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310-610

Sun

EDS Certified Sun Fire Workgroup Administrator

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QUESTION: 1

You want to format a cell or cell range as currency. Which of the following icons enables you to do this?

- A. 
- B. 
- C. 
- D. 

Answer: B

QUESTION: 2

You want to create a new chart. Which of the following menus and/or commands enables you to do this?

- A. Select the appropriate data, start the chart wizard by selecting Format > Chart
- B. Select the appropriate data, start the chart wizard by selecting the following icon: 
- C. Select the appropriate data, start the chart wizard by selecting Edit > Chart
- D. Select the appropriate data, start the chart wizard by selecting the following icon 

Answer: B

QUESTION: 3

You want to change the font type or font size of the main chart title. Which of the following menus and/or commands enables you to do this?

- A. Double click on the chart, select Format > Title > Main Title
- B. Double click on the chart, single click on the title, right-click on the selected title and select object properties
- C. Double click on the chart, select Format > Title > All Titles
- D. Right-click on the chart, select Format, select Chart Properties, from the Title section of the Chart Properties dialog box, change the formatting options

Answer: A, B, C

QUESTION: 4

You want to display the formulas in each cell rather than the result of the formula. Which of the following menus and/or commands enables you to do this?

- A. View > Formulas
- B. Right-click into a cell and select Formulas Visible from the context menu
- C. Tools > Options > OpenOffice.org Calc > View > select the Formulas checkbox from the Display section
- D. View > Data Sources

Answer: C

QUESTION: 5

You want to nest the following series of functions in a single cell: sum(sum(sum(a1:a17);b1:b17)). Does OpenOffice.org 3 Calc allow such nesting of functions?

- A. Yes
- B. No
- C. Yes, but only for up to three separate functions in a single cell
- D. By default no, but you can enable function nesting under Tools > Options > OpenOffice.org Calc

Answer: A

QUESTION: 6

What result will you get when you enter into a cell =\$A\$1 and then you copy and paste it into the right neighbor cell?

- A. The right neighbor cell still shows =\$A\$1
- B. The right neighbor cell shows =\$B1
- C. The right neighbor cell shows =A\$1
- D. The right neighbor cell shows =\$B\$1
- E. The right neighbor cell shows =B\$1

Answer: A

QUESTION: 7

Which of the following statements are accurate?

- A. Changing the zoom of a sheet does not affect the sheets printing parameters
- B. Changing the zoom of a sheet also changes the scale at which the sheet prints
- C. Changing the zoom of a sheet does not changes the scale at which the sheet prints but does change the size of the fonts and objects when printing from a zoomed setting
- D. While working on a spreadsheet, you may change your zoom settings to any setting you like, but the default scaling when you print is always 100%

Answer: A, D

QUESTION: 8

Which of the following statements best describes a template?

- A. A template is a document that contains specific user information (e.g., company, name, telephone number)
- B. A template is a document that contains specific formatting styles, graphics, tables, object, and other information. A template is used as the basis for creating other documents
- C. A template is a pool of formats, collected in the normal.dot file for central usage
- D. A template is a well-formatted document. To reuse a template you must copy and save with a new name for further usage

Answer: B

QUESTION: 9

Which of the following can you do using the Styles and Formatting window?

- A. Use the Styles andFormatting window to select graphical objects like pictures, icons and symbols to add them to the current document
- B. Use the Styles andFormatting window to change the print layout of your current document
- C. Use the Styles andFormatting window to layout your current document, move frames, graphical objects and text fields
- D. Use the Styles and Formatting window to assign styles to objects and text sections. You can update Styles, modify existing Styles or create new Styles.

Answer: D

QUESTION: 10

What do you have to do to create a new cell style?

- A. Format a cell or cell range, select it and select Format > Cells > New Style
- B. Format a cell or cell range, select it, right-click and select Entry Apply Style
- C. Format a cell or cell range, select it, display the Styles and Formatting Palette and select New Style from Selection
- D. Format a cell or cell range, select it and select Format > New Styles

Answer: C

QUESTION: 11

How can you display the Styles and Formatting window?

- A. Press F11 on your keyboard
- B. Click the icon 
- C. Click the icon 
- D. Format > StylesAnd Formatting

Answer: A,B,D

QUESTION: 12

What happens when you apply the Autoformat function to a cell range?

- A. You select a predefined print layout with customized headings, footer etc.
- B. You select a predefined cell or table layout with predefined cell formats (fonts, colors, number formats...)
- C. You can select from a set of predefined document formats for complex spreadsheets including formulas and links to databases, etc.
- D. You start a wizard to customize the layout of your spreadsheet

Answer: B



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