

77-427^{Q&As}

Excel 2013 Expert Part One

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QUESTION 1

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. Rick wants to interact with cell data but his computer does not contain VBA code and few features of his computer are still Excel 5.0 features. Which of the following will Rick use to accomplish the task?

- A. Accounting template
- B. Trust Center
- C. Form control
- D. Evaluate Formula

Correct Answer: C

A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5.0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot be added to UserForms, used to control events, or modified to run Web scripts on Web pages. Answer option A is incorrect. The accounting template is used for numbering months of a financial year to period numbering. It is used to compare month to month, actual v budget, quarter to quarter, year to year variances. It is the initial point for other reports that need the use of months. Answer option D is incorrect. Evaluate Formula is the formula examination tool provided by Microsoft Excel. This tool is useful for examining formulas that do not produce any error but are not generating the expected result. Answer option B is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

QUESTION 2

Rick works as an Office Assistant for Tech Perfect Inc. He is responsible for preparing sales reports of the company. He has created a sales report in a workbook of Excel 2013 and this workbook contains various worksheets as shown in the image given below:



Rick wants the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will Rick take to accomplish the task?

- A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.
- B. Select the sheets containing charts. Right-click on the sheet tabs.
- C. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Sheet Color Option from the shortcut menu.
- D. Select the sheets containing charts. Select the Effects option in the Themes group on the Page Layout page.

Correct Answer: B

According to the question, Rick wants the sheet tabs of the sheets containing charts to appear in red color. In order to

accomplish the task, he will take the following steps:

1.
Select the sheets containing charts.
2.
Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.



Answer options A and D are incorrect. These steps will not affect the appearance of the sheet tabs. Answer option C is incorrect. This is an invalid answer option.

QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. You are creating a business report by using Microsoft Excel 2013. You have arranged sales data as shown below:

	A	B	C	D	E
1			Target Achieved (In US\$)		
2	#	Name	2008	2009	2010
3	1	Rick	46,900	78,000	82,000
4	2	Mark	42,500	63,500	110,500
5	3	Adam	56,120	59,200	99,700
6	4	Ada	47,200	61,500	99,900
7	5	Andy	49,000	69,200	110,250
8	6	David	47,000	71,100	111,000

You want to provide pictorial representation of the trend of the sales data in front of each row.

Which of the following actions will you take to accomplish the task with the least amount of administrative burden?

- A. Use stand-alone slicers.
- B. Configure form controls.
- C. Create sparklines.
- D. Create a PivotTable report.

Correct Answer: C



	Name	2008	2009	2010	Trends
1	Rick	46,900	78,000	82,000	
2	Mark	42,500	63,500	110,500	
3	Adam	56,120	59,200	99,700	
4	Ada	47,200	61,500	99,900	
5	Andy	49,000	69,200	110,250	
6	David	47,000	71,100	111,000	

In order to accomplish the task with the least amount of administrative burden, use sparklines.

Sparklines, introduced in Microsoft Office 2013, are tiny charts that can fit in a cell. The sparklines can be used to show trends in a small amount of space. The sparklines visually summarize trends alongside data.

The sparklines can be added through the Insert tab. Answer option A is incorrect. Stand-alone slicers are referenced from Online Analytical Processing (OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable

in future.

They can be added by using the slicer button on the Ribbon. They need to be manually linked into grids as required.

Answer option B is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5.0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply

interact

with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot

be added to UserForms, used to control events, or modified to run Web scripts on Web pages.

Answer option D is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

QUESTION 4

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You want to select password protection and select options to prevent other employees from changing, moving, and deleting important data.

Which of the following options will you choose to accomplish the task?

- A. Mark as Final
- B. Protect Current Sheet
- C. Encrypt with Password
- D. Protect Workbook Structure

Correct Answer: D

The various Protect Workbook options are as follows:

1.

Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions

can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

Add a Digital Signature: This option is used to add a visible or invisible digital signature.

It

authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity,

integrity, and non-repudiation.

QUESTION 5

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You want to find out the matching values in the columns. While doing so, you get an unexpected error that when you attempt to look up or match a lookup_value within an array; Excel is not able to recognize the matching value. You want to store sets of values as text and convert sets of data to text by using Excel's Text To Columns tool. Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. Select the Text to Columns option from the Data tab at the top of the Excel workbook.
- B. Select Text and click the Finish button in Column Data Formats.
- C. Select the Delimited option and click Next
- D. Make sure that all delimiter options are unselected, and then again click Next.
- E. Remove the unseen spaces at the start or end of the first Macro cell.
- F. Select the cells to convert their data to text.

Correct Answer: ABCDF

In this situation, you will take the following steps:

1.

Select the cells to convert their data to text.

2.

Select the Text to Columns option from the Data tab at the top of your Excel workbook.

3.

Select the Delimited option and click Next.

4.

Make sure that all delimiter options are unselected, and then again click Next.

5.

Select Text and click the Finish button in Column Data Formats.

QUESTION 6

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in

Microsoft Excel 2013. You want to export XML data to your Excel 2013 worksheet. On exporting the XML data, the following error message appears:

"XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE"

Which of the following are the reasons that are causing the above error? Each correct answer represents a complete solution. Choose all that apply.

A. The maxOccurs attribute is not equal to 1.

B. The relationship of the mapped element with other elements is not preserved.

C. The element is a recursive structure.

D. The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table.

Correct Answer: AB

The various issues with exporting XML data are as follows:

1.

MAP CAN BE EXPORTED BUT SOME REQUIRED ELEMENTS ARE NOT MAPPED:

This error occurs under the following situations:

The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table. The element is a recursive structure. The XML table contains a variety of mixed content.

2.

EXCEL CANNOT SAVE THE WORKBOOK BECAUSE IT DOES NOT CONTAIN ANY XML MAPPINGS: Excel cannot save the user's workbook in the XML Data file unless one or more mapped ranges are created.

3.

XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE: An XML mapping cannot be exported if the relationship of the mapped element with other elements is not preserved due to the following reasons:

The mapped element's schema definition is contained within a sequence with the following attributes:

The maxoccurs attribute is not equal to 1.

The sequence has more than one direct child element defined or has an extra compositor as a direct child.

Nonrepeating sibling elements with the same repeating parent element are mapped to dissimilar XML tables.

Various repeating elements are mapped to the same XML table and the recurrence is not defined by an ancestor element.

Child elements from various parents are mapped to the same XML table. XML schema constructs a list of lists, denormalized data, or a choice construct.

QUESTION 7

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You observe that while trying to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following are the reasons that are causing the above problem?

Each correct answer represents a complete solution. Choose all that apply.

- A. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- B. The contents of the cells that are being compared may have different data types.
- C. Excel is trying to reference an invalid cell.
- D. You are inserting a new column, next to a column that is already formatted as text.

Correct Answer: AB

The Failure to Look Up Values in Excel error occurs when a user gets an unexpected error while trying to look up or match a lookup_value within an array and Excel is not able to recognize the matching value. If the lookup_value or the array the user is searching resides in a cell, the user can have unseen spaces at the start or end of that cell. This will create the situation where the contents of the two cells that the user is comparing look the same but extra spaces in one of the cells cause the cells to have slightly different content. The other reason is that the contents of the cells that are being compared may have different data types. Answer option C is incorrect. The Lookup Function Won't Copy Down to Other Rows error occurs when a user uses a function in one cell and it works perfectly but when he attempts to copy the function down to other rows, he gets the #REF error. The #REF! error arises when Excel tries to reference an invalid cell. This error occurs if the user has referenced an entire worksheet by clicking on the grey square at the top left of the worksheet. For Excel, this reference range is 1 to 1048576. Since the references are Relative References, Excel automatically increases the row references when this cell is copied down to other rows in the spreadsheet. Answer option D is incorrect. The Excel Won't Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function's value. The reason that causes this problem is that the cells containing the formula are formatted as 'text' instead of the 'General' type. This happens when the user inserts a new column, next to a column that is already formatted as text due to which the new column inherits the formatting of the adjacent column.

QUESTION 8

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling

products. You are trying to intersect two ranges that do not intersect each other. Which of the following errors will be occurred in this situation?

- A. #VALUE!
- B. #NAME?
- C. #NULL!
- D. #DIV/0!

Correct Answer: C

The #NULL! error is produced by Excel when a user attempts to intersect two ranges that do not intersect each other. This error can be resolved by reviewing the formula and then either by changing the variables to ensure that the user is getting a valid intersection or by using the Excel Iferror function to identify a null range and take the required action. Answer option D is incorrect. Excel #DIV/0! is produced when a formula attempts to divide by zero and a division by zero produces infinity that cannot be represented by a spreadsheet value. This error can be corrected or overcome by using the Excel IF function to identify a possible division by zero and produce an alternative result. Answer option A is incorrect. The #VALUE! Excel formula error occurs when any of the variables in a formula is of the wrong type. To correct this error, it is required to check each individual part of the formula to make sure that the correct argument types are used. If the function contains nested functions, the best way is to copy each of the arguments into a separate cell to check what they evaluate to. If the formula contains a number of terms, break down each term further to find out its components, until the source of the error is found. Answer option B is incorrect. The #NAME? error occurs when Excel encounters text in a formula and tries to interpret that text as a reference, a named range, or a function name but is not able to recognize the text as any of these. The best way to approach the #NAME? Excel function error is to check the correct spelling of the function names, references, and named ranges and to check that the variables used as text values are entered in double quotes. If the formula contains nested functions, it is required to check the results of these individually, until the source of the error is identified.

QUESTION 9

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. =andBand3/100 * E8
- B. =B3/100 * E8
- C. =B3/100 * andEand8
- D. =\$B\$3/100 * E8
- E. =B3/100 * \$E\$8

Correct Answer: D

In order to accomplish the task, you will have to insert the following formula:

=B\$3/100 * E8

According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers

and the value is provided in the cell B3. You will have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol (\$) before the row

name and column number. In order to accomplish the task, type the following formula in the cell F8:

=B\$3/100 * E8

When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference. Answer options B and E are incorrect. This formula references the B3 cell as a relative reference.

After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively.

Answer options A and C are incorrect. Ampersand symbol (and) is not used for referencing cells in Excel.

QUESTION 10

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You want to find out the matching values. You get an unexpected error that when you attempt to look up or

match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following steps will you take to resolve the problem? Each correct answer represents a part of the solution.

Choose all that apply.

- A. Remove the unseen spaces at the start or end of the first Macro cell.
- B. Delete the column having the TRIM function.
- C. Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.
- D. Create a new column subsequent to the one with the additional spaces in it.
- E. Use the TRIM function in the new column.

Correct Answer: BCDE

In this situation, you will take the following steps:

1.
Create a new column subsequent to the one with the additional spaces in it.
2.
Use the TRIM function in the new column to get rid of extra spaces.
- 3.

Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.

4.

Delete the column having the TRIM function. Answer option A is incorrect. This is an invalid answer option.

QUESTION 11

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You have changed some data in the worksheet of the company. You are submitting the sell workbook of the company to the Administrator of the company for comments. Now, you want to merge input that you receive into a copy of that workbook, including the changes and comments that you want to keep. For this purpose, it is required to access and use the stored change history. Which of the following will you use to accomplish the task?

- A. Slicer-enabled highlighting
- B. Onscreen highlighting
- C. Reviewing of changes
- D. History tracking

Correct Answer: C

The following ways are provided by Excel to access and use the stored change history:

1.

Onscreen highlighting: It is used when a workbook does not contain many changes and a user wants to see all changes at a glance.

2.

History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.

3.

Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option A is incorrect. This is an invalid answer option.

QUESTION 12

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. Some employees have changed some data in the worksheet of the company. You want to identify changes that were made to the data in the workbook and then take a decision whether to accept or reject those changes. For this purpose, it is required to access and use the stored change history.

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

Each correct answer represents a complete solution. Choose all that apply.

- A. History tracking
- B. Onscreen highlighting
- C. Slicer-enabled highlighting
- D. Reviewing of changes

Correct Answer: ABD

The following ways are provided by Excel to access and use the stored change history:

1.

Onscreen highlighting: It is used when a workbook does not contain many changes and a user wants to see all changes at a glance.

2.

History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.

3.

Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option C is incorrect. This is an invalid answer option.

QUESTION 13

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

	A	B	C	D	E	F
1	Incentive Sheet					
2						
3	Incentive Percentage	10				
4						
5						
6						
7	Name	January	February	March	First Quarter Sale	Sale Incentive
8	Mark	\$2,000.00	\$2,450.00	\$2,700.00	\$7,150.00	
9	David	\$2,100.00	\$2,200.00	\$2,300.00	\$6,600.00	
10	Mariah	\$1,950.00	\$2,150.00	\$2,310.00	\$6,410.00	
11	Sarah	\$2,300.00	\$2,700.00	\$3,100.00	\$8,100.00	
12	Sasha	\$2,500.00	\$2,840.00	\$3,400.00	\$8,740.00	

You want the Remark column to be filled through a conditional formula. The criteria to give the remark is as follows:

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

Which of the following conditional formulas will you insert to accomplish the task?

- A. =IF(E2>=1200,"Improve in Next Quarter","Well Done")
- B. =IF(E2=1200,"Well Done","Improve in Next Quarter")
- D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

Correct Answer: C

In order to accomplish the task, you will have to insert the following formula in the F2 cell:

=IF(E2>=1200,"Well Done","Improve in Next Quarter") Answer option A is incorrect. This will display the wrong messages for the given conditions.

The first expression after the logical condition is returned by the IF function when the condition is TRUE.

Answer option B is incorrect. This formula will not accomplish the task as the logical condition is not correct. The specified condition in this formula is testing for values less than or equal to 1200. Whereas, the question's requirement is to

evaluate values greater than or equal to 1200.

Answer option D is incorrect. This formula will not accomplish the task because of the two reasons.

First, the equal sign is missing in the condition. Second, the expressions are not in the correct order.

QUESTION 14

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You are creating a hot spot on a graphic that other users can click to run a macro. Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. To assign an existing macro to the graphic object, double-click the macro or enter its name in The Macro name box.
- B. Click the arrow next to Shape Outline, and then click No Outline. C. Right-click the created hot spot, and then click Assign Macro.
- C. To create a hot spot on the existing object, on the Insert tab, in the Illustrations group, Click Shapes, select the shape that you want to use, and then draw that shape on the existing object.
- D. Click the name of the macro in the Macro name box, click Edit, and then click OK to edit an existing macro.
- E. Click the arrow next to Shape Fill, and then click No Fill on the Format tab.
- F. Click Record, type a name for the macro in the Record Macro dialog box, and then click OK to start the recording of the macro.
- G. Select the hot spot in the worksheet to display Drawing Tools for adding the Format tab.
- H. Click Slicer, type a name for the macro in the Slicer Macro dialog box, and then click OK to start the recording of the macro.

Correct Answer: ABCDEFGH

QUESTION 15

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

- A. Mark as Final
- B. Encrypt with Password
- C. Protect Current Sheet
- D. Protect Workbook Structure

Correct Answer: C

The various Protect Workbook options are as follows:

1.

Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

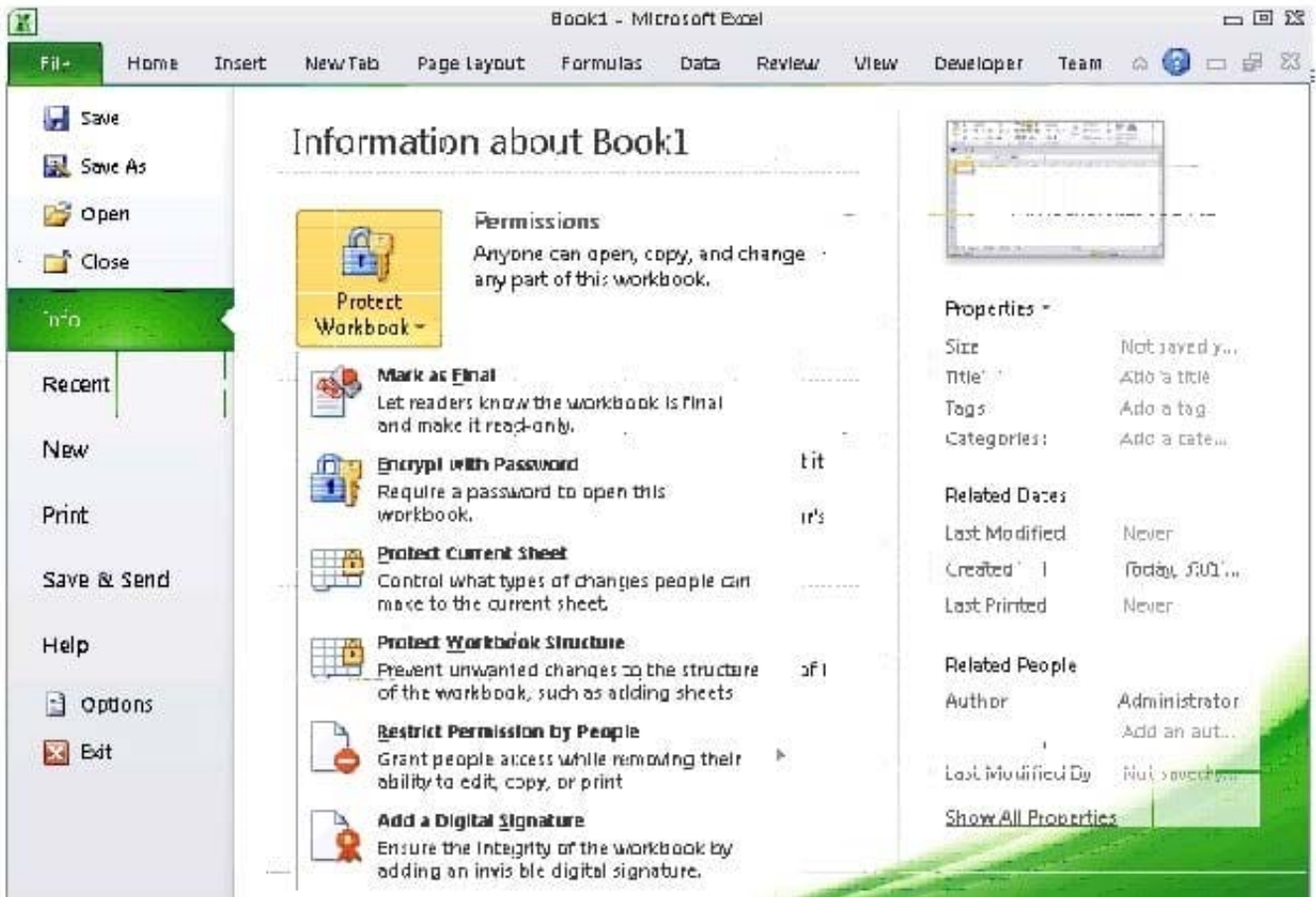
5.

Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

Add a Digital Signature: This option is used to add a visible or invisible digital signature.

It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



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