

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

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 want to select password protection and select options to prevent other employees from changing, moving, and deleting important data.

Which of the following options will you choose to accomplish the task?

- A. Mark as Final
- B. Protect Current Sheet
- C. Encrypt with Password
- D. Protect Workbook Structure

Correct Answer: D

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.

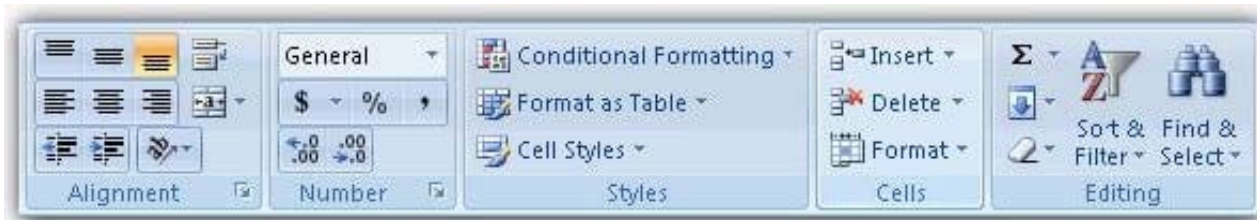
Add a Digital Signature: This option is used to add a visible or invisible digital signature.

It

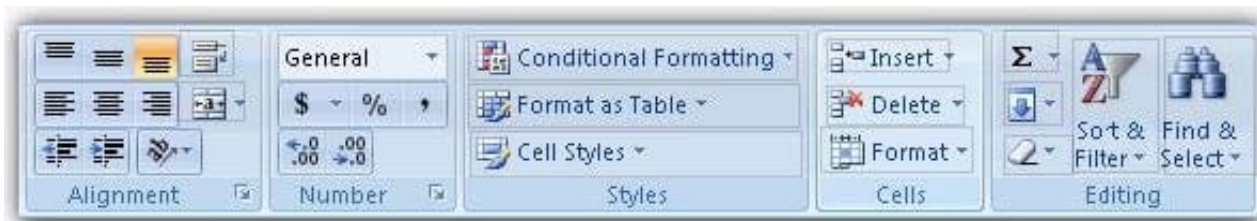
authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.

**QUESTION 2**

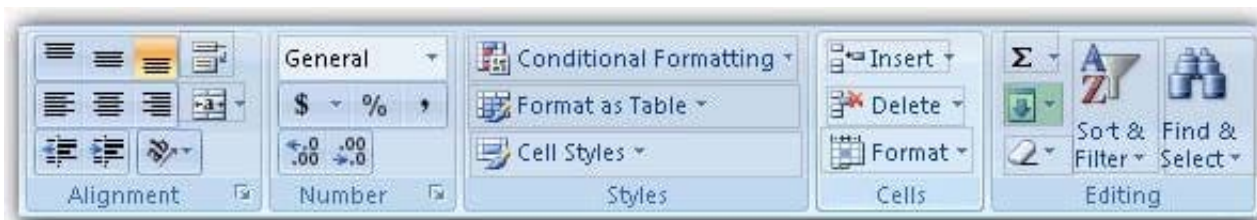
Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.



Hot Area:



Correct Answer:



**Explanation:** The Fill command is used to fill the active cell with the content of the adjacent cell. The Fill command is run through Home tab > Editing group > Fill.



Click the Down, Right, Up, Left, or Series option to fill cells.

### QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network.

Rick has to perform the following tasks:

Summarize large amounts of data. Analyze numeric data.

Answer unexpected questions about data.

Which of the following actions will Rick take to accomplish the task?

A. He will create the accounting template.

B. He will use stand-alone slicers.

C. He will create a PivotTable report.

D. He will configure form controls.

Correct Answer: C

A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data. Answer option B 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 D 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 A 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.

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### QUESTION 4

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You use a function in one cell and it works perfectly but when you attempt to copy the function down to other rows, you get the #REF error. 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. 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. The lookup\_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- D. You are referencing an entire worksheet by clicking on the grey square at the top left of the worksheet.

Correct Answer: BD

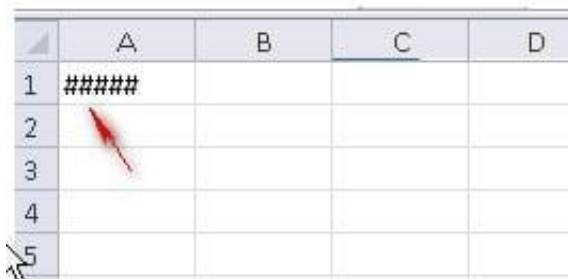
The Lookup Function Won't Copy Down to Other Rows error occurs when a user uses a function in one cell and it works perfectly but when he attempts to copy the function down to other rows, he gets the #REF! error. The #REF! Error arises when Excel tries to reference an invalid cell. This error occurs 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 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 A 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 an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the

company's high selling products. You input a formula for calculating the monthly sell of a particular product but your Excel cell shows a string of # symbols instead of returning a value as shown below:



The screenshot shows an Excel spreadsheet with columns A, B, C, and D, and rows 1 through 5. Cell A1 contains the text "#VALUE!". A red arrow points to cell A1. The rest of the cells are empty.

	A	B	C	D
1	#VALUE!			
2				
3				
4				
5				

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. You are inserting a new column, next to a column that is already formatted as text.
- B. The cell is not wide enough for displaying the calculated value.
- C. The lookup\_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.

D. Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value.

Correct Answer: BD

The Cell Shows ##### error occurs because the cell is not wide enough for displaying the calculated value. The other reason is that Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value. Answer option C 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 A 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

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