CERTKILLERS

Microsoft

77-602

MOS Using Microsoft Office Excel 2007

Answer options A is incorrect. The Sort function is used to arrange the records in ascending or descending order.

QUESTION: 37

Sam works as an Office Assistant. He uses Microsoft Excel XP to create reports. He creates a sales report as shown in the figure. Since text written in cell A1 is longer than the cell size, he wants to adjust it into the next line in the same cell. Which of the following options will he use to accomplish the task?
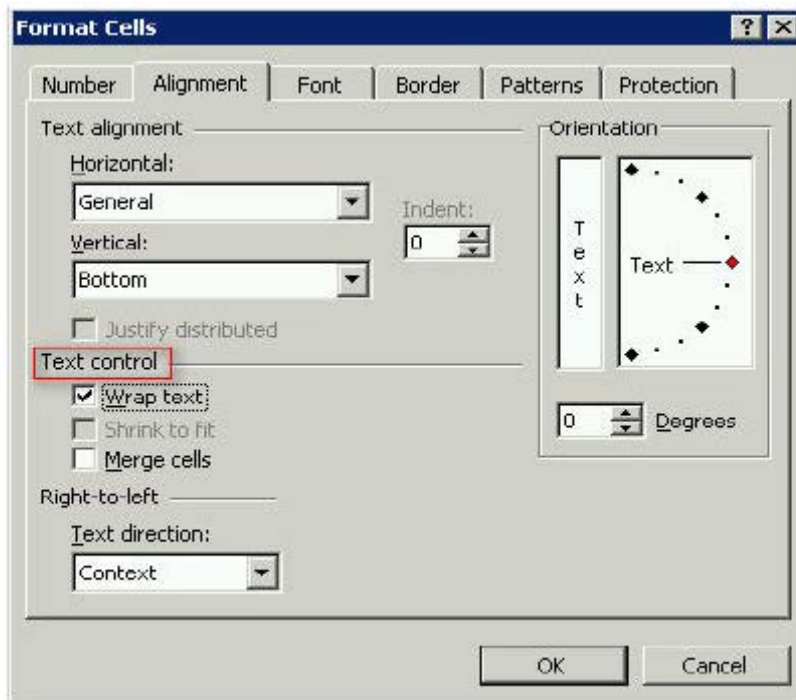

A. Use the Wrap text option.
B. Use the Shrink to fit option.
C. Use the Justify alignment.
D. Use the Auto Selection command.

Answer: A

Explanation:

The Wrap text option is used to adjust text into the next line in the same cell. This option automatically wraps the text to the next line.

Take the following steps to use the Wrap text option:

1.Select the cell that has to be formatted using the Wrap text option.

2.Choose Format > Cells from the menu bar.

3.The Format Cells dialog box will open. Click the Alignment tab, and then select the Wrap text check box under the Text control.

Answer option B is incorrect. The Shrink to fit option under the Text control reduces the size of text font to fit the text within the cell.

Answer option D is incorrect. The AutoFit Selection command in Microsoft Excel is used to fit the cell contents in a column by changing the column width. This command adjusts the column width, which is actually needed to display the contents in the selected cells. If changes are made in the cell contents, the AutoFit Selection command has to be used again to fit the cell contents.

QUESTION: 38

You work as a Sales Manager for Blue Well Inc. You are working on Excel 2007 for creating a sales report. The workbook on which you are working contains four worksheets. You are working on multiple sheets at a time. You are required to copy cells from a worksheet and paste it to another worksheet. For this, you select the cells and copy them by using the shortcut keys Ctrl + C. Thereafter, you select the sheet where these cells have to be pasted. When you try to paste those cells by using the Ctrl + V keys, Excel displays the following error messagE.
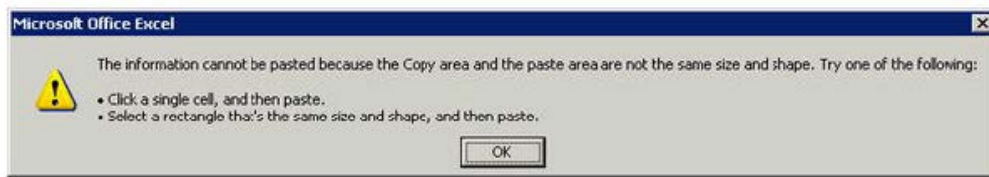
You ensure that only one cell is selected and try to paste the cells. The same message is again displayed. What is the most likely cause?

A. The cell in which you are trying to paste the contents is not empty.
B. While copying cells, multiple sheets are selected.
C. Ctrl + C and Ctrl + V shortcut combinations does not work in Excel 2007.
D. While pasting the content, multiple cells are selected.

Answer: B

Explanation:
The most likely cause of the issue is that while copying cells you have selected multiple sheets. When multiple sheets are selected, in an Excel
2007 workbook, the selected sheets are grouped and data that a user enters or edits in the active sheet is reflected in all sheets in the group. When a user copies or cuts data in grouped sheets, it cannot be pasted on a separate sheet, because the size of the copy area includes all layers of the selected sheets and is therefore different from the paste area in a single sheet. In order to resolve the issue, make sure that only one sheet is selected before you copy or move data to another worksheet.
Answer option C is incorrect. Both the shortcut keys work in Excel 2007.
Answer option D is incorrect. The question clearly states that you ensure that only one cell is selected.
Answer option A is incorrect. It is not required to paste contents to an empty cell. You can paste the contents to any cell. However, the pasted information will overwrite the existing contents.

Reference:
Microsoft Excel 2007 Help, Contents: " Select one or multiple worksheets"

QUESTION: 39
You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Excel 2007 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. Use the Smart Art option.
B. Create a new workbook through a template.
Copy all data and charts of the report to the new workbook.
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

Explanation:
In order to accomplish the task, you will have to choose one of the pre-built themes. Document themes work on the overall design of the entire document. It enables users to specify colors, fonts, and variety of graphic effects in a document. Themes change the look and feel of the document. Excel 2007 comes with a large collection of pre-built themes. Users can create their own themes for a document.
Themes can be specified through Page Layout > Themes.
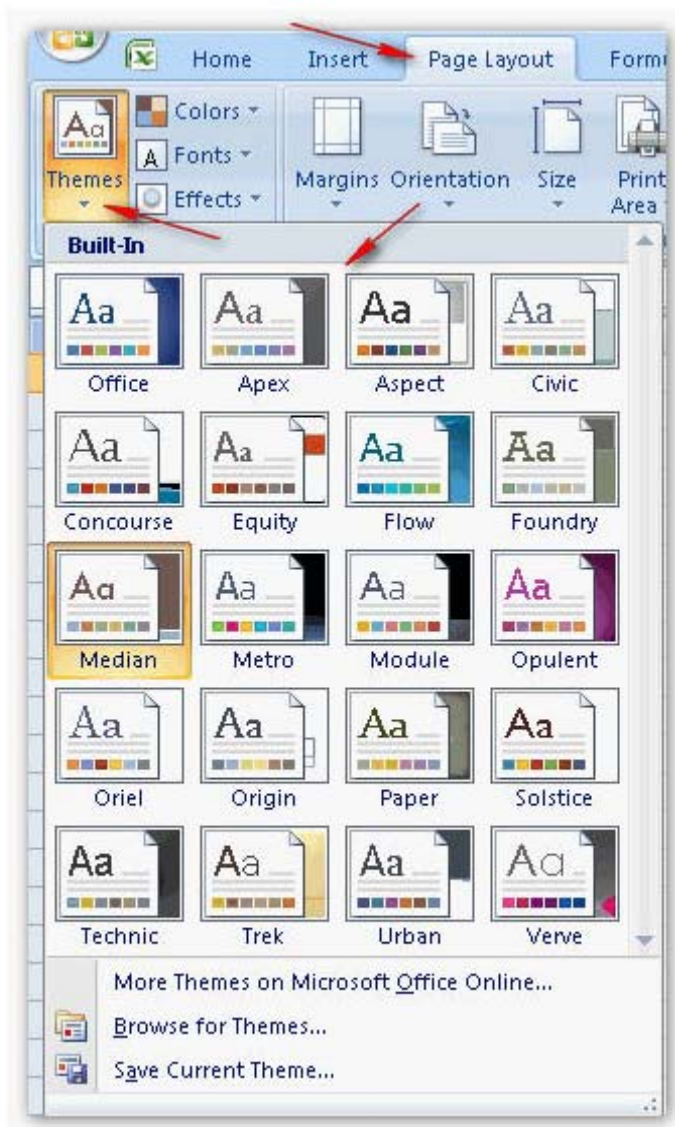
Answer option A is incorrect. The Smart Art option does not produce soothing graphic effects, soft fonts and light colors.

QUESTION: 40
You have formatted the cell range A3:E8 in Excel 2007 as the data table. A fragment of the worksheet is shown in the image below:

	A	B	C	D	E	F
1	Sales Report		Tech Perfect Inc.			
2						
3	Name	January	February	March	Total First Quarter	
4	Mark	$2,000.00	$2,750.00	$3,700.00	$8,450.00	
5	David	$1,000.00	$1,900.00	$2,900.00	$5,800.00	
6	Mariah	$1,750.00	$2,350.00	$3,200.00	$7,300.00	
7	Sarah	$2,200.00	$2,750.00	$3,810.00	$8,760.00	
8	Sasha	$3,100.00	$2,900.00	$4,150.00	$10,150.00	
9						
10						

All settings are set to default. You take the following steps: Select the A9 cell. Type 'Martha' in the cell. Press the Tab key.
What will happen after you have taken the steps?

A. The cell range A9:E9 will be added to the existing table.
B. The row 9 will be added to the existing rows of the table.
C. The cell A9 will be added to the existing column of the table.
D. Nothing will happen; you will have to expand the table manually to include the new row of data.

Answer: A

Explanation:
When you add data to the row immediately below the last row in the table or a cell to the column immediately to the right of the table, the data is added to the table automatically, and the table expands itself by default. In this case, the cell range A9-E9 will be added to the existing table, and the data table will expand itself. After you enter the value and move out of the cell, the AutoCorrect Options tag will appear. You can click the Undo Table AutoExpansion option if you wish to exclude the cells from the table.
Answer options B and C are incorrect. The whole row or individual cell is never added to the table. Only the cells that span the width of the table will be added to the table during the auto expansion of the table.

	A	B	C	D	E
1	Sales Report		Tech Perfect Inc.		
2					
3	Name	January	February	March	Total First Quarter
4	Sasha	$3,100.00	$2,900.00	$4,150.00	$10,150.00
5	Sarah	$2,200.00	$2,750.00	$3,810.00	$8,760.00
6	Mark	$2,000.00	$2,750.00	$3,700.00	$8,450.00
7	Mariah	$1,750.00	$2,350.00	$3,200.00	$7,300.00
8	David	$1,000.00	$1,900.00	$2,900.00	$5,800.00
9	Martha				$0.00
10					

Answer option D is incorrect. The question clearly states that the settings are set to default. By default, auto expansion is enabled in Excel 2007. If you have disabled the Table Auto Expansion feature, only then you will have to expand the table manually.

Reference:
Microsoft Excel 2007 Help, Contents: "Format an Excel table"

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