on how it will look in printed format. Which of the following views will you have to work on?

A. Page Layout
B. Normal

C. Print Preview
D. Page Break

Answer: A

Explanation:

In order to fulfill the requirement of the question, you will have to work on Page Layout View.

Page Layout View is one of the several views provided by Excel 2007. This view has been introduced in Excel 2007 to enable users to create a worksheet while keeping an eye on how it will look in printed format. Users can work with page headers, footers, margin settings in the worksheet in this view. It also enables a user to place various objects, such as charts, at the place where the user wants to print them.

Various page setup options are also available in this view. It enables users to quickly set the worksheet page for printing purposes.

Answer option B is incorrect. The Normal view will not allow you to work on your worksheet while showing how it will appear in printed format.

Answer option D is incorrect. Although the Page Break view will show the print breaks of the worksheet pages, it will not provide different printing options to work on.

Answer option C is incorrect. There is no such view as Print Preview in Excel 2007.
Reference: Microsoft Excel 2007 Help, Contents: "What's new in Microsoft Office Excel 2007"

Question No : 20

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Microsoft Excel 2007 to submit it to your manager. You have used several formulas in the report. You want to see which formula is referring to a cell. Which of the following steps will you take to accomplish the task?

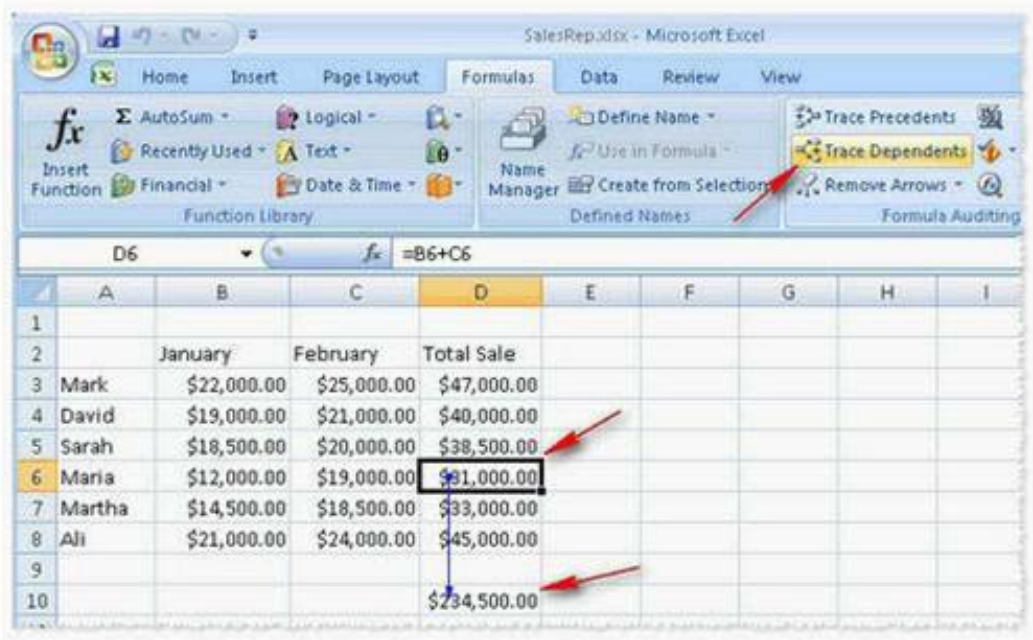**A.** Select the cell. On the Formulas tab in the Formula Auditing group, click Watch Window. Click Add Watch.
B. Select the cell. Choose the Trace Precedents in the Formula Auditing group in the Formula tab.
C. Select the cell. On the Formulas tab in the Formula Auditing group, click Evaluate Formula.
D. Select the cell. Choose the Trace Dependents in the Formula Auditing group in the Formula tab.

Answer: D

Explanation:

In order to accomplish the task, you will have to take the following steps:

Select the cell.

Choose the Trace Dependents in the Formula Auditing group in the Formula tab.

The Trace Dependents option is used to see which formulas refer to the value in the selected cell.

Answer option B is incorrect. The Trace Precedents option is used to see which cells provide values for the formula in the active cell.

Answer option A is incorrect. It will not accomplish the task as Watch Window is used to monitor the value in a cell. It provides users a convenient way to inspect, audit, or confirm formula calculations and results in large worksheets/workbooks.

Answer option C is incorrect. Evaluate Formula is a tool for examining formulas that do not produce an error, but also not generating the expected result.

Reference. Microsoft Excel 2007 Help, Contents: "Display the relationships between formulas and cells"

Question No : 21 HOTSPOT

You work as an office assistant for Brain Brigade Inc. You are creating an excel sheet. You use the fill handle quite often to fill or copy series of values to cells. Every time you use the fill handle, the Auto Fill button appears. You do not want to display the Auto Fill button. You

Microsoft Exams List

70-246 Dump PDF VCE	70-485 Dump PDF VCE	70-742 Dump PDF VCE	98-366 Dump PDF VCE
70-247 Dump PDF VCE	70-486 Dump PDF VCE	70-743 Dump PDF VCE	98-367 Dump PDF VCE
70-331 Dump PDF VCE	70-487 Dump PDF VCE	70-744 Dump PDF VCE	98-368 Dump PDF VCE
70-332 Dump PDF VCE	70-488 Dump PDF VCE	70-761 Dump PDF VCE	98-369 Dump PDF VCE
70-333 Dump PDF VCE	70-489 Dump PDF VCE	70-762 Dump PDF VCE	98-372 Dump PDF VCE
70-334 Dump PDF VCE	70-490 Dump PDF VCE	70-765 Dump PDF VCE	98-373 Dump PDF VCE
70-339 Dump PDF VCE	70-491 Dump PDF VCE	70-768 Dump PDF VCE	98-374 Dump PDF VCE
70-341 Dump PDF VCE	70-492 Dump PDF VCE	70-980 Dump PDF VCE	98-375 Dump PDF VCE
70-342 Dump PDF VCE	70-494 Dump PDF VCE	70-981 Dump PDF VCE	98-379 Dump PDF VCE
70-345 Dump PDF VCE	70-496 Dump PDF VCE	70-982 Dump PDF VCE	MB2-700 Dump PDF VCE
70-346 Dump PDF VCE	70-497 Dump PDF VCE	74-343 Dump PDF VCE	MB2-701 Dump PDF VCE
70-347 Dump PDF VCE	70-498 Dump PDF VCE	74-344 Dump PDF VCE	MB2-702 Dump PDF VCE
70-348 Dump PDF VCE	70-499 Dump PDF VCE	74-409 Dump PDF VCE	MB2-703 Dump PDF VCE
70-354 Dump PDF VCE	70-517 Dump PDF VCE	74-678 Dump PDF VCE	MB2-704 Dump PDF VCE
70-383 Dump PDF VCE	70-532 Dump PDF VCE	74-697 Dump PDF VCE	MB2-707 Dump PDF VCE
70-384 Dump PDF VCE	70-533 Dump PDF VCE	77-420 Dump PDF VCE	MB2-710 Dump PDF VCE
70-385 Dump PDF VCE	70-534 Dump PDF VCE	77-427 Dump PDF VCE	MB2-711 Dump PDF VCE
70-410 Dump PDF VCE	70-640 Dump PDF VCE	77-600 Dump PDF VCE	MB2-712 Dump PDF VCE
70-411 Dump PDF VCE	70-642 Dump PDF VCE	77-601 Dump PDF VCE	MB2-713 Dump PDF VCE
70-412 Dump PDF VCE	70-646 Dump PDF VCE	77-602 Dump PDF VCE	MB2-714 Dump PDF VCE
70-413 Dump PDF VCE	70-673 Dump PDF VCE	77-603 Dump PDF VCE	MB2-715 Dump PDF VCE
70-414 Dump PDF VCE	70-680 Dump PDF VCE	77-604 Dump PDF VCE	MB2-716 Dump PDF VCE
70-417 Dump PDF VCE	70-681 Dump PDF VCE	77-605 Dump PDF VCE	MB2-717 Dump PDF VCE
70-461 Dump PDF VCE	70-682 Dump PDF VCE	77-881 Dump PDF VCE	MB2-718 Dump PDF VCE
70-462 Dump PDF VCE	70-684 Dump PDF VCE	77-882 Dump PDF VCE	MB5-705 Dump PDF VCE
70-463 Dump PDF VCE	70-685 Dump PDF VCE	77-883 Dump PDF VCE	MB6-700 Dump PDF VCE
70-464 Dump PDF VCE	70-686 Dump PDF VCE	77-884 Dump PDF VCE	MB6-701 Dump PDF VCE
70-465 Dump PDF VCE	70-687 Dump PDF VCE	77-885 Dump PDF VCE	MB6-702 Dump PDF VCE
70-466 Dump PDF VCE	70-688 Dump PDF VCE	77-886 Dump PDF VCE	MB6-703 Dump PDF VCE
70-467 Dump PDF VCE	70-689 Dump PDF VCE	77-887 Dump PDF VCE	MB6-704 Dump PDF VCE
70-469 Dump PDF VCE	70-692 Dump PDF VCE	77-888 Dump PDF VCE	MB6-705 Dump PDF VCE
70-470 Dump PDF VCE	70-695 Dump PDF VCE	77-891 Dump PDF VCE	MB6-884 Dump PDF VCE
70-473 Dump PDF VCE	70-696 Dump PDF VCE	98-349 Dump PDF VCE	MB6-885 Dump PDF VCE
70-480 Dump PDF VCE	70-697 Dump PDF VCE	98-361 Dump PDF VCE	MB6-886 Dump PDF VCE
70-481 Dump PDF VCE	70-698 Dump PDF VCE	98-362 Dump PDF VCE	MB6-889 Dump PDF VCE
70-482 Dump PDF VCE	70-734 Dump PDF VCE	98-363 Dump PDF VCE	MB6-890 Dump PDF VCE
70-483 Dump PDF VCE	70-740 Dump PDF VCE	98-364 Dump PDF VCE	MB6-892 Dump PDF VCE
70-484 Dump PDF VCE	70-741 Dump PDF VCE	98-365 Dump PDF VCE	MB6-893 Dump PDF VCE

Cisco Exams List

010-151 Dump PDF VCE	350-018 Dump PDF VCE	642-737 Dump PDF VCE	650-667 Dump PDF VCE
100-105 Dump PDF VCE	352-001 Dump PDF VCE	642-742 Dump PDF VCE	650-669 Dump PDF VCE
200-001 Dump PDF VCE	400-051 Dump PDF VCE	642-883 Dump PDF VCE	650-752 Dump PDF VCE
200-105 Dump PDF VCE	400-101 Dump PDF VCE	642-885 Dump PDF VCE	650-756 Dump PDF VCE
200-120 Dump PDF VCE	400-151 Dump PDF VCE	642-887 Dump PDF VCE	650-968 Dump PDF VCE
200-125 Dump PDF VCE	400-201 Dump PDF VCE	642-889 Dump PDF VCE	700-001 Dump PDF VCE
200-150 Dump PDF VCE	400-251 Dump PDF VCE	642-980 Dump PDF VCE	700-037 Dump PDF VCE
200-155 Dump PDF VCE	400-351 Dump PDF VCE	642-996 Dump PDF VCE	700-038 Dump PDF VCE
200-310 Dump PDF VCE	500-006 Dump PDF VCE	642-997 Dump PDF VCE	700-039 Dump PDF VCE
200-355 Dump PDF VCE	500-007 Dump PDF VCE	642-998 Dump PDF VCE	700-101 Dump PDF VCE
200-401 Dump PDF VCE	500-051 Dump PDF VCE	642-999 Dump PDF VCE	700-104 Dump PDF VCE
200-601 Dump PDF VCE	500-052 Dump PDF VCE	644-066 Dump PDF VCE	700-201 Dump PDF VCE
210-060 Dump PDF VCE	500-170 Dump PDF VCE	644-068 Dump PDF VCE	700-205 Dump PDF VCE
210-065 Dump PDF VCE	500-201 Dump PDF VCE	644-906 Dump PDF VCE	700-260 Dump PDF VCE
210-250 Dump PDF VCE	500-202 Dump PDF VCE	646-048 Dump PDF VCE	700-270 Dump PDF VCE
210-255 Dump PDF VCE	500-254 Dump PDF VCE	646-365 Dump PDF VCE	700-280 Dump PDF VCE
210-260 Dump PDF VCE	500-258 Dump PDF VCE	646-580 Dump PDF VCE	700-281 Dump PDF VCE
210-451 Dump PDF VCE	500-260 Dump PDF VCE	646-671 Dump PDF VCE	700-295 Dump PDF VCE
210-455 Dump PDF VCE	500-265 Dump PDF VCE	646-985 Dump PDF VCE	700-501 Dump PDF VCE
300-070 Dump PDF VCE	500-275 Dump PDF VCE	648-232 Dump PDF VCE	700-505 Dump PDF VCE
300-075 Dump PDF VCE	500-280 Dump PDF VCE	648-238 Dump PDF VCE	700-601 Dump PDF VCE
300-080 Dump PDF VCE	500-285 Dump PDF VCE	648-244 Dump PDF VCE	700-602 Dump PDF VCE
300-085 Dump PDF VCE	500-290 Dump PDF VCE	648-247 Dump PDF VCE	700-603 Dump PDF VCE
300-101 Dump PDF VCE	500-801 Dump PDF VCE	648-375 Dump PDF VCE	700-701 Dump PDF VCE
300-115 Dump PDF VCE	600-199 Dump PDF VCE	648-385 Dump PDF VCE	700-702 Dump PDF VCE
300-135 Dump PDF VCE	600-210 Dump PDF VCE	650-032 Dump PDF VCE	700-703 Dump PDF VCE
300-160 Dump PDF VCE	600-211 Dump PDF VCE	650-042 Dump PDF VCE	700-801 Dump PDF VCE
300-165 Dump PDF VCE	600-212 Dump PDF VCE	650-059 Dump PDF VCE	700-802 Dump PDF VCE
300-180 Dump PDF VCE	600-455 Dump PDF VCE	650-082 Dump PDF VCE	700-803 Dump PDF VCE
300-206 Dump PDF VCE	600-460 Dump PDF VCE	650-127 Dump PDF VCE	810-403 Dump PDF VCE
300-207 Dump PDF VCE	600-501 Dump PDF VCE	650-128 Dump PDF VCE	820-424 Dump PDF VCE
300-208 Dump PDF VCE	600-502 Dump PDF VCE	650-148 Dump PDF VCE	840-425 Dump PDF VCE
300-209 Dump PDF VCE	600-503 Dump PDF VCE	650-159 Dump PDF VCE	
300-210 Dump PDF VCE	600-504 Dump PDF VCE	650-281 Dump PDF VCE	
300-320 Dump PDF VCE	640-692 Dump PDF VCE	650-393 Dump PDF VCE	
300-360 Dump PDF VCE	640-875 Dump PDF VCE	650-472 Dump PDF VCE	
300-365 Dump PDF VCE	640-878 Dump PDF VCE	650-474 Dump PDF VCE	
300-370 Dump PDF VCE	640-911 Dump PDF VCE	650-575 Dump PDF VCE	
300-375 Dump PDF VCE	640-916 Dump PDF VCE	650-621 Dump PDF VCE	
300-465 Dump PDF VCE	642-035 Dump PDF VCE	650-663 Dump PDF VCE	
300-470 Dump PDF VCE	642-732 Dump PDF VCE	650-665 Dump PDF VCE	
300-475 Dump PDF VCE	642-747 Dump PDF VCE	650-754 Dump PDF VCE	

HOT EXAMS

Cisco

100-105 Dumps VCE PDF
200-105 Dumps VCE PDF
300-101 Dumps VCE PDF
300-115 Dumps VCE PDF
300-135 Dumps VCE PDF
300-320 Dumps VCE PDF
400-101 Dumps VCE PDF
640-911 Dumps VCE PDF
640-916 Dumps VCE PDF

Microsoft

70-410 Dumps VCE PDF
70-411 Dumps VCE PDF
70-412 Dumps VCE PDF
70-413 Dumps VCE PDF
70-414 Dumps VCE PDF
70-417 Dumps VCE PDF
70-461 Dumps VCE PDF
70-462 Dumps VCE PDF
70-463 Dumps VCE PDF
70-464 Dumps VCE PDF
70-465 Dumps VCE PDF
70-480 Dumps VCE PDF
70-483 Dumps VCE PDF
70-486 Dumps VCE PDF
70-487 Dumps VCE PDF

CompTIA

220-901 Dumps VCE PDF
220-902 Dumps VCE PDF
N10-006 Dumps VCE PDF
SY0-401 Dumps VCE PDF