



77-427^{Q&As}

Excel 2013 Expert Part One

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**QUESTION 1**

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You are trying to intersect two ranges that do not intersect each other. Which of the following errors will be occurred in this situation?

- A. #VALUE!
- B. #NAME?
- C. #NULL!
- D. #DIV/0!

Correct Answer: C

The #NULL! error is produced by Excel when a user attempts to intersect two ranges that do not intersect each other. This error can be resolved by reviewing the formula and then either by changing the variables to ensure that the user is getting a valid intersection or by using the Excel Iferror function to identify a null range and take the required action. Answer option D is incorrect. Excel #DIV/0! is produced when a formula attempts to divide by zero and a division by zero produces infinity that cannot be represented by a spreadsheet value. This error can be corrected or overcome by using the Excel IF function to identify a possible division by zero and produce an alternative result. Answer option A is incorrect. The #VALUE! Excel formula error occurs when any of the variables in a formula is of the wrong type. To correct this error, it is required to check each individual part of the formula to make sure that the correct argument types are used. If the function contains nested functions, the best way is to copy each of the arguments into a separate cell to check what they evaluate to. If the formula contains a number of terms, break down each term further to find out its components, until the source of the error is found. Answer option B is incorrect. The #NAME? error occurs when Excel encounters text in a formula and tries to interpret that text as a reference, a named range, or a function name but is not able to recognize the text as any of these. The best way to approach the #NAME? Excel function error is to check the correct spelling of the function names, references, and named ranges and to check that the variables used as text values are entered in double quotes. If the formula contains nested functions, it is required to check the results of these individually, until the source of the error is identified.

QUESTION 2

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 3

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 4

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a user form through Microsoft Excel 2013. While creating forms for a number of users, he is required to repeat some of the actions multiple times. It is a very time consuming process. To resolve the issue, he has created a macro to record the sequence of actions to perform a certain task. Now, he wants to run the macro to play those exact actions back in the same order. Which of the following steps will Rick take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.
- B. The Macro will be run in any worksheet of the Workbook.
- C. Put the workbook in a trusted location.
- D. The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.
- E. Run the created Macro by using the shortcut key specified while creating the Macro.

Correct Answer: ABDE

Take the following steps to run a Macro:

1.

Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.

2.

The Macro dialogue box appears on the screen which contains a list of Macros in it.

Select the

Macro to run and click the Run button.

3.

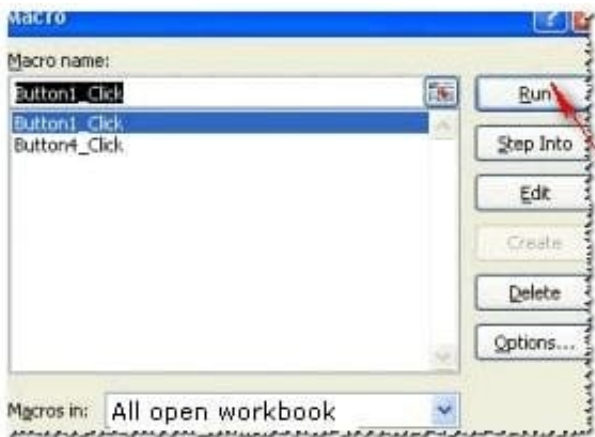
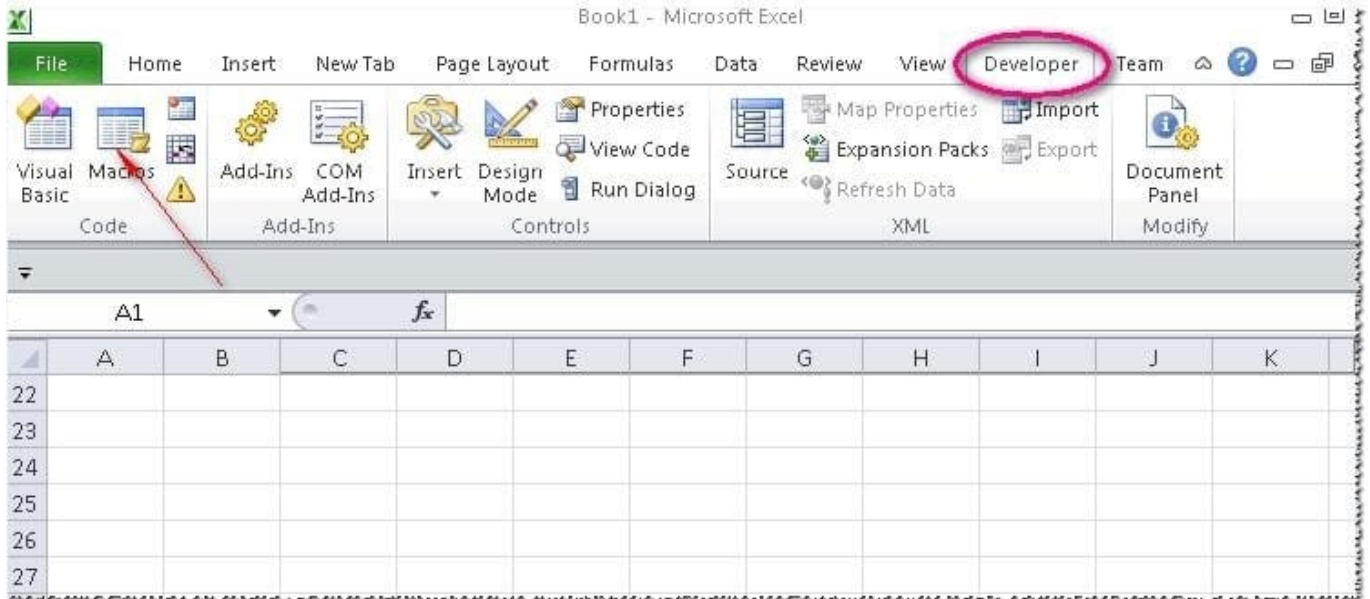
The Macro will be run in any worksheet of the Workbook.

4.

A user can run the created Macro by using the shortcut key that he has specified while creating the Macro. The macro records the user's mouse clicks and keystrokes while he works and lets him play them back later. The macro can be used to record the sequence of commands that the user uses to perform a certain task. When the user runs the macro, it plays those exact commands back in the same order. Answer option C is incorrect. The benefit of connecting to external data from Microsoft Excel is that a user can automatically update Excel workbooks from the real data source whenever the data source is updated with new information. It is possible that the external data connection might be



disabled on the computer. For connecting to the data source whenever a workbook is opened, it is required to enable data connections by using the Trust Center bar or by putting the workbook in a trusted location.



QUESTION 5

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. Rick wants to interact with cell data but his computer does not contain VBA code and few features of his computer are still Excel 5.0 features. Which of the following will Rick use to accomplish the task?

- A. Accounting template
- B. Trust Center
- C. Form control
- D. Evaluate Formula

Correct Answer: C

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. 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 any error but are not generating the expected result. Answer option B is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

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