

# 77-427<sup>Q&As</sup>

Excel 2013 Expert Part One

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### QUESTION 1

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 2

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.

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### QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network. He is creating a form through Microsoft Excel 2013. He wants to enable worksheet forms to satisfy the flexible design requirements and to customize their appearance, behavior, fonts, and other characteristics. Which of the following will Rick use to accomplish the task?

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

Correct Answer: D

ActiveX controls are used on worksheet forms, with or without the use of VBA code, and on VBA UserForms. They are used when a user needs more flexible design requirements than those provided by Form controls. They have extensive properties that can be used to customize their appearance, behavior, fonts, and other characteristics. The user can control different events that occur when an ActiveX control is interacted with. He can also write macros that respond to events associated with the ActiveX controls. When a user interacts with the control, the VBA code runs to process any events that occur for that control. The ActiveX controls cannot be added to chart sheets from the user interface or to XLM macro sheets. It is not possible to assign a macro to run directly from the ActiveX control. Answer option A 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 B 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 C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

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#### QUESTION 4

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have a formula that uses one or two variables or multiple formulas that all use one common variable. You want to examine a range of possibilities at a glance. Which of the following will you use to accomplish the task?

- A. Goal Seek
- B. Solver add-in
- C. Data table
- D. Scenario

Correct Answer: C

A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data. Answer option D is incorrect. A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value. Answer option B is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell.

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#### QUESTION 5

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.

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## QUESTION 6

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network.

Rick is creating a project through Microsoft Excel 2013. The project on which he is working has 98 project tasks and 57 team members. Rick wants to check the progress of his project quickly and easily. Which of the following will Rick use to accomplish the task?

- A. Gantt Chart Template
- B. Form control
- C. Trust Center
- D. Accounting template

Correct Answer: A

The Gantt Chart Template Deluxe Edition for Excel is used to generate quick and easy Gantt charts that define the progress of a user's projects containing up to 100 project tasks and team members. 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. 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 C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

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## QUESTION 7

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 select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

- A. You will use a new password.
- B. You will ask Microsoft to retrieve the password.
- C. You will fetch the password from the list in which you have saved it.
- D. You will create a new document.

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.



Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process. Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process.

**QUESTION 8**

Which of the following is used to display a trend based on adjacent data in a clear and compact

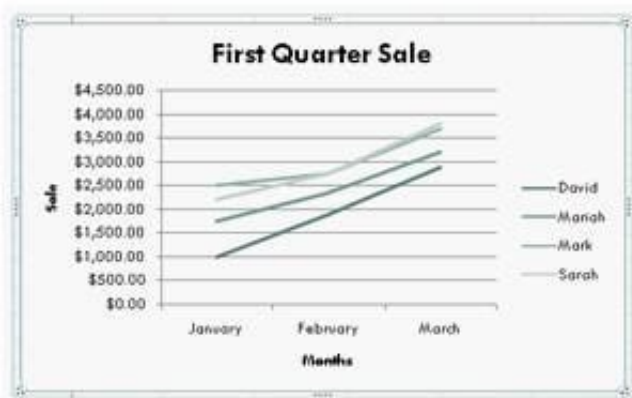


graphical representation by taking up a small amount of space?

- A. Trendline
- B. Line chart
- C. Sparkline
- D. Backstage view

Correct Answer: C

A sparkline is defined as a tiny chart in the background of a cell. Unlike charts on an Excel Worksheet, sparklines are not objects. It is used because data presented in a row or column is useful, but patterns can be hard to spot at a glance. It is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space. The benefit of using the sparklines is that these can be printed when a user prints a worksheet that contains them. This feature is not available in charts. Answer option D is incorrect. The Microsoft Office Backstage view is used to replace the traditional file menu with a new approach that uses In and Out features for efficiency. The improved Ribbon enables users to access their preferred commands rapidly and create custom tabs to personalize the way they work. Answer option A is incorrect. A trendline is defined in Excel 2013. It is a data visualization tool to display the trend of a particular data range. It is used to show the slope of data points in a chart. There are various types of trendlines, such as linear trendlines, exponential trendlines, and linear forecast trendlines. Answer option B is incorrect. Excel provides a column chart facility to display data that is arranged in columns or rows on a worksheet. Line charts are used to display continuous data over time, set against a common scale. In a line chart, category data is distributed along the horizontal axis, and all value data is distributed along the vertical axis. Line charts are ideal for showing trends in data at equal intervals.



A line chart should be used where category labels are text, and are representing evenly spaced Values such as months, quarters, or years.

### QUESTION 9

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You use a function in one cell and it works perfectly but when you attempt to copy the function down to other rows, you get the #REF error. 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. You are inserting a new column, next to a column that is already formatted as text.
- B. Excel is trying to reference an invalid cell.

- C. The lookup\_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- D. You are referencing an entire worksheet by clicking on the grey square at the top left of the worksheet.

Correct Answer: BD

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 C is incorrect. 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 A 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.

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#### QUESTION 10

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to make a slicer available for use in another PivotTable. 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. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort and Filter group.
- B. In the Slicer Connections dialog box, clear the check box of any PivotTable fields for which you want to disconnect a slicer.
- C. In the PivotTable Connections dialog box, select the check box of the PivotTables in which you want the slicer to be available.
- D. Click the slicer that you want to share in another PivotTable.

Correct Answer: CD

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#### QUESTION 11

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to delete the slicer. Which of the following steps can you take to accomplish the task?

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

- A. Click the slicer that you want to delete on the Options tab in the Slicer type group.
- B. Click the Macro setting, and then delete the slicer from the Macro-enabled slicers list.
- C. Click the slicer, and then press Delete.
- D. Right-click the slicer, and then click Remove .

Correct Answer: CD

Take one of the following steps to delete a slicer:

1.  
Right-click the slicer, and then click Remove .
2.  
Click the slicer, and then press Delete.

Answer options B and A are incorrect. These are invalid answer options.

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## QUESTION 12

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to disconnect the slicer. You have clicked anywhere in the PivotTable report. Which of the following steps will you take next to accomplish the task?

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

- A. Clear the check box of any PivotTable fields for which you want to disconnect a slicer.
- B. Right-click the slicer, and then click Remove .
- C. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort and Filter group.
- D. Click the slicer, and then press Delete.

Correct Answer: AC

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## QUESTION 13

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the

company's high selling products. You input a formula for calculating the monthly sell of a particular product but your Excel cell shows a string of # symbols instead of returning a value as shown below:

	A	B	C	D
1	#####			
2				
3				
4				
5				

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. You are inserting a new column, next to a column that is already formatted as text.
- B. The cell is not wide enough for displaying the calculated value.
- C. The lookup\_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- D. Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value.

Correct Answer: BD

The Cell Shows ##### error occurs because the cell is not wide enough for displaying the calculated value. The other reason is that Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value. Answer option C is incorrect. 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 A 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 14

You work as a Sales Manager for Maini Industries. Your company manufactures and sells construction equipment. You have to create a report that will show the highest selling items of each month. The report will be in the following format:

	A	B	C	D	E	F	G	H
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale				
2	January	101	Props	\$2,000.00		ItemID	Item Name	
3	February	101	Props	\$3,450.00		101	Props	
4	March	103	Vertical Spans	\$4,532.00		102	Scaffoldings	
5	April	105	QuickWedge	\$4,000.00		103	Vertical Spans	
6	May	101	Props	\$5,540.00		104	Horizontal Spans	
7	June	101	Props	\$6,503.00		105	QuickWedge	
8	July	104	Horizontal Spans	\$7,021.00				
9	August	104	Horizontal Spans	\$6,880.00				
10	September	104	Horizontal Spans	\$7,010.00				
11	October	105	QuickWedge	\$7,500.00				
12	November	101	Props	\$7,510.00				
13	December	105	QuickWedge	\$8,535.00				

In a workbook, you create a table named Item\_table as shown below:

ItemID	Item Name
101	Props
102	Scaffoldings
103	Vertical Spans
104	Horizontal Spar
105	QuickWedge

You fill in the required entries in the workbook.

	A	B	C	D
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale
2	January	101		\$2,000.00
3	February	101		\$3,450.00
4	March	103		\$4,532.00
5	April	105		\$4,000.00
6	May	101		\$5,540.00
7	June	101		\$6,503.00
8	July	104		\$7,021.00
9	August	104		\$6,880.00
10	September	104		\$7,010.00
11	October	105		\$7,500.00
12	November	101		\$7,510.00
13	December	105		\$8,535.00

For the third column of the sheet, you want to use formulas to fill in the values. You want the

cells in the third column to get automatically filled with the names corresponding to ItemID in the second column. You want the exact values to be filled in the column. You select the C2 cell in the third column.

Which of the following formulas will you enter in order to accomplish the task?

A. =VLOOKUP(B2,Item\_table,2,FALSE)

B. =VLOOKUP(B2,Item\_table,2,TRUE)

C. =VLOOKUP(2,Item\_table,B2,FALSE)

D. =VLOOKUP(2,Item\_table,B2,TRUE)

Correct Answer: A

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

=VLOOKUP(B2,Item\_table,2,FALSE)

Answer option B is incorrect. According to the question, you want the exact values in the column.

The TRUE value in the range\_lookup argument provides the approximate match. Answer options C and D are incorrect. The VLOOKUP functions used in the formulas have wrong syntaxes.

### QUESTION 15

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2013 for creating various types of reports. You have created a report in the format given below:

	A	B	C	D
1	Sales Person	Exceeded Jan Quota	Exceeded Feb Quota	Exceeded Mar Quota
2	Mark	Yes	No	No
3	Sarah	Yes	Yes	No
4	David	Yes	Yes	Yes
5	Sasha	No	Yes	Yes
6	Formula	Description (result)		
7		Counts how many sales people exceeded both their January and February Quota		

In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7 cell.

Which of the following formulas will provide the required result?

A. COUNTIF(B2:C5,"=Yes")

B. COUNTIFS(B2:C5,"=Yes")

C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")

D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Correct Answer: D

In order to get the required result, you will have to insert the following formula in the B7 cell:

COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")



Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria.

Answer options A and B are incorrect. This formula will count all the cells that have the value

"Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6 as the result.

In order to get the required result, you will have to insert the following formula in the B7 cell:

```
COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")
```

Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria.

Answer options A and B are incorrect. This formula will count all the cells that have the value

"Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6 as the result.

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