

Microsoft

Exam 77-427

Microsoft Excel 2013 Expert Part 1

Version: 3.0

[Total Questions: 62]

Question No : 1 DRAG DROP

You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2013 to create different

reports for your company. Drag and drop the appropriate methods for efficient data entry in front

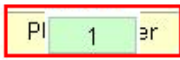
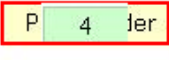
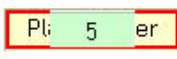

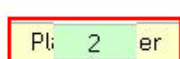
of their descriptions.

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	Placeholder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	Placeholder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	Placeholder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	Placeholder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	Placeholder

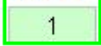




— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

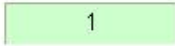
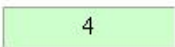
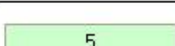
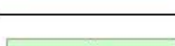

Answer:

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	

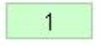




— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
				

Explanation:

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	
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— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
				

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Excel provides multiple methods for fast data entry into a worksheet. These data entry techniques help users to quickly enter data wherever required. The following methods help users in speeding-up their data entry work:

AutoFill: The AutoFill feature recognizes the series a user wants to enter and fills the series when the fill handle is dragged.

FillSeries: In FillSeries method, a user enters the first two values in a series and then by selecting both the cells and dragging the selected cells through the fill handle, extends the

series. AutoComplete: The AutoComplete feature provides users a facility to enter few words in a cell. If this entry matches with any of the entries done before in other cells, it suggests users for the same. The user can press the Enter key to get the same entry in the cell. Pick from Drop-down List: The Pick from Drop-down List option displays the unique entries from the column of a cell. A user can choose an entry from the list to quickly fill the entry.

	A	B	C	D
1	#	Highest Sale	Sales Members	
2	1	January	Rick Stuart	
3	2	February	Gary Peterson	
4	3	March	Sita Padmanabhan	
5	4	April	Rick Stuart	
6	5	May	Rick Stuart	
7	6	June	Gary Peterson	
8	7	July	Sita Padmanabhan	
9	8	August		
10	9	September	Gary Peterson	
11	10	October	Rick Stuart	
12	11	November	Sita Padmanabhan	
13	12	December		

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Ctrl + Enter: Ctrl + Enter key combination is used to quickly fill a range of cells with the same

entry. For this, select a range of cells to contain the same data, type the data in the active cell, and press Ctrl + Enter keys.

Question No : 2

You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Microsoft Excel 2013 to prepare sales reports. You have created a quarterly sales report of the department. After entering required data and inserting charts, you want to give a professional look to the document. You want to produce the document with soothing graphic effects, soft fonts, and light colors. Which of the following steps will you take to accomplish the task with least administrative burden?

- A. Use the SmartArt option.
- B. Create a new workbook through a template. Copy all data and charts of the report to the new workbook.

C. Choose one of the pre-built themes.

D. Select all the text of the document.

Change font style to Verdana and font color to light gray. Use vibrant colors for charts.

Answer: C

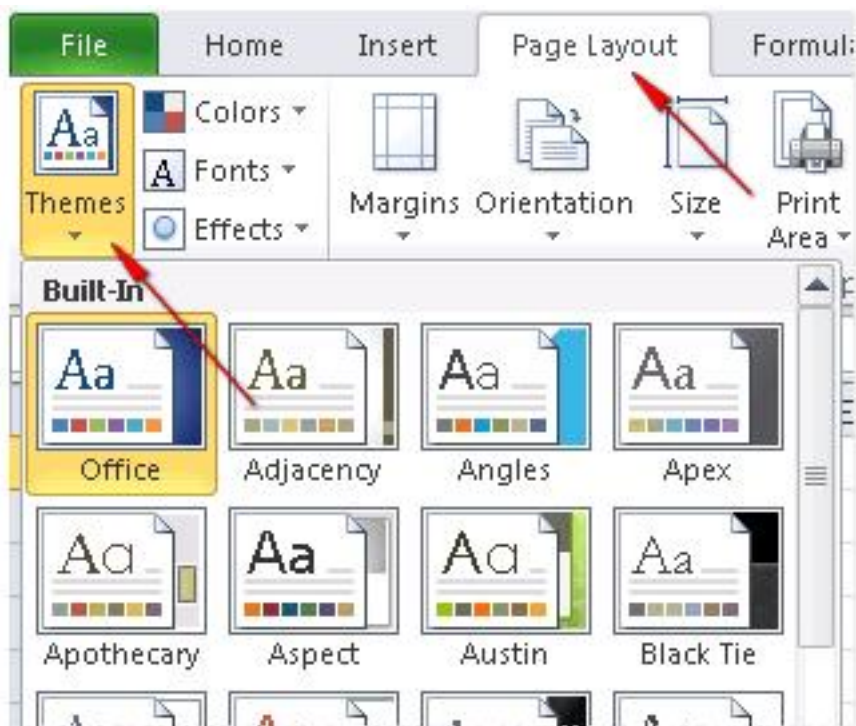
Explanation:

In order to accomplish the task, you will have to choose one of the pre-built themes.

Document

themes work on the overall design of the entire document. It enables users to specify colors,

fonts, and variety of graphic effects in a document. Themes change the look and feel of the document.



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Microsoft Excel 2013 comes with a large collection of pre-built themes. Users can create their own themes for a document. Themes can be specified through Page Layout > Themes.

Answer option A is incorrect. The SmartArt option does not produce soothing graphic effects, soft fonts, and light colors.

Answer options B and D are incorrect. These options involve manual processing.

Therefore, any

formatting done manually will increase the administrative burden.

Question No : 3

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!

Answer: C

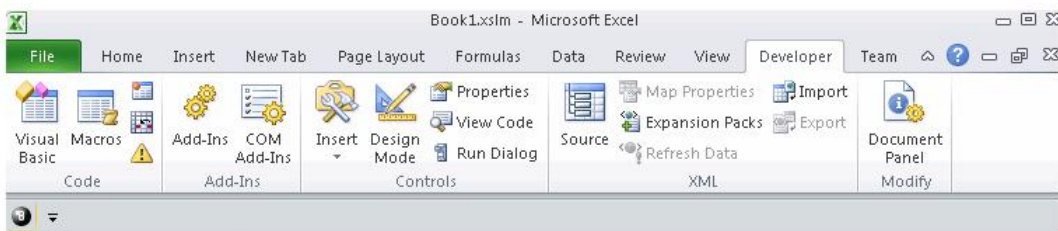
Explanation:

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

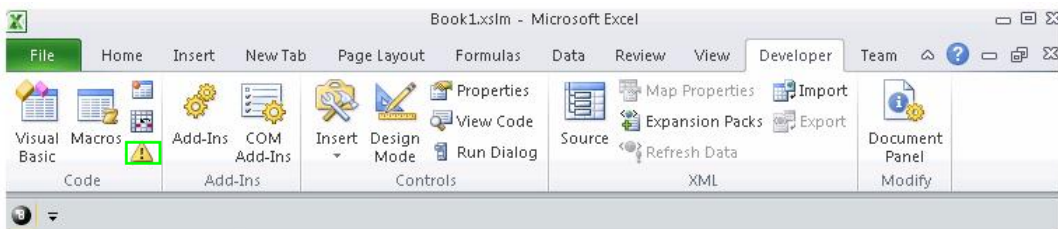
formula contains nested functions, it is required to check the results of these individually, until the source of the error is identified.

Question No : 4 HOTSPOT

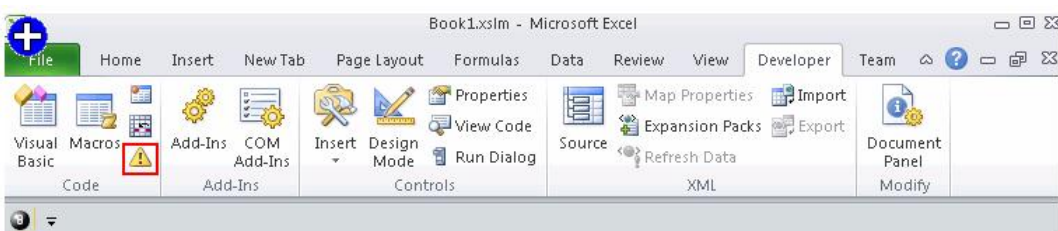
You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are required to set the security level temporarily for enabling all macros. Mark the option that you will choose first to accomplish the task.



Answer:



Explanation:



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Question No : 5

Microsoft 77-427 : Practice Test

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to disconnect the slicer. You have clicked anywhere in the PivotTable report. Which of the following steps will you take next to accomplish the task?

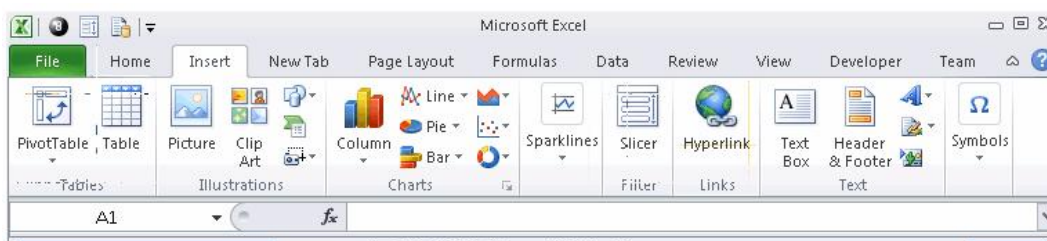
Each correct answer represents a part of the solution. Choose all that apply.

- A.** Clear the check box of any PivotTable fields for which you want to disconnect a slicer.
- B.** Right-click the slicer, and then click Remove <Name of slicer>.
- C.** Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort & Filter group.
- D.** Click the slicer, and then press Delete.

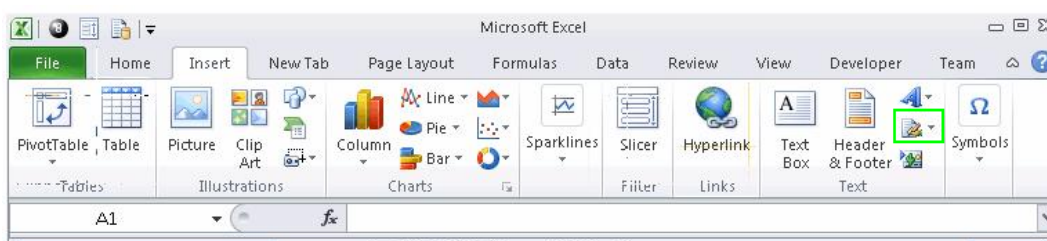
Answer: A,C

Question No : 6 HOTSPOT

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to insert a signature line that specifies the individual who must sign. Mark the option that you will choose to accomplish the task.

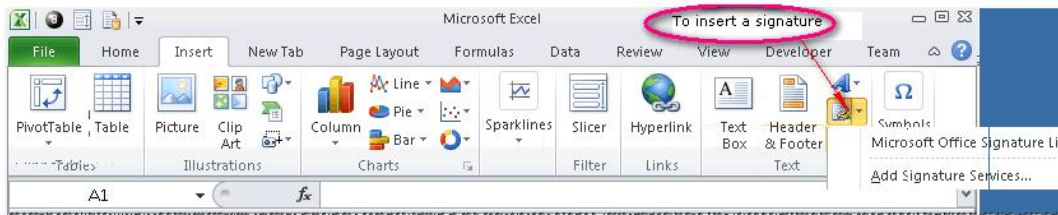


Answer:



Explanation:

The following figure shows the option used to insert a signature line that specifies the individual who must sign.



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Question No : 7

You work as a Sales Manager for Maini Industries. Your company manufactures and sells construction equipment. You have to create a report that will show the highest selling items of

each month. The report will be in the following format:

	A	B	C	D	E	F	G	H
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale		ItemID	Item Name	
2	January	101	Props	\$2,000.00		101	Props	
3	February	101	Props	\$3,450.00		102	Scaffoldings	
4	March	103	Vertical Spans	\$4,532.00		103	Vertical Spans	
5	April	105	QuickWedge	\$4,000.00		104	Horizontal Spans	
6	May	101	Props	\$5,540.00		105	QuickWedge	
7	June	101	Props	\$6,503.00				
8	July	104	Horizontal Spans	\$7,021.00				
9	August	104	Horizontal Spans	\$6,880.00				
10	September	104	Horizontal Spans	\$7,010.00				
11	October	105	QuickWedge	\$7,500.00				
12	November	101	Props	\$7,510.00				
13	December	105	QuickWedge	\$8,535.00				

In a workbook, you create a table named Item_table as shown below:

ItemID	Item Name
101	Props
102	Scaffoldings
103	Vertical Spans
104	Horizontal Spar
105	QuickWedge

You fill in the required entries in the workbook.

	A	B	C	D
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale
2	January	101		\$2,000.00
3	February	101		\$3,450.00
4	March	103		\$4,532.00
5	April	105		\$4,000.00
6	May	101		\$5,540.00
7	June	101		\$6,503.00
8	July	104		\$7,021.00
9	August	104		\$6,880.00
10	September	104		\$7,010.00
11	October	105		\$7,500.00
12	November	101		\$7,510.00
13	December	105		\$8,535.00

For the third column of the sheet, you want to use formulas to fill in the values. You want the

cells in the third column to get automatically filled with the names corresponding to ItemID in the second column. You want the exact values to be filled in the column. You select the C2 cell in the third column.

Which of the following formulas will you enter in order to accomplish the task?

- A. =VLOOKUP(B2,Item_table,2,FALSE)
- B. =VLOOKUP(B2,Item_table,2,TRUE)
- C. =VLOOKUP(2,Item_table,B2,FALSE)
- D. =VLOOKUP(2,Item_table,B2,TRUE)

Answer: A

Explanation:

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

=VLOOKUP(B2,Item_table,2,FALSE)

Answer option B is incorrect. According to the question, you want the exact values in the column.

The TRUE value in the range_lookup argument provides the approximate match.