



77-427^{Q&As}

Excel 2013 Expert Part One

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QUESTION 1

You work as a Help Desk Technician for Dreams Unlimited Inc. Martha, a Sales Manager, is creating a sales report in Microsoft Excel. The report contains many worksheets. Martha has used many formulas in her report. She wants to monitor a cell which contains a formula. The formula refers to many other cells that are located in different worksheets in the report. She wants to know the effects on the cell when the values in different sheets change. She requests that you help her out to accomplish the task. Which of the following steps would you suggest she take in order to accomplish the task?

- A. Click the New Window option in the Window group on the View tab. Click the Arrange All option in the Window group on the View tab. Select the Vertical option.
- B. Select the cell which is to be monitored. On the Formulas tab in the Formula Auditing group, click Watch Window. Click Add Watch.
- C. Click the New Window option in the Window group on the View tab. Click the Arrange All option in the Window group on the View tab. Select the Cascade option.
- D. Select the cell which is to be monitored. On the Formulas tab in the Formula Auditing group, click Evaluate Formula.

Correct Answer: B

In order to accomplish the task, she should take the following steps: Select the cell which is to be monitored.

On the Formulas tab in the Formula Auditing group, click Watch Window. Click Add Watch. 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 an error but are not generating the expected result.

Answer options A and C are incorrect. Clicking the New Window option in the Window group on the View tab opens an instance of the workbook within the Excel window. This is useful when you work on different worksheets, and at the same

time you want to navigate among them.

QUESTION 2

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 Spans
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 3

You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2013. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flow- chart symbols in the report.

Explanation: In order to accomplish the task, you will have to choose the Shapes option. Shapes are simple objects provided by Microsoft Office to add them to a document. A single shape or combined multiple shapes can be inserted in the document. The Office includes simple shapes, such as lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. Users can add text, bullets, numbering, and Quick Styles to these shapes after inserting them in the document. Take the following steps to add a shape in a document:



Hot Area:



Correct Answer:



QUESTION 4

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

You are facing a problem that when you type in a function and press Enter, the cell shows the function as you typed it, instead of returning the function's value as shown below:

Which of the following is the reason that is causing the above problem?

- 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. You are inserting a new column, next to a column containing Dates or Times.
- D. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.

Correct Answer: A

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. Answer option D 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 B 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 C is incorrect. The Cell Shows a Date or Time Instead of a Number error occurs because the cell that contains the formula is formatted as a 'Date' or 'Time' instead of a 'General' type or a number. This situation arises because a user has inserted a new column, next to a column containing Dates or Times, the new column has 'inherited' the formatting of the adjacent column.

QUESTION 5



Rick works as an Office Assistant for Tech Perfect Inc. He is creating a user form through Microsoft Excel 2013. While creating forms for a number of users, he is required to repeat some of the actions multiple times. It is a very time consuming process. To resolve the issue, he has created a macro to record the sequence of actions to perform a certain task. Now, he wants to run the macro to play those exact actions back in the same order. Which of the following steps will Rick take to accomplish the task?

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

- A. Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.
- B. The Macro will be run in any worksheet of the Workbook.
- C. Put the workbook in a trusted location.
- D. The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.
- E. Run the created Macro by using the shortcut key specified while creating the Macro.

Correct Answer: ABDE

Take the following steps to run a Macro:

1.

Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.

2.

The Macro dialogue box appears on the screen which contains a list of Macros in it.

Select the

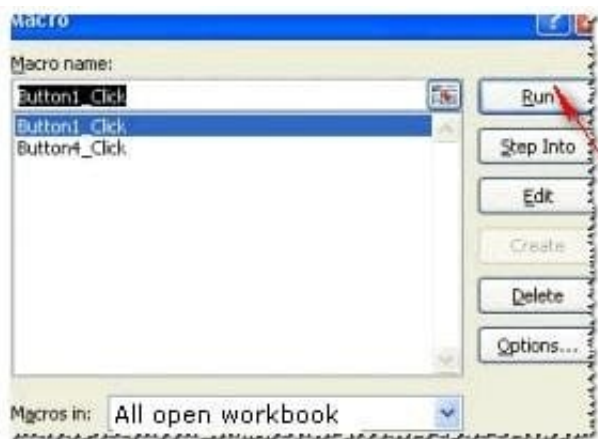
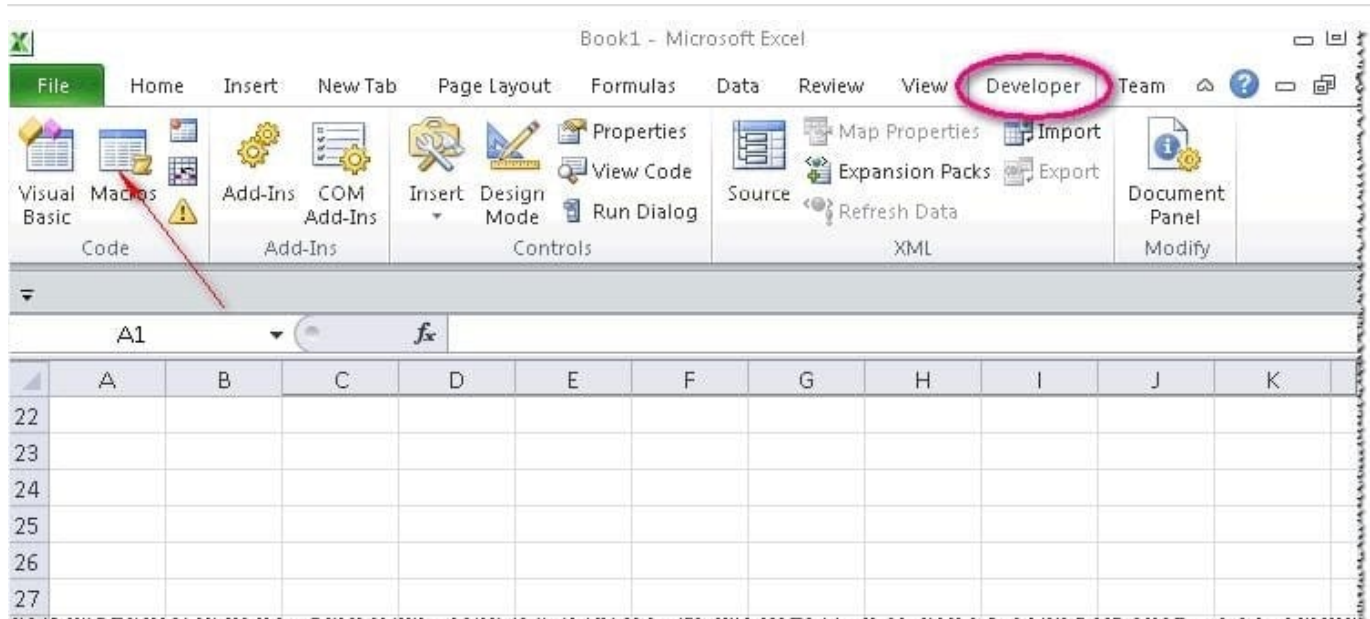
Macro to run and click the Run button.

3.

The Macro will be run in any worksheet of the Workbook.

4.

A user can run the created Macro by using the shortcut key that he has specified while creating the Macro. The macro records the user's mouse clicks and keystrokes while he works and lets him play them back later. The macro can be used to record the sequence of commands that the user uses to perform a certain task. When the user runs the macro, it plays those exact commands back in the same order. Answer option C is incorrect. The benefit of connecting to external data from Microsoft Excel is that a user can automatically update Excel workbooks from the real data source whenever the data source is updated with new information. It is possible that the external data connection might be disabled on the computer. For connecting to the data source whenever a workbook is opened, it is required to enable data connections by using the Trust Center bar or by putting the workbook in a trusted location.



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