

# 77-727<sup>Q&As</sup>

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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**QUESTION 1**

**SIMULATION**

Project 6 of 7: Bike Tours

Overview

You are the owner of a small bicycle tour company summarizing trail rides that have been booked for the next six months.

Bike Tour	Month	Customer	Firstname	Lastname	Length	Group Size	Per Person	Total
Casual Biker Inn Tour	July	Toby	Nixon		4-Day/3-N	11	\$600.00	\$6,600.00
Casual Biker Inn Tour	August	Sabina	Schuetz		4-Day/3-N	2	\$600.00	\$1,200.00
Casual Biker Inn Tour	September	Mindy	Martin		4-Day/3-N	4	\$600.00	\$2,400.00
Gully Wash Loop	July	Lee	Oliver		1/2 Day	5	\$75.00	\$375.00
Gully Wash Loop	August	Katie	Jordan		1/2 Day	10	\$75.00	\$750.00
Gully Wash Loop	September	Kathie	Flood		1/2 Day	16	\$75.00	\$1,200.00
Kokopelli Trail	July	Julian	Isla		4-Day/3-N	15	\$450.00	\$6,750.00
Kokopelli Trail	August	Judy	Lew		4-Day/3-N	12	\$450.00	\$5,400.00
Kokopelli Trail	September	John	Peoples		4-Day/3-N	10	\$450.00	\$4,500.00
Raccoon Rim Trail	July	Iris	Rogers		1 Day	20	\$110.00	\$2,200.00
Raccoon Rim Trail	August	Holly	Dickson		1 Day	8	\$110.00	\$880.00
Raccoon Rim Trail	September	Gail	Erickson		1 Day	7	\$110.00	\$770.00
Slickrock Trail	July	Eric	Gruber		1/2 Day	40	\$75.00	\$3,000.00
Slickrock Trail	August	Debra	Core		1/2 Day	9	\$75.00	\$675.00
Slickrock Trail	September	Chris	Ashton		1/2 Day	21	\$75.00	\$1,575.00
White Pine Trail	July	Bradley	Beck		3-Day/2-N	15	\$300.00	\$4,500.00
White Pine Trail	August	Bonnie	Kearney		3-Day/2-N	6	\$300.00	\$1,800.00
White Pine Trail	September	Arlene	Huff		3-Day/2-N	12	\$300.00	\$3,600.00

In cell M10 on the "Summer Bookings" worksheet, insert a function that calculates the total amount of sales from the "Total" column for groups containing 12 or more people even if the order of the rows is changed.

Correct Answer: See explanation below.

Explanation:

1. In cell M10 on the “Summer Bookings”, insert the following SUMIF formula: “=SUMIF(G6:G24, “andgt;= 12”, I6:I24).”

References:

<https://support.office.com/en-us/article/SUMIF-function-169B8C99-C05C-4483-A712-1697A653039B>

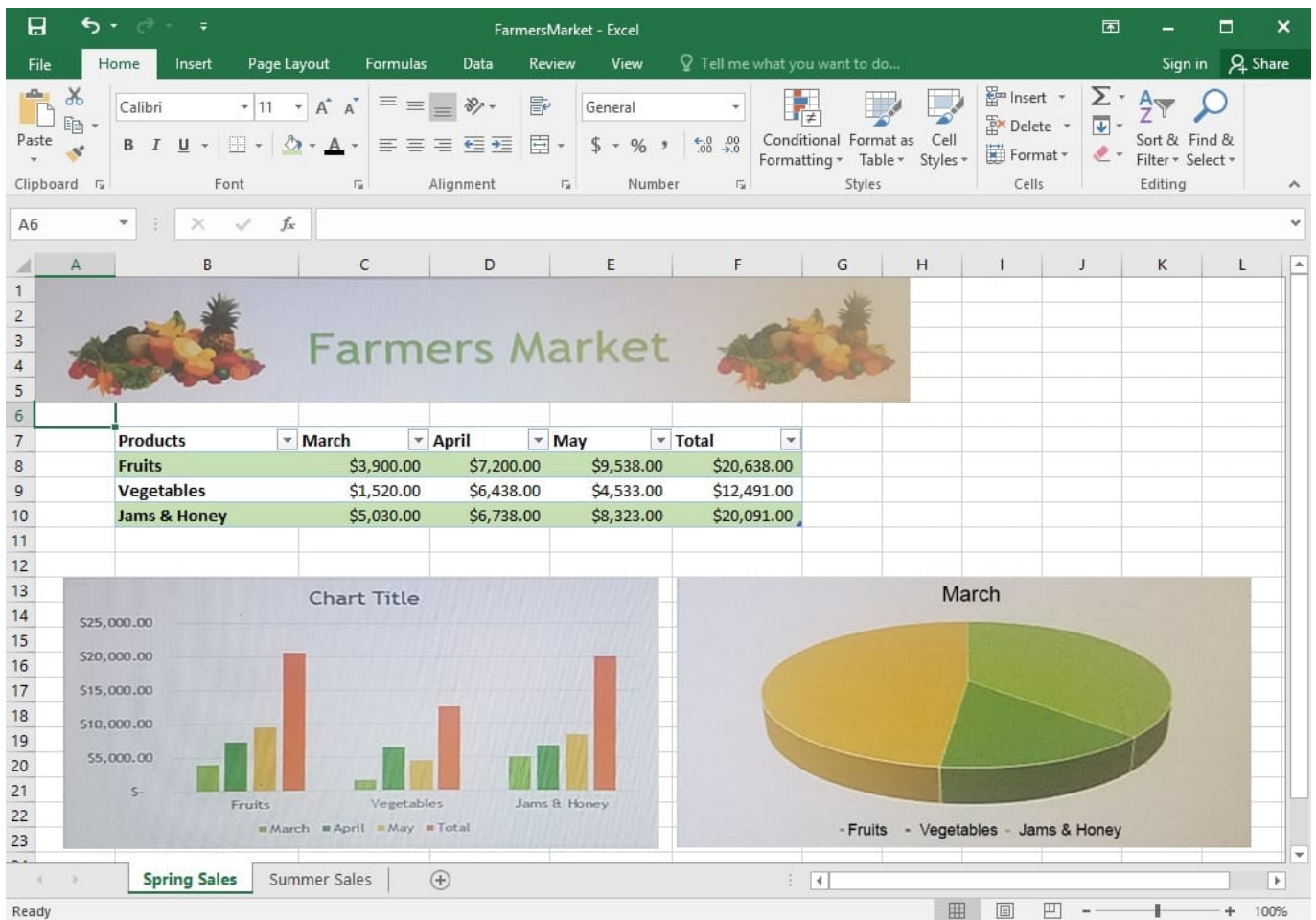
## QUESTION 2

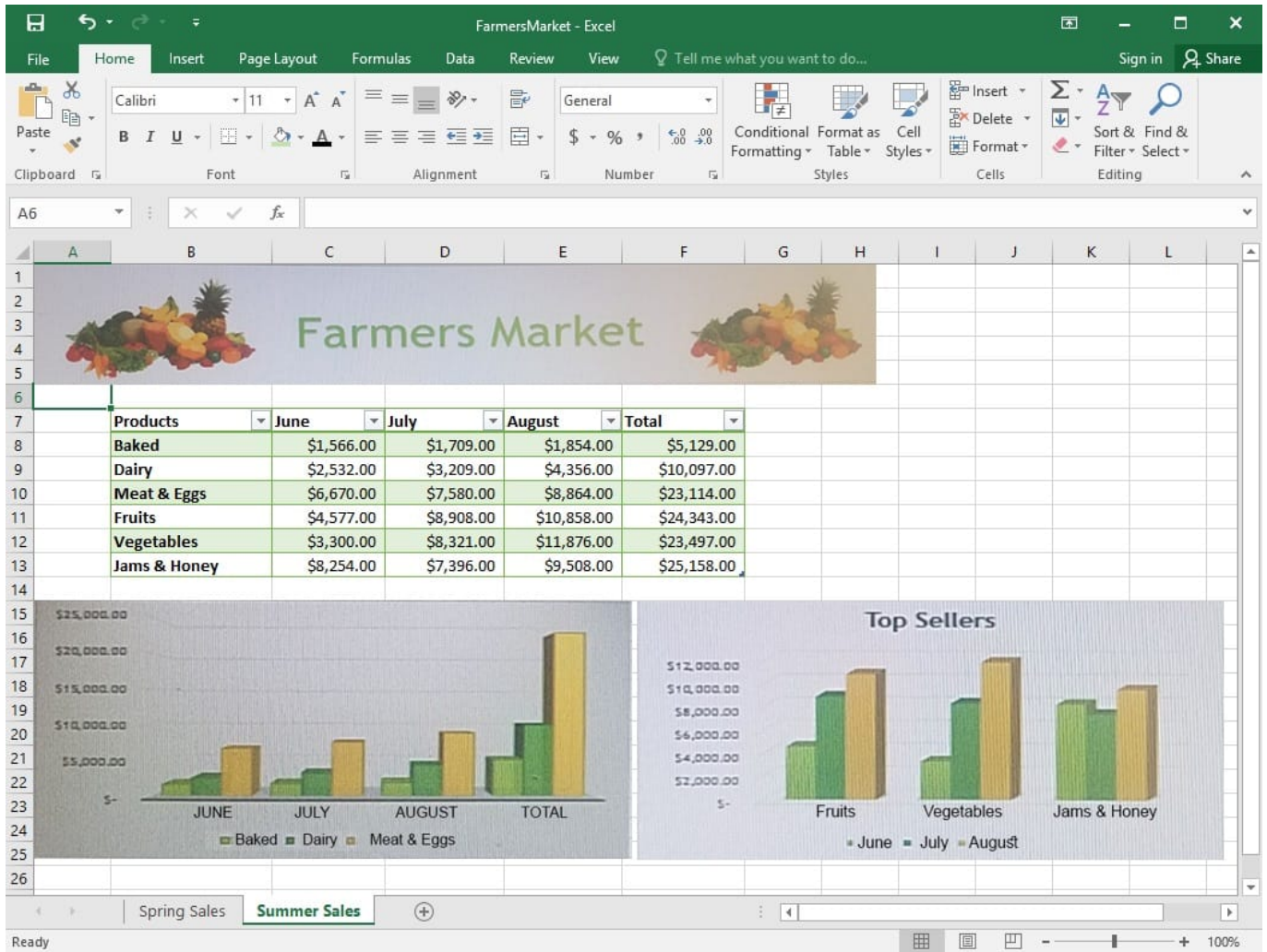
### SIMULATION

#### Project 7 of 7: Farmers Market

#### Overview

You are the Director of a local farmers’ market. You are creating and modifying charts for a report which shows the amounts and variety of products sold during the season.





On the “Summer Sales” worksheet, switch the rows with the columns on the first column chart.

Correct Answer: See explanation below.

Explanation:

1. Select the first row OR column on the “Summer Sales” worksheet and Copy either from the Home tab OR by pressing Ctrl+C on the keyboard.
2. Select the first cell where you want to paste the data, then click on the arrow next to Paste situated on the Home tab, then select Transpose.
3. Pick a spot with enough space to paste your data, the copied data will overwrite the already existing data that is already there.
4. Once completed, you can delete the original data if desired.

References:

<https://support.office.com/en-us/article/Transpose-data-from-rows-to-columns-or-vice-versa-in-Excel-forMac-9c16dd55-ed1a-4aa2-8b74-b1b9211e2ede>

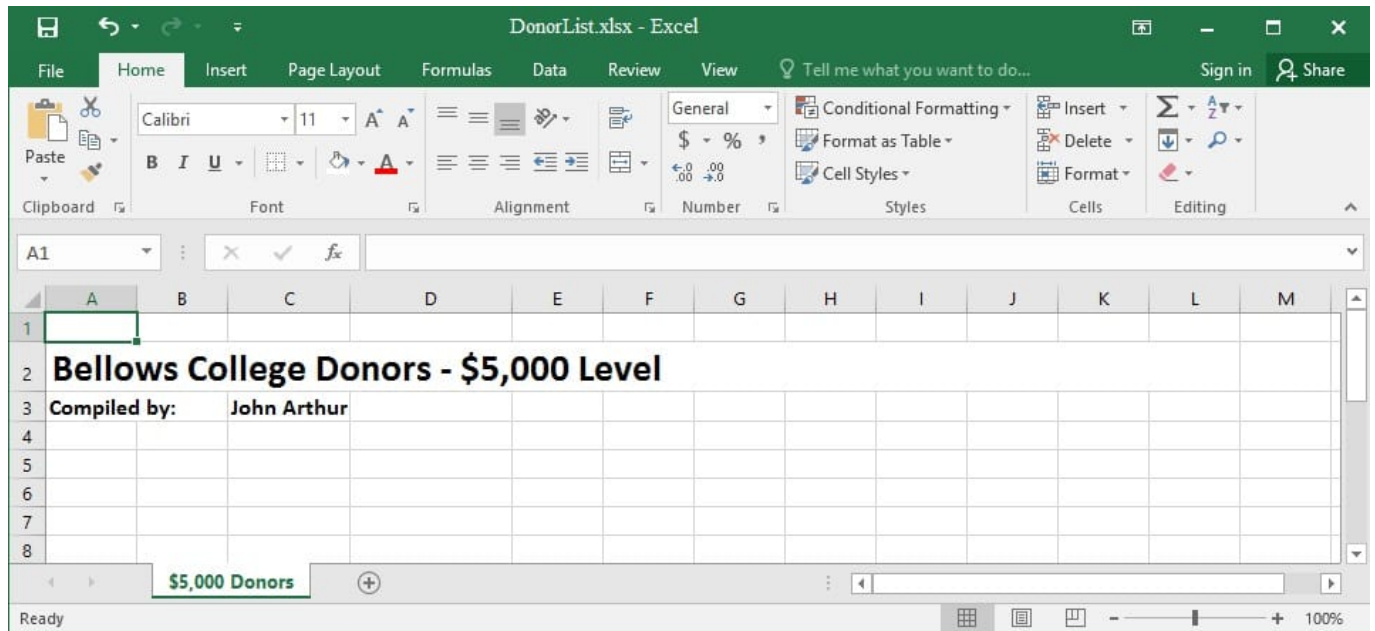
### QUESTION 3

#### SIMULATION

Project 2 of 7: Donor List

#### Overview

You are an executive assistant for a non-profit organization named Bellows College. You are updating a workbook containing lists of donors.



Arrange the worksheets so that “\$5,000 Donors” is first.

Correct Answer: See explanation below.

Explanation:

1.

Click Sort Sheets from the Worksheet group in the Kutools Plus tab.

2.

Click the Alpha sort button OR the Alpha Numeric Sort button in the Sort Sheets dialog box, the results can be previewed in the New sheets tab order list box.

3.

Use the Move up or Move down button to manually change the order of the sheets so that the “\$5,000 Donors”

worksheet is first in the New sheet tabs order list.

4.

Click OK once satisfied with the results.

References:

<https://www.extendoffice.com/product/kutools-for-excel/sort-worksheets-in-one-workbook-in-alphabeticalorder.html>

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## **QUESTION 4**

### **SIMULATION**

Project 5 of 7: City Sports

#### **Overview**

The city events manager wants to analyze the enrollment changes over the past five years for various adult and youth sports programs. You have been tasked to prepare tables for the analysis.

CitySports - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Sign in Share

Clipboard Font Alignment Number Styles Cells Editing

H26

City Sports Program  
Adult Enrollment

Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Growth Trend
5K Run	35	45	64	77	105	325	
Basketball	80	100	100	110	120	510	
Bowling	16	24	32	28	24	124	
Cycling	10	23	43	33	59	168	
Flag Football	120	160	160	200	200	840	
Lacrosse	80	120	120	120	120	560	
Soccer	160	160	160	160	160	800	
Softball	150	160	160	170	180	820	
Swimming	23	30	35	40	43	171	
Tennis	40	40	50	50	60	240	

Adult Program Youth Program

Ready 100%

The screenshot shows an Excel spreadsheet titled "CitySports - Excel". The "Youth Program" worksheet is active. A banner for "City Sports Program Youth Enrollment" is at the top. Below it is a table with the following data:

Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total
5K Run	14	25	24	57	89	209
Basketball	100	120	120	130	150	620
Bowling	12	24	24	36	36	132
Cycling	5	10	15	15	5209	5254
Flag Football	120	160	180	200	240	900
Lacrosse	40	80	100	120	140	480
Soccer	200	220	220	240	300	1180
Softball	200	200	200	200	200	1000
Swimming	40	50	50	60	60	260
Tennis	45	30	50	70	80	275

On the "Youth Program" worksheet, create a table from the cell range A9:G19. Include row 9 as headers.

Correct Answer: See explanation below.

Explanation:

1.  
On the "Youth Program" worksheet, select Format as Table from the Home tab.
2.  
Choose the desired style for the table.
3.  
Select the desired cell range of A9:G19 in the Format as Table dialog box.
4.  
Mark row 9 as a header.
- 5.



Click OK.

References:

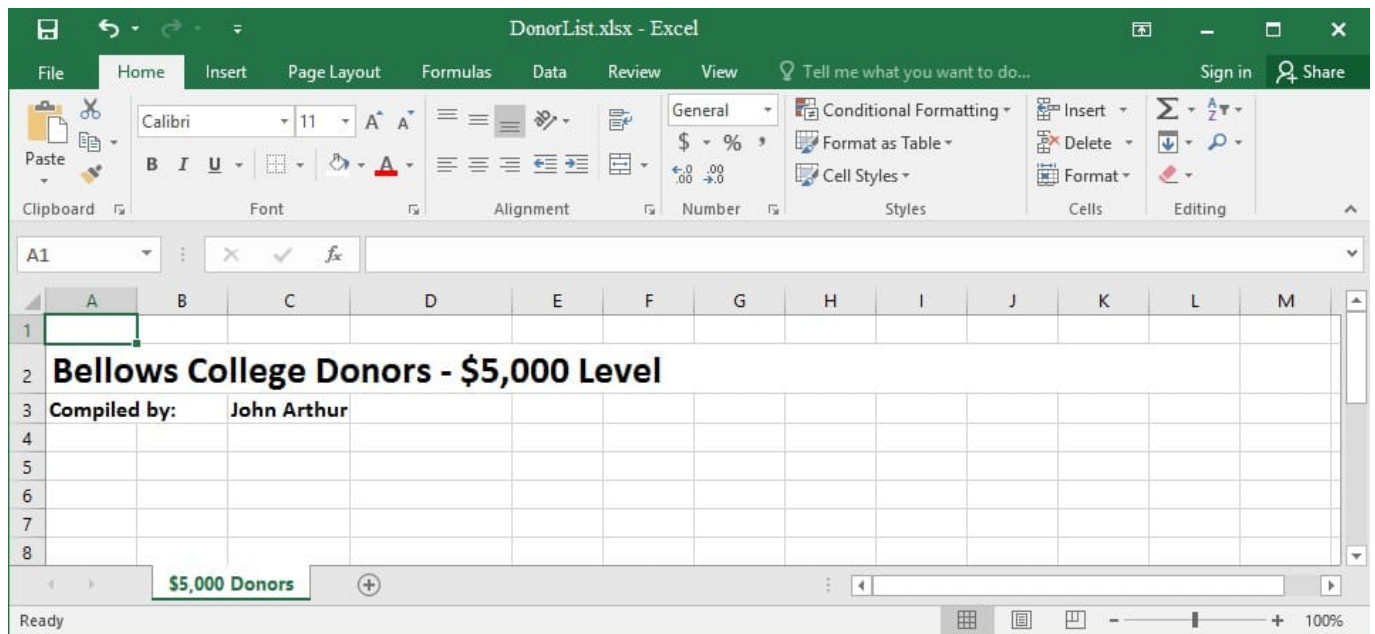
<https://support.office.com/en-us/article/create-and-format-tables-e81aa349-b006-4f8a-9806-5af9df0ac664>

## QUESTION 5

### SIMULATION

Project 2 of 7: Donor List Overview

You are an executive assistant for a non-profit organization named Bellows College. You are updating a workbook containing lists of donors.



Beginning at cell A5 of the “\$5,000 Donors” worksheet, import the data from the tab-delimited source file, contributors.txt, located in the Documents folder. (Accept all defaults.)

Correct Answer: See explanation below.

Explanation:

1.

Select cell A5 of the “\$5,000 Donors” worksheet where you want the source file to be imported to.

2.

Click on File, then select Open.

3.

Select Text Files from the Open dialog box.

4.

Locate the contributors.txt file in the Documents folder, then double-click it.

5.

Click Finish to complete the operation.

References:

<https://support.office.com/en-us/article/Import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b339e391393ba>

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