



77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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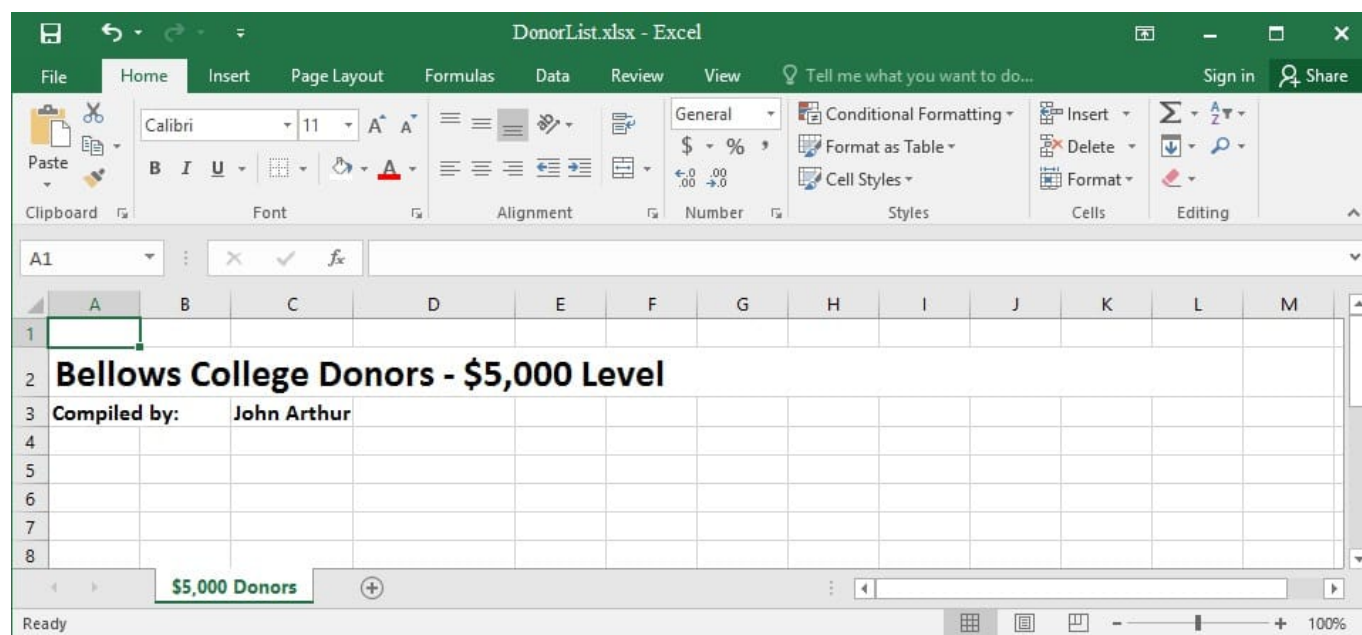


QUESTION 1

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.



Add a new worksheet named "\$1,000 Donors" to the workbook.

Correct Answer: See explanation below.

Explanation:

1. Select the plus icon at the bottom of the screen. OR
1. Select Insert from the Home tab, then click Insert Sheet. References:

<https://support.office.com/en-us/article/Insert-or-delete-a-worksheet-19d3d21e-a3b3-4e13-a422d1f43f1faaf2>

QUESTION 2

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

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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%



| 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 3

SIMULATION

Project 4 of 7: Car Inventory

Overview

You manage the office of a used car business. You have been asked to prepare the inventory list for a big annual sale.



| Make | Model | Body | Year | Color | Mileage | Price | Inspected | Discounted Price |
|-----------------|-----------|-------------|------|--------|---------|-------------|-----------|------------------|
| Mitsubishi | 3000 GT | Sport | 1995 | White | 198000 | \$4,000.00 | Yes | |
| Honda | Civic | 4-door | 2000 | Red | 150000 | \$3,000.00 | No | |
| Ford | Ranger | Pickup | 1986 | Blue | 208000 | \$3,200.00 | Yes | |
| Dodge | Intrepid | Coupe | 2002 | Silver | 148,000 | \$3,000.00 | Yes | |
| Cadillac | Seville | 4-door | 2002 | White | 141,000 | \$4,100.00 | Yes | |
| Ford | Ranger | Pickup | 1995 | Black | 135,000 | \$4,700.00 | Yes | |
| Ford | Mustang | Sport | 1999 | Red | 188,000 | \$5,500.00 | Yes | |
| Chevrolet | Camaro | Sport | 2004 | White | 122,000 | \$7,000.00 | Yes | |
| Chevrolet | Silverado | Truck | 2001 | Black | 178,000 | \$5,200.00 | Yes | |
| Toyota | Tacoma | Pickup | 2006 | White | 98,000 | \$9,300.00 | No | |
| Ford | Taurus | Sedan | 2009 | Gold | 102,000 | \$9,800.00 | No | |
| Mazda | Miata | Sport | 2010 | Blue | 77,000 | \$8,500.00 | No | |
| Mercedes | 500SL | Convertible | 2003 | Gold | 185,000 | \$8,900.00 | No | |
| Jeep | Wrangler | Convertible | 2005 | Black | 122,000 | \$8,200.00 | No | |
| Chevrolet | Impala | Sedan | 2000 | Maroon | 162,000 | \$4,100.00 | Yes | |
| Mitsubishi | Diamante | 4-door | 2008 | Gold | 92,000 | ##### | Yes | |
| Ford | Focus | Coupe | 2012 | Blue | 59,000 | \$7,900.00 | Yes | |
| Mazda | RX-7 | Sport | 1985 | Silver | 210,000 | \$3,100.00 | Yes | |
| Harley Davidson | Sportster | Motorcycle | 2009 | Black | 82,000 | \$7,500.00 | No | |
| Honda | Gold Wing | Motorcycle | 2010 | Red | 76,000 | \$10,100.00 | No | |
| Toyota | Tacoma | Pickup | 2008 | Black | 78,000 | ##### | No | |
| Ford | Ranger | Pickup | 1995 | Black | 135,000 | \$4,700.00 | No | |
| Ford | Mustang | Sport | 2000 | White | 171,000 | \$7,500.00 | No | |
| Chevrolet | Camaro | Sport | 2005 | White | 115,000 | \$8,000.00 | No | |
| Jeep | Wrangler | Convertible | 2006 | White | 112,000 | ##### | Yes | |
| Chevrolet | Impala | Sedan | 2007 | Maroon | 112,000 | \$6,100.00 | Yes | |
| Mitsubishi | Diamante | 4-door | 2009 | Blue | 63,000 | ##### | Yes | |
| Honda | Civic | 4-door | 2000 | Blue | 145,000 | \$3,200.00 | Yes | |
| Ford | Ranger | Pickup | 1995 | White | 188,000 | \$3,700.00 | Yes | |
| Dodge | Intrepid | Coupe | 2005 | Silver | 137,000 | \$3,800.00 | Yes | |
| Chevrolet | Silverado | Truck | 2004 | White | 158,000 | \$7,200.00 | Yes | |

The discount price is 95 percent of the price. Modify column J to show the discount price for each car.

Correct Answer: See explanation below.

Explanation:

1.

In cell J10 on the "Car Inventory" worksheet enter " $=G10 *.95$ " OR " $=G10 * 95\%$ ".

2.



Select cell J10, hold the Shift key on your keyboard, and use the down arrow key until all the cells the formula is required to be applied (J40).

3.

Hold down the Ctrl key on your keyboard and press D which would “copy down” the formula for the rows below.

OR

1.

In cell J10 on the “Car Inventory” worksheet enter “=G10 *.95” OR “=G10 * 95%”.

2.

Select cell J10, then Right-click and select Copy, OR click Copy from the Clipboard group situated on the Home tab.

3.

Paste the formula by selecting Paste from the Clipboard group situated on the Home tab, OR Right-click then select Paste, OR click Paste from the Clipboard group situated on the Home tab, then click Paste Special and select Formulas, OR you could select Values for the formula results instead.

4.

Verify that the cell references in the formula are as desired.

References:

<https://www.excelforum.com/excel-general/745891-calculate-discount-for-full-column.html>

<https://support.office.com/en-us/article/move-or-copy-a-formula-1f5cf825-9b07-41b1-8719-bf88b07450c6>

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

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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



| 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 “Adult Program” worksheet, insert a Column sparkline for each sport that shows the enrollment for the past five years.

Correct Answer: See explanation below.

Explanation:

1.

On the “Adult Program” worksheet, select the area you want the sparkline to be inserted.

2.

Click Column in the Sparklines group from the Insert tab.

3.

Enter the range of cells in the Data Range box, in this case A10:A19.

OR

3.



Select the range of cells by temporarily collapsing the dialog box and manually selecting the cells.

4.

Click OK and the Sparkline Tools will appear, the Design tab can be used to customize the sparklines.

References:

<https://support.office.com/en-us/article/analyze-trends-in-data-using-sparklines-be6579cf-a8e3-471a-a459873614413ce1>

QUESTION 5

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.



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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

CitySports - Excel

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City Sports Program
Youth Enrollment

| 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 |

Adult Program Youth Program



Add the Alternative Text Title “Adult Enrollment” to the “Adult_Program” table.

Correct Answer: See explanation below.

Explanation:

1.

Right-click the text title “Adult_Program” and click Format Object then click Alt Text.

2.

Type “Adult Enrollment” in the Title box as desired.

3.

Click OK.

References:

https://support.office.com/en-us/article/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk_o2016_2013

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