



77-602

(MOS: Using Microsoft Office Excel 2007)

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Question: 1

Hide the formula bar.

Answer: Go to View tab - remove the checkbox from Formula Bar

Question: 2

Share the workbook. (Accept all other default settings).

Answer: Review tab - click on Share Workbook - on the Editing tab select the checkbox - Ok

Question: 3

On Sheet02, Apply the Table Style Dark 4 to the cell range B2:H14 and remove the header row.

Answer: Select the range - Home tab - Format as Table - choose the style mentioned - Design tab - remove selection of checkbox for Header Row

Question: 4

On Sheet03, Apply the Equity theme and Flow colours to the cell range B2:H10.

Answer: Select the range - page layout tab - Themes - Colours

Question: 5

Protect the worksheet using Furquan as the password and allow users to edit the cell range C3:C10 only. (Accept all other default settings).

Answer: Select the range - Review tab - Allow Users to Edit Ranges - Protect Sheet button - write the password ...

Question: 6

Show the formula bar.

Answer: Go to View tab - select the checkbox from Formula Bar

Question: 7

On Sheet 02, Add a function in cell B20 to count the values in the cell range F3:F14 which are greater than 50000.

Answer: Go to the cell given - write the function - Countif() ANSWER =COUNTIF(F3:F14,">50000")

Question: 8

On Sheet 02, connect the two rectangles by a double arrow connector with a thickness of 2 points.

Answer: Select the first rectangle - Insert tab - Shapes - choose the arrow - connect the rectangles - Format tab - Shape Outline - Weight - More Lines - change the Width ...

Question: 9

Apply the Green, Accent 5, Darker 25% to the Sheet01 tab.

Answer: Right click on the tab - Tab Color - choose the colour ...

Question: 10

Copy the first worksheet to a new workbook called Summary.

Answer: Right click on the sheet tab - Move or Copy - select the workbook from the drop down list - select the checkbox Create a Copy - Ok

Question: 11

On Sheet04, Insert a function in cell H16 to total the values in cell range H3:H14 only if Box is in cell range C3: C14.

Answer: Go to the cell mentioned - use the formula Sumif()

Question: 12

On Sheet05, insert a function in cell E3 to reference the value in cell D3 and return an exactly matching Name from the lookup values in the range K4:L6.

Answer: Go to the cell mentioned - use the formula Vlookup()

Question: 13

. On Sheet04, Insert a function in cell L16 to average the column G.

Answer: Go to the cell mentioned - use the function Average()

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