



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

Excel 2013 Expert Part One

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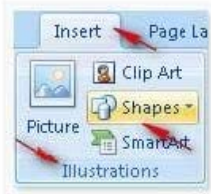
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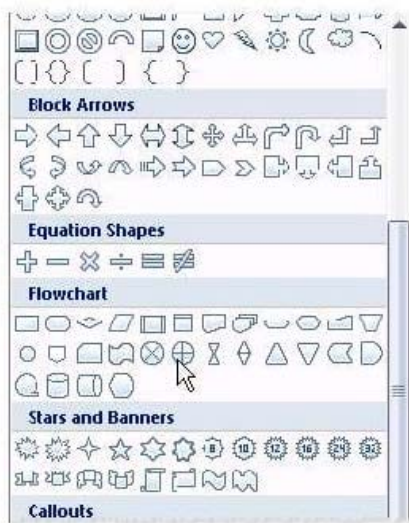


### QUESTION 1

1. Click on the Shapes option in the Illustrations group on the Insert tab. This will open the list of shapes available in Microsoft Office.



2. Choose the required shape from the list.



You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2013 to create different reports for your company. Drag and drop the appropriate methods for efficient data entry in front of their descriptions.

Select and Place:



Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	Placeholder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	Placeholder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	Placeholder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	Placeholder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	Placeholder

— Data Entry Methods Available in Excel 2007 —

<b>AutoFill</b>	<b>FillSeries</b>	<b>AutoComplete</b>	<b>Pick from Drop-down List</b>	<b>Ctrl+Enter</b>
1	2	3	4	5

Correct Answer:



Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	1. Fill handle
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	4. Fill handle
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	5. Fill handle
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	3. Fill handle
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	2. Fill handle

— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter

Excel provides multiple methods for fast data entry into a worksheet. These data entry techniques help users to quickly enter data wherever required. The following methods help users in speeding-up their data entry work:

**AutoFill:** The AutoFill feature recognizes the series a user wants to enter and fills the series when the fill handle is dragged.

**FillSeries:** In FillSeries method, a user enters the first two values in a series and then by selecting both the cells and dragging the selected cells through the fill handle, extends the series. **AutoComplete:** The AutoComplete feature provides

users a facility to enter few words in a cell. If this entry matches with any of the entries done before in other cells, it suggests users for the same. The user can press the Enter key to get the same entry in the cell. **Pick from Drop-down List:** The



	A	B	C	D
1	#	Highest Sale	Sales Members	
2	1	January	Rick Stuart	
3	2	February	Gary Peterson	
4	3	March	Sita Padmanabhan	
5	4	April	Rick Stuart	
6	5	May	Rick Stuart	
7	6	June	Gary Peterson	
8	7	July	Sita Padmanabhan	
9	8	August		
10	9	September	Gary Peterson	
11	10	October	Rick Stuart	
12	11	November	Sita Padmanabhan	
13	12	December		

Pick from Drop-down List option displays the unique entries from the column of a cell. A user can choose an entry from the list to quickly fill the entry.

Ctrl + Enter: Ctrl + Enter key combination is used to quickly fill a range of cells with the same entry. For this, select a range of cells to contain the same data, type the data in the active cell, and press Ctrl + Enter keys

## QUESTION 2

Rick works as a Sales Manager for Tech Perfect Inc. He is creating a report in Excel 2013. He has entered data in five worksheets in a workbook. He wants to enter a disclaimer message in the A1 cell of each sheet in the workbook as shown in the image given below:

	A	B	C	D	E
1	Disclaimer: This document is				
2	Sales Report		Tech Perfect Inc.		
3					
4	Name	January	February	March	Total First Quarter
5	Mark	\$2,000.00	\$2,750.00	\$3,700.00	\$8,450.00
6	David	\$1,000.00	\$1,900.00	\$2,900.00	\$5,800.00
7	Mariah	\$1,750.00	\$2,350.00	\$3,200.00	\$7,300.00
8	Sarah	\$2,200.00	\$2,750.00	\$3,810.00	\$8,760.00
9	Sasha	\$3,100.00	\$2,900.00	\$4,150.00	\$10,150.00
10	Total				\$8,092.00

Which of the following is the easiest way to accomplish the task?

- A. Write a disclaimer message in the A1 cell of the first sheet. Copy the disclaimer message and paste it on the remaining sheets.
- B. Write a disclaimer message in the A1 cell of the first sheet. In the other sheets, insert a formula that points to the A1 cell of the first worksheet.
- C. Select all the five sheets. Click the first sheet. Write a disclaimer message in the A1 cell of the active sheet.



D. Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet.

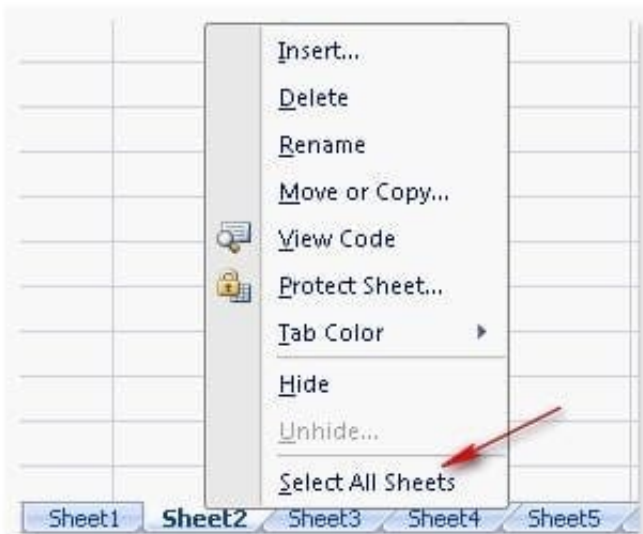
Correct Answer: D

In order to accomplish the task, Rick should take the following steps: Select all the five sheets.

Write a disclaimer message in the A1 cell of the active sheet. Grouping of sheets is a feature provided in Microsoft Office Excel 2013. Selecting more than one sheet groups those sheets. When multiple sheets are grouped, data that a user

enters or edits in the active sheet is reflected in all sheets in the group. To select all sheets, right-click a sheet

tab, and then click Select All Sheets on the shortcut menu.



Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets. Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets.

### QUESTION 3

Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?

- A. Autofilter
- B. Find
- C. Sort
- D. All filter



Correct Answer: A

Autofilter is used to filter the record as per the condition by hiding the rest. Defining different filters, you can compare data in multiple ways, so you can glean vital information without wasting vital time.

Answer options B and D are incorrect. There are no such options defined in Excel to filter the records.

Answer options C is incorrect. The Sort function is used to arrange the records in ascending or descending order.

#### QUESTION 4

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			<b>Target Achieved (In US\$)</b>		
2	<b>#</b>	<b>Name</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
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.

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## QUESTION 5

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.

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