



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 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 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

	Target Achieved (In US\$)				
	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 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.

QUESTION 5

Which of the following steps will you take to merge copies of a shared workbook? Each correct answer represents a part of the solution. Choose all that apply.

- A. In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.
- B. Click Compare and Merge Workbooks on Quick Access Toolbar.
- C. Open the copy of the shared workbook to merge the changes.
- D. Save the workbook if prompted.
- E. Add Compare and Merge Workbooks.
- F. Click Compare and Merge Workbooks on Macro Enabled Access Toolbar.

Correct Answer: ABCDE

Take the following steps to merge copies of a shared workbook:

1.
Add Compare and Merge Workbooks.
- 2.



Open the copy of the shared workbook to merge the changes.

3.

Click Compare and Merge Workbooks on Quick Access Toolbar.

4.

Save the workbook if prompted.

5.

In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.

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