



77-427^{Q&As}

Excel 2013 Expert Part One

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QUESTION 1

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

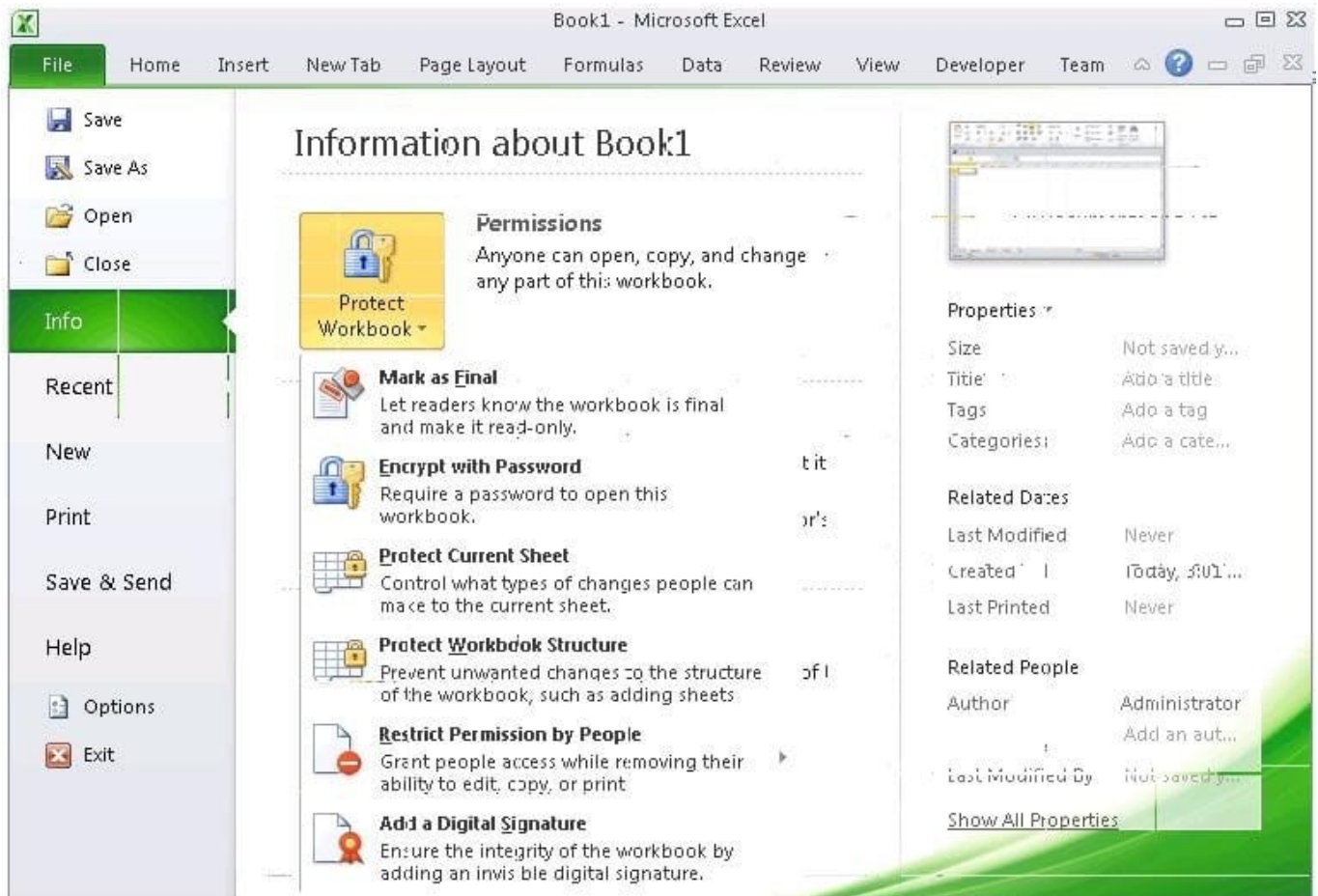
Restrict Access.



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 2

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are at the step of adding the following lines of code to the procedure:

```
"Private Sub Workbook_Open() MsgBox Time Worksheets("Sheet2").Range("A2").Value = Time End Sub"
```

Which of the following are the next steps that you will take to accomplish the task?

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



- A. Under Macro Settings in the Macro Settings category, click Enable all macros, and then click OK.
- B. Switch to Excel and save the workbook with the .xslm extension as a macro-enabled workbook and close it.
- C. Reopen the workbook.
- D. Click OK in the message box.

Correct Answer: BCD

QUESTION 3

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 summarize a large amount of data to analyze numerical data and to answer unexpected questions about your data in the Business Intelligence (BI) report that you are working with. For this purpose, you are required to create a 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 OK.
- B. Choose Select a table or range under Choose the data that you want to analyze.
- C. Select the Macro-enabled checkbox in the Insert Security dialog box, and then click OK.
- D. Click PivotTable or click the arrow below PivotTable, and then click PivotTable in the Tables group on the Insert tab.
- E. Click a cell in the cell range that contains data for using worksheet data as the data source.

Correct Answer: ABDE

QUESTION 4

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 5

You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Microsoft Excel 2013 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 SmartArt 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.

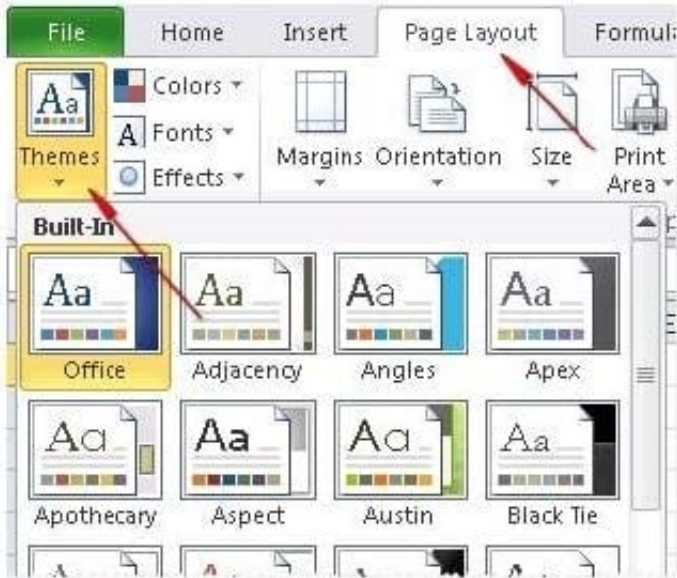
Correct Answer: C

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.



Microsoft Excel 2013 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 SmartArt option does not produce soothing graphic effects, soft fonts, and light colors.

Answer options B and D are incorrect. These options involve manual processing.

Therefore, any formatting done manually will increase the administrative burden.

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