

77-427^{Q&As}

Excel 2013 Expert Part One

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QUESTION 1

You work as a Sales Manager for Tech Perfect Inc. You are creating a report for your sales team

Using Microsoft Excel. You want the report to appear in the following format:

	A	B	C	D	E	F
1	Sales Manager	Januray	February	March	First Quarter	Remark
2	Mark Smith	\$345.00	\$448.00	\$550.00	\$1,343.00	Well Done
3	David Jackson	\$320.00	\$390.00	\$440.00	\$1,150.00	Improve in Next Quarter
4	Ali Ahmed	\$413.00	\$428.00	\$475.00	\$1,316.00	Well Done
5	Rick Stuart	\$278.00	\$340.00	\$410.00	\$1,028.00	Improve in Next Quarter
6	Tom Alter	\$310.00	\$370.00	\$472.00	\$1,152.00	Improve in Next Quarter
7	Deepak Chopra	\$438.00	\$410.00	\$504.00	\$1,352.00	Well Done

	A	B	C	D	E	F
1	Incentive Sheet					
2						
3	Incentive Percentage	10				
4						
5						
6						
7	Name	January	February	March	First Quarter Sale	Sale Incentive
8	Mark	\$2,000.00	\$2,450.00	\$2,700.00	\$7,150.00	
9	David	\$2,100.00	\$2,200.00	\$2,300.00	\$6,600.00	
10	Mariah	\$1,950.00	\$2,150.00	\$2,310.00	\$6,410.00	
11	Sarah	\$2,300.00	\$2,700.00	\$3,100.00	\$8,100.00	
12	Sasha	\$2,500.00	\$2,840.00	\$3,400.00	\$8,740.00	

You want the Remark column to be filled through a conditional formula. The criteria to give the remark is as follows:

If the sales of the First Quarter are greater than or equal to 1200, display "Well Done" If the sales of the First Quarter is less than 1200, display "Improve in Next Quarter"

You have done most of the entries in a workbook. You select the F2 cell as shown in the image given below:

Which of the following conditional formulas will you insert to accomplish the task?

- A. =IF(E2>=1200,"Improve in Next Quarter","Well Done")
- B. =IF(E2=1200,"Well Done","Improve in Next Quarter")
- D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

Correct Answer: C

In order to accomplish the task, you will have to insert the following formula in the F2 cell:

=IF(E2>=1200,"Well Done","Improve in Next Quarter") Answer option A is incorrect. This will display the wrong messages for the given conditions.

The first expression after the logical condition is returned by the IF function when the condition is TRUE.

Answer option B is incorrect. This formula will not accomplish the task as the logical condition is not correct. The specified condition in this formula is testing for values less than or equal to 1200. Whereas, the question's requirement is to

evaluate values greater than or equal to 1200.

Answer option D is incorrect. This formula will not accomplish the task because of the two reasons.

First, the equal sign is missing in the condition. Second, the expressions are not in the correct order.

QUESTION 2

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have two budget situations in which one is the worst case and the other is the best case. You want to create both situations on the same worksheet and then switch between them with the change in requirements. Which of the following will you use to accomplish the task?

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

Correct Answer: C

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 D 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. Answer option B is incorrect. 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.

QUESTION 3

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.

QUESTION 4

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have inserted the sales figures of all sales managers as shown in the image given below:

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

- A. =andBand3/100 * E8
- B. =B3/100 * E8
- C. =B3/100 * andEand8
- D. =\$B\$3/100 * E8
- E. =B3/100 * \$E\$8

Correct Answer: D

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

=B\$3/100 * E8

According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers

and the value is provided in the cell B3. You will have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol (\$) before the row

name and column number. In order to accomplish the task, type the following formula in the cell F8:

`=B$3/100 * E8`

When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference. Answer options B and E are incorrect. This formula references the B3 cell as a relative reference.

After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively.

Answer options A and C are incorrect. Ampersand symbol (and) is not used for referencing cells in Excel.

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.