77-882

Microsoft
Excel 2010

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Question: 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

Question: 2
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

Question: 3
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	Sales Manager	Januray	February	March	First Quarter	Remark
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:
l If the sales of the First Quarter is greater than or equal to 1200, display "Well Done"
l 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:

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