

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

Excel 2013 Expert Part One

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## QUESTION 1

Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?

- A. Autofilter
- B. Find
- C. Sort
- D. All filter

Correct Answer: A

Autofilter is used to filter the record as per the condition by hiding the rest. Defining different filters, you can compare data in multiple ways, so you can glean vital information without wasting vital time.

Answer options B and D are incorrect. There are no such options defined in Excel to filter the records.

Answer options C is incorrect. The Sort function is used to arrange the records in ascending or descending order.

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## QUESTION 2

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You want to summarize a large amount of data to analyze numerical data and to answer unexpected questions about your data in the Business Intelligence (BI) report that you are working with. For this purpose, you are required to create a PivotTable. Which of the following steps will you take to accomplish the task?

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

- A. Click OK.
- B. Choose Select a table or range under Choose the data that you want to analyze.
- C. Select the Macro-enabled checkbox in the Insert Security dialog box, and then click OK.
- D. Click PivotTable or click the arrow below PivotTable, and then click PivotTable in the Tables group on the Insert tab.
- E. Click a cell in the cell range that contains data for using worksheet data as the data source.

Correct Answer: ABDE

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## QUESTION 3

You work as an Office Assistant for Media Perfect Inc. You have created a report in Excel. You have inserted the following formula in a cell:

VLOOKUP(12, A2:C10, 3, FALSE )

Which of the following actions will be performed by the formula?

- A. Search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.
- B. Wrong syntax used.
- C. Search the value 3 in the last column of the range, and then returns the value that is in the column of the range and on the same row as the lookup value.
- D. Search the value 12 in the third column of the range and then returns the value that is contained in the 12th column of the range and on the same column as the lookup value.

Correct Answer: A

The formula will search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.

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#### QUESTION 4

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You have a number of PivotTables in a single report. You want to apply the same filter to all of those PivotTables. For this purpose, you are required to create a slicer in one PivotTable and share it with other PivotTables. Which of the following steps will you take to accomplish the task?

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

- A. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- B. Click Insert Slicer in the Sort and Filter group on the Options tab.
- C. Hold down CTRL, and then click the items on which you want to filter.
- D. Select the Macro enabled checkbox of the PivotTable fields for which you want to create a slicer in the Insert Security dialog box and then click OK.
- E. Click anywhere in the PivotTable report for which you want to create a slicer.

Correct Answer: ABCE

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#### QUESTION 5

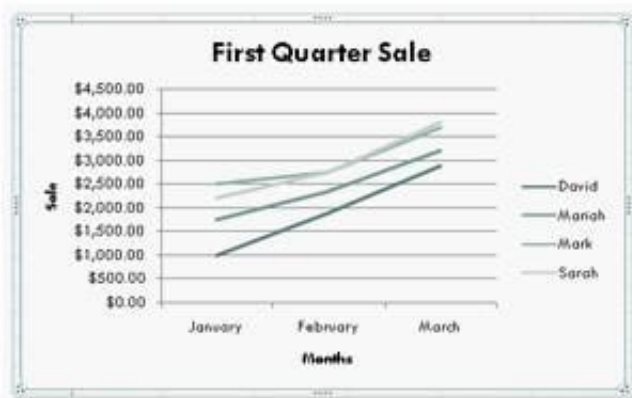
Which of the following is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space?

- A. Trendline
- B. Line chart
- C. Sparkline

D. Backstage view

Correct Answer: C

A sparkline is defined as a tiny chart in the background of a cell. Unlike charts on an Excel Worksheet, sparklines are not objects. It is used because data presented in a row or column is useful, but patterns can be hard to spot at a glance. It is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space. The benefit of using the sparklines is that these can be printed when a user prints a worksheet that contains them. This feature is not available in charts. Answer option D is incorrect. The Microsoft Office Backstage view is used to replace the traditional file menu with a new approach that uses In and Out features for efficiency. The improved Ribbon enables users to access their preferred commands rapidly and create custom tabs to personalize the way they work. Answer option A is incorrect. A trendline is defined in Excel 2013. It is a data visualization tool to display the trend of a particular data range. It is used to show the slope of data points in a chart. There are various types of trendlines, such as linear trendlines, exponential trendlines, and linear forecast trendlines. Answer option B is incorrect. Excel provides a column chart facility to display data that is arranged in columns or rows on a worksheet. Line charts are used to display continuous data over time, set against a common scale. In a line chart, category data is distributed along the horizontal axis, and all value data is distributed along the vertical axis. Line charts are ideal for showing trends in data at equal intervals.



A line chart should be used where category labels are text, and are representing evenly spaced Values such as months, quarters, or years.

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