



**Vendor:** Microsoft

**Exam Code:** 77-882

**Exam Name:** MOS: Microsoft Office Excel 2010

**Version:** DEMO

1. You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Microsoft Excel 2010 to prepare sales reports. You have created a quarterly sales report of the department. After entering required data and inserting charts, you want to give a professional look to the document. You want to produce the document with soothing graphic effects, soft fonts, and light colors. Which of the following steps will you take to accomplish the task with least administrative burden?

- A. Create a new workbook through a template. Copy all data and charts of the report to the new workbook.
- B. Use the SmartArt option.
- C. Choose one of the pre-built themes.
- D. Select all the text of the document. Change font style to Verdana and font color to light gray. Use vibrant colors for charts.

**Answer: C**

2. You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2010. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flow-chart symbols in the report.?

A.



**Answer: A**

3. Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?

- A. All filter
- B. Sort
- C. Find
- D. Autofilter

**Answer: D**

4. 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	<b>Sales Manager</b>	<b>Januray</b>	<b>February</b>	<b>March</b>	<b>First Quarter</b>	<b>Remark</b>
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 is as follows:

I If the sales of the First Quarter is greater than or equal to 1200, display "Well Done"

I 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	<b>Sales Manager</b>	<b>Januray</b>	<b>February</b>	<b>March</b>	<b>First Quarter</b>	<b>Remark</b>
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	
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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**

5.You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2010 application on the network. You open the application and see various changes in Excel 2010. You have to open an existing worksheet through the application. You are unable to find the Office button. Mark the option that you will click to accomplish the task.

	A	B	C	D	E	F	G
1	Month/Year	20	20	20	20	20	20
2	September	18226.36	16403.724	14763.35	132240	119016	107114.4
3	October	17658.25	15892.425	14303.18	12872.86	11585.58	10427.02

A.

**Answer: A**

6. 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. In the worksheet, you are required to place a pictorial representation displaying the percentage of total sales made by each sales manager in January.

	A	B
1	<b>Sales Report</b>	
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	<b>Total</b>	<b>\$10,500.00</b>

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

- A. Column
- B. Line
- C. Pie
- D. Bar

**Answer: C**

7. You work as a Help Desk Technician for Tech Perfect Inc. Rick, a Sales Manager, uses Microsoft Excel 2010 to prepare sales reports. He is creating a sales report in which he wants to compare the relative magnitude of the targets achieved by his sales team members as shown in the image given below:

	Sales Person	Yearly Target Achieved (%)	
1	Mark Smith	<div style="width: 23%;"></div>	23
2	David Jackson	<div style="width: 32%;"></div>	32
3	Mohammad Ali	<div style="width: 45%;"></div>	45
4	Sandra Manio	<div style="width: 54%;"></div>	54
5	Rick Adverd	<div style="width: 65%;"></div>	65
6	Sasha Singh	<div style="width: 78%;"></div>	78

He wants your help in formatting the table in the required way. Choose the required steps to accomplish the task.

Select one of the tables from Medium section through the  
 Select the Data Bars option through the Home tab > Style  
 Select the range for which the display of relative magnitud  
 Select the table.  
 Select the Color Scale option through the Home tab > Styl

\*Source of the selected item is not required.

A.

Select the range for which the display of relative magnitud  
 Select the Data Bars option through the Home tab > Style

Select the table.  
 Select the Color Scale option through the Home tab > Styl  
 Select one of the tables from Medium section through the

**Answer: A**

8. You are creating a business report by using Microsoft Excel 2010. You have arranged sales data as shown below:

You want to provide pictorial representation of the trend of these sales data in front of each row. Which of the following steps will you choose to accomplish the task involving the least amount of administrative burden?

- A. Use charts.
- B. Use illustrations.
- C. Use conditional formatting.
- D. Use sparklines.

**Answer: D**

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

**Answer: E**

10. 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: 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. =B3/100 \* E8
- D. =B3/100 \* &E&8
- E. =&B&3/100 \* E8

**Answer: B**