

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

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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QUESTION 1

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	

Modify the cell formatting of cell J9 to display the text on two lines.

Correct Answer: See explanation below.

Explanation:

1.  
Select the cell J9 where you want to modify the formatting.
2.  
On the Home tab in the Cells group click on Format.
3.  
Specify a row height by clicking Row Height and then typing in the desired height of 2 lines in the Row Height box.

References:

<https://support.office.com/en-us/article/Wrap-text-in-a-cell-2A18CFF5-CCC1-4BCE-95E4-F0D4F3FF4E84>

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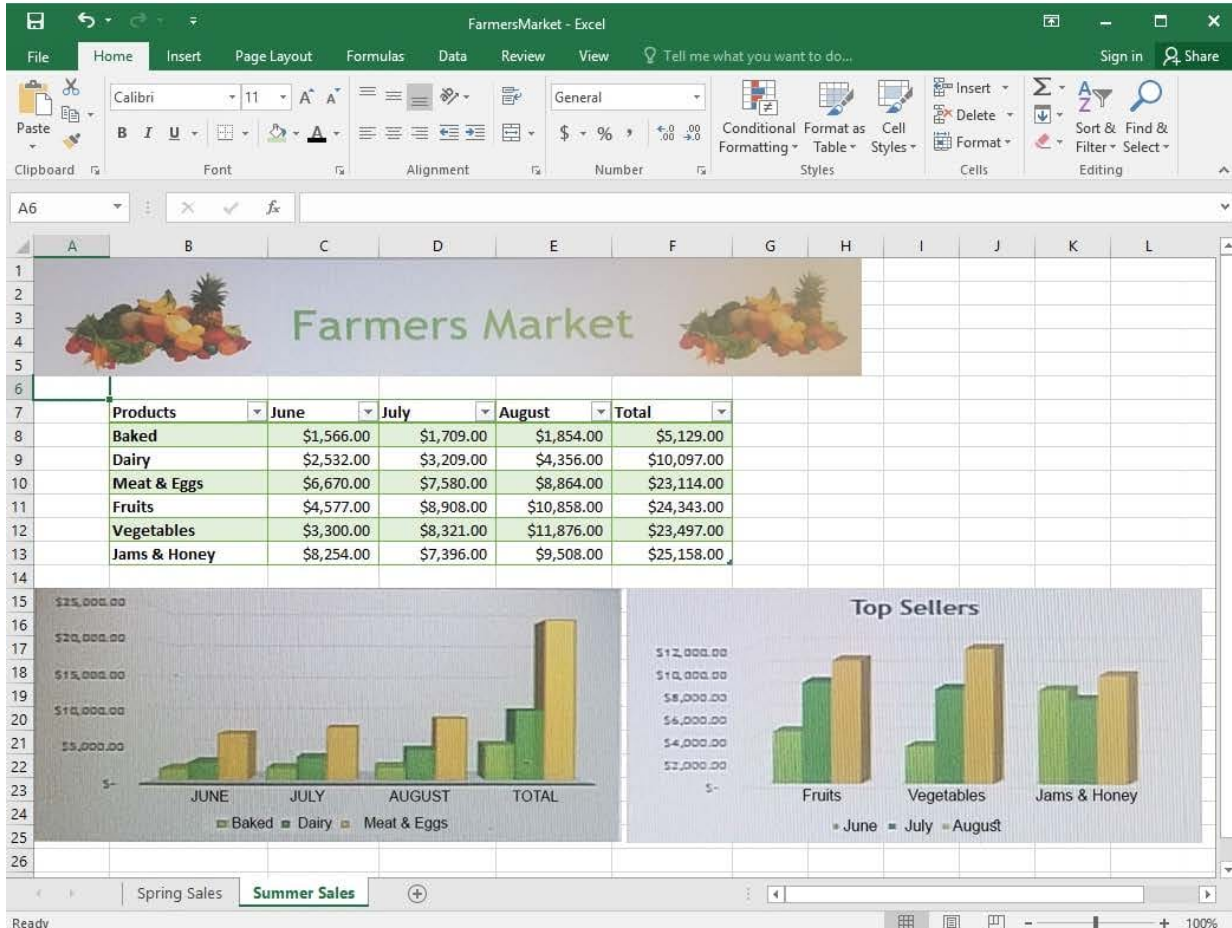
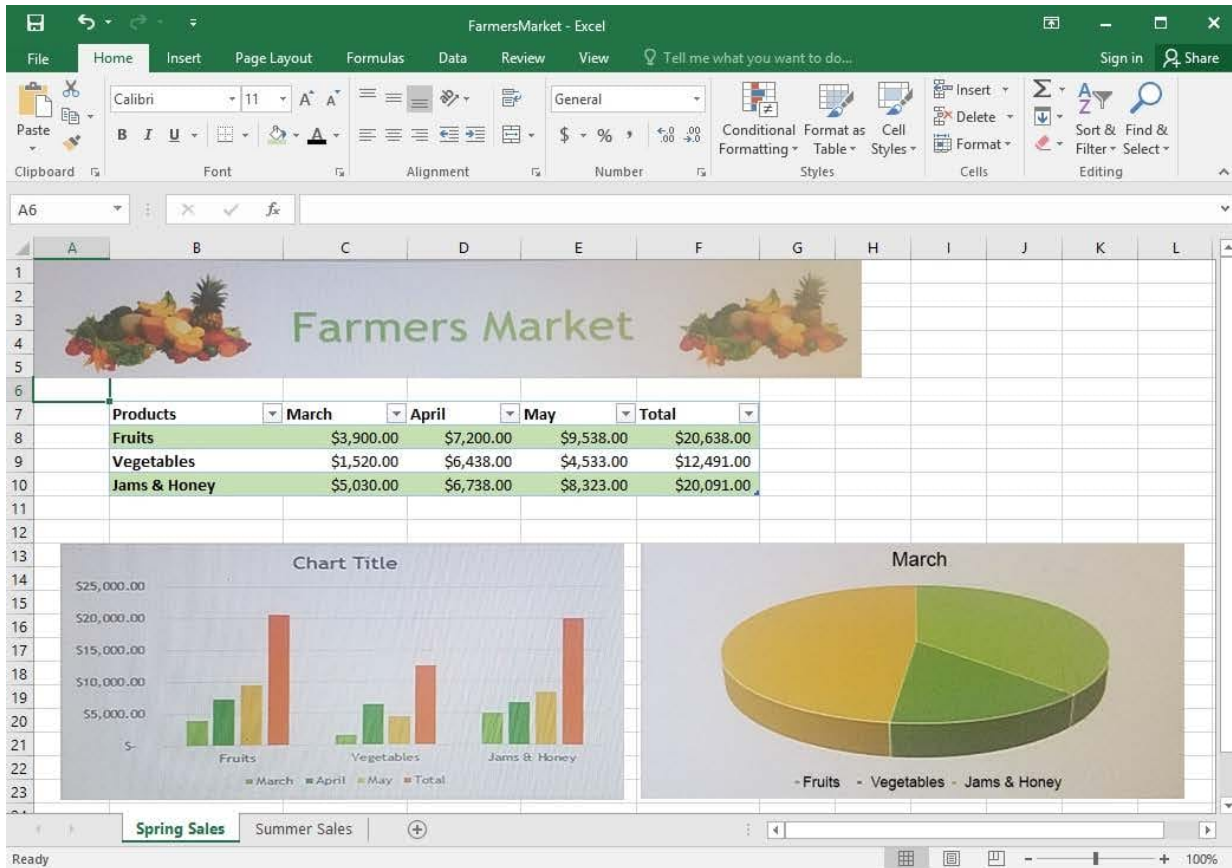
## QUESTION 2

### 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 “Spring Sales” worksheet, apply Style 3 and Monochromatic Color 2 (Monochromatic Palette 2) to the 3-D Pie chart.

Correct Answer: See explanation below.

Explanation:

1.

Click on the 3-D Pie Chart on the “Spring Sales” worksheet.

2.

This would display the Chart Tools, click on the desired style which is Style 3 Monochromatic Color 2 from the Chart Styles group situated on the Design tab.

References:

<https://support.office.com/en-us/article/Change-the-layout-or-style-of-a-chart-A346E438-D22A-4540-AA87BCE9FEB719CF>

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### QUESTION 3

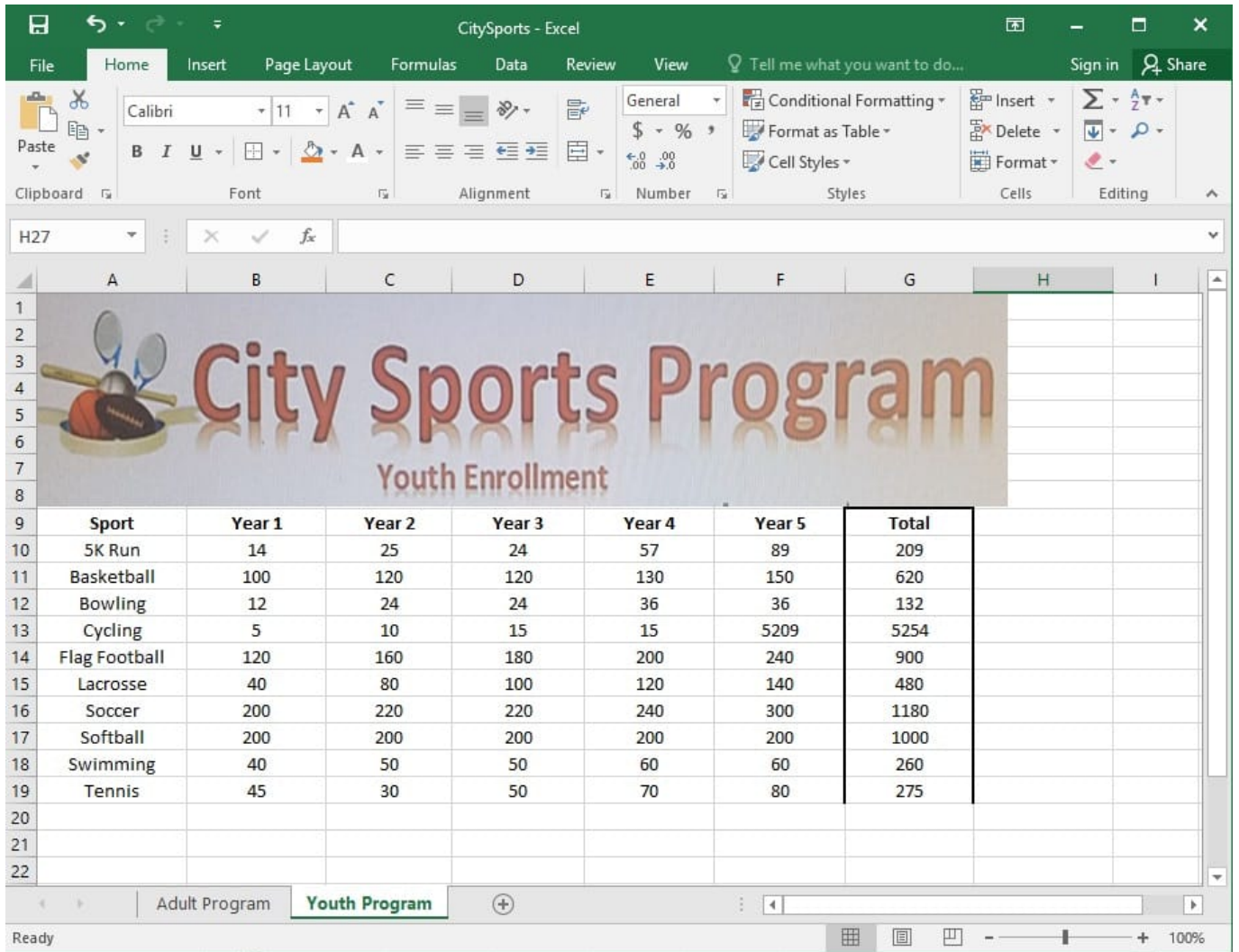
#### SIMULATION

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.

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	



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>

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## **QUESTION 4**

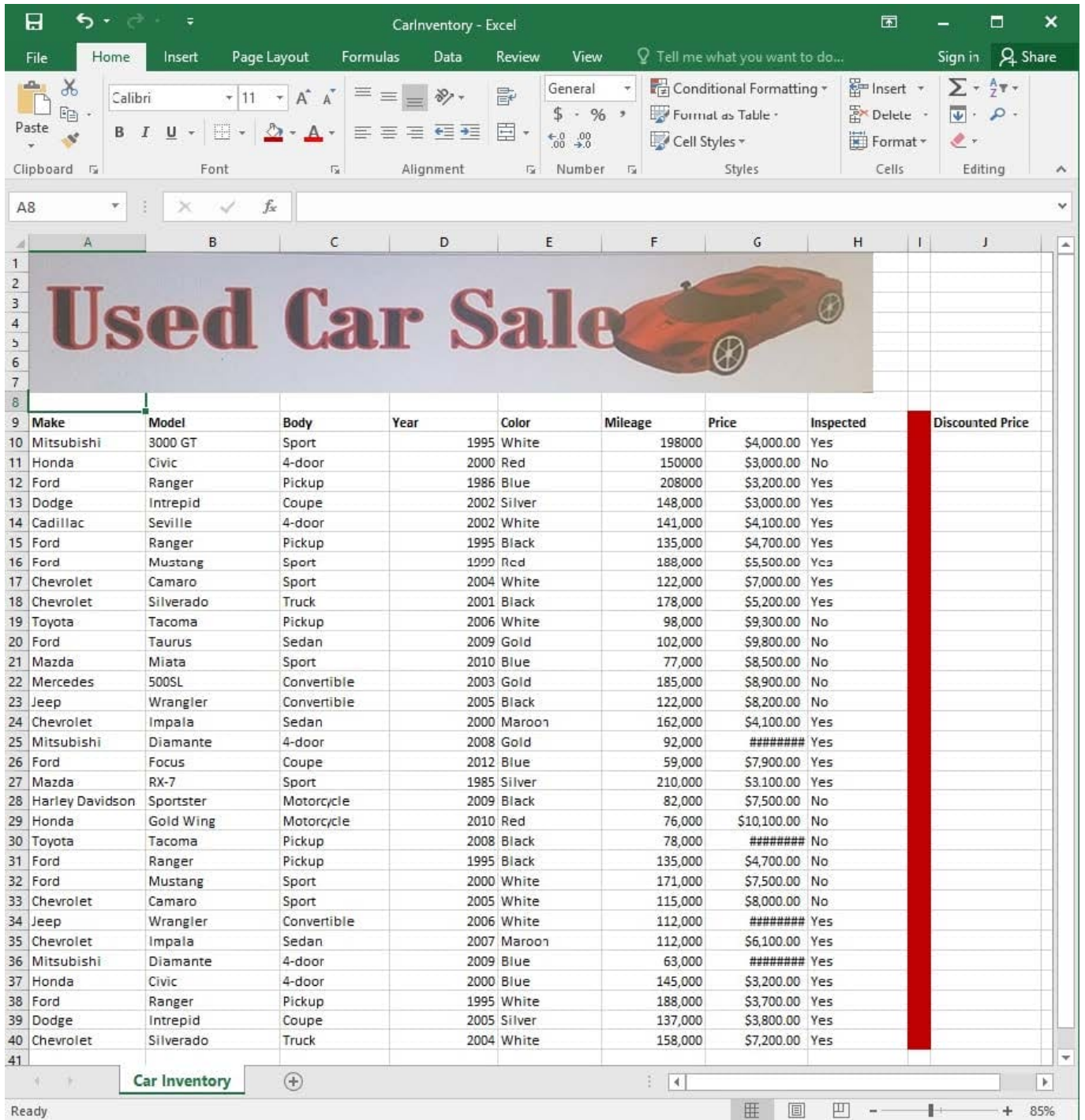
### SIMULATION

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.





Apply the Rose, Table Style Light 17 (Table Style Light 17) to the "Inventory" table.

Correct Answer: See explanation below.

Explanation:

1. On the "Inventory" table, click on any cell.
- 2.

Click on Format as Table from the Home tab.

3.

Select the Rose, Table Style Light 17 as desired.

References:

<https://support.office.com/en-us/article/Format-an-Excel-table-6789619F-C889-495C-99C22F971C0E2370>

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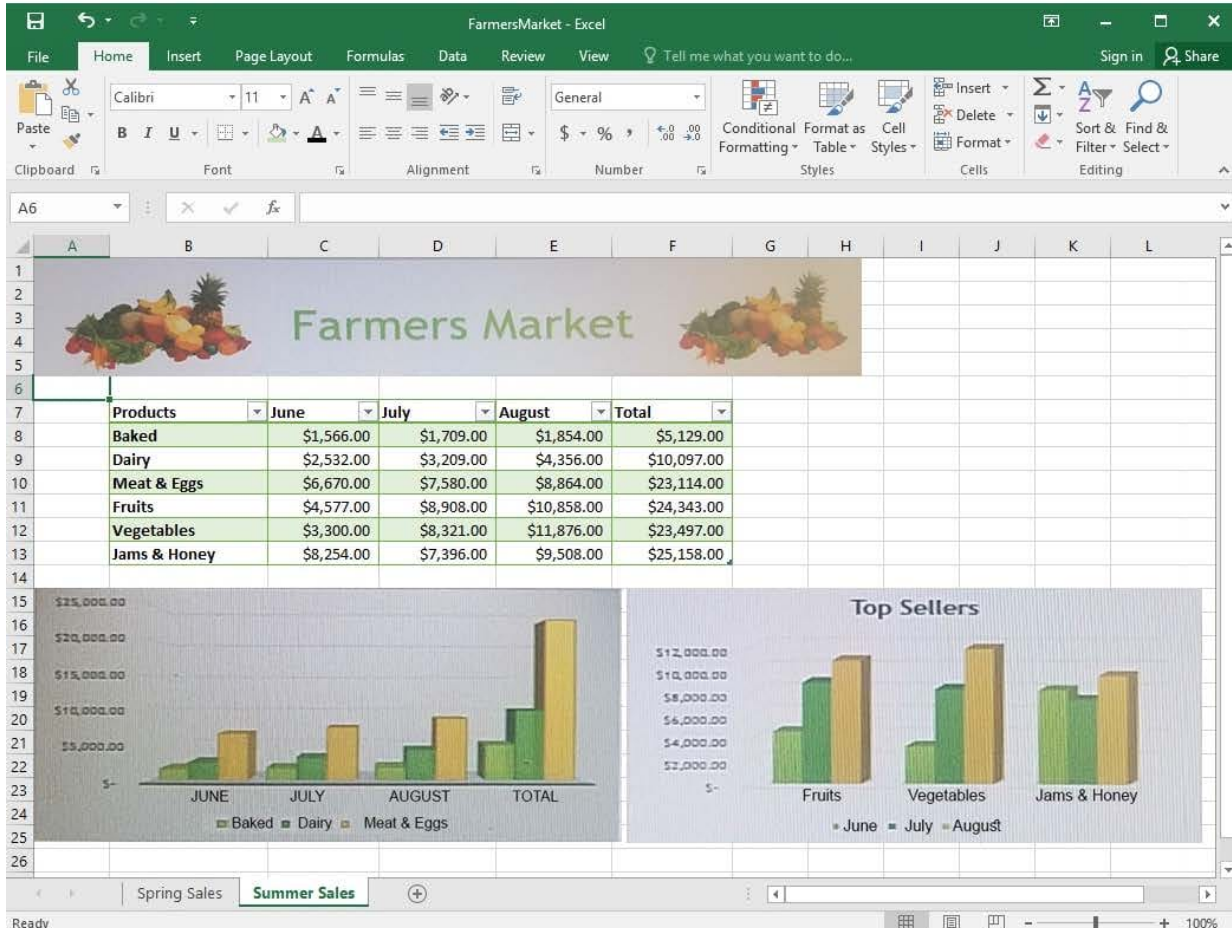
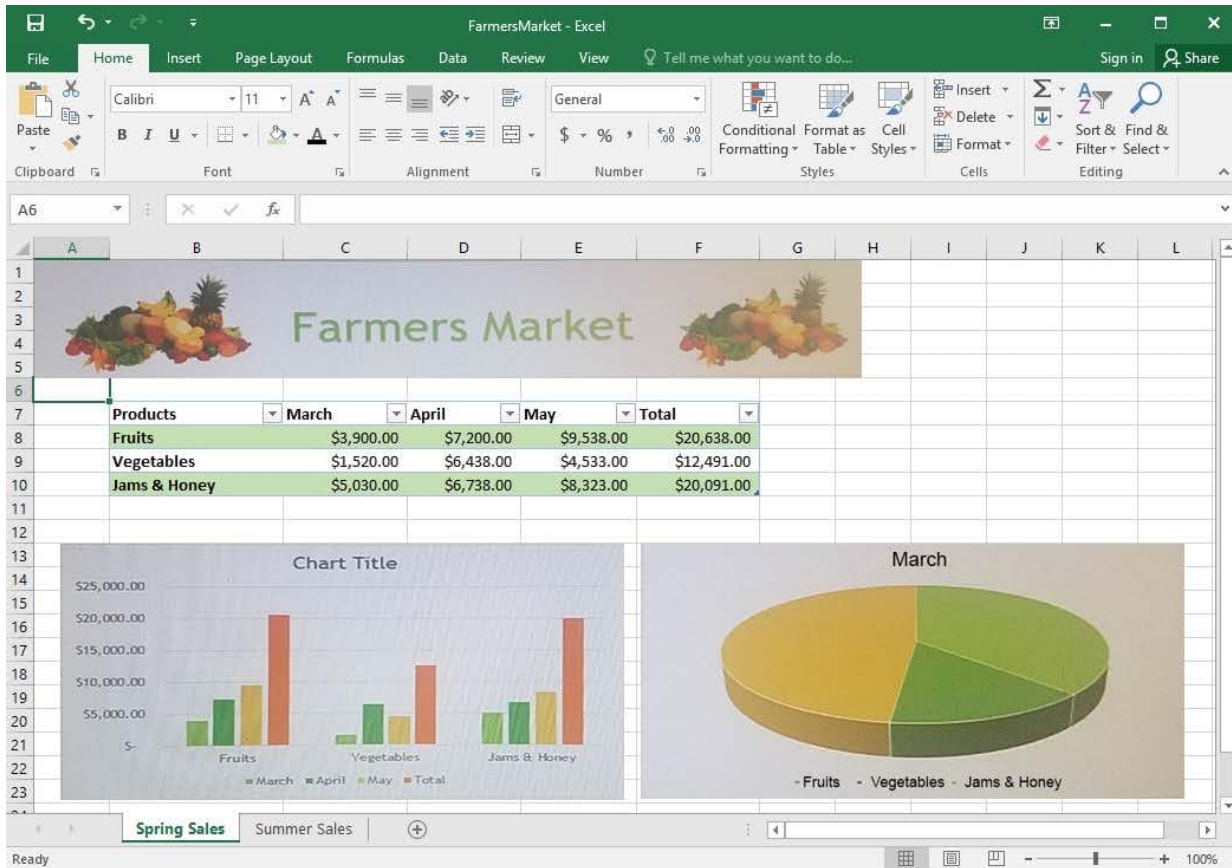
## QUESTION 5

### 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, add the “Total” data series to the “Top Sellers” column chart. Include the total only for “Fruits”, “Vegetables”, and “Jams and Honey”.

Correct Answer: See explanation below.

Explanation:

1.

Select the “Top Sellers” column chart.

2.

Click on the particular data point you want to label, click Add Chart Element +, from the upper right corner next to the chart, then select Data Labels.

3.

Then click Format Data Labels.

4.

The Data Label Range dialog box would appear, select the data range which are the cell values you want to appear in the labels, in this case it would be the “Total” column for “Fruits”, “Vegetables”, and “Jams and Honey”, then click OK.

References:

<https://support.office.com/en-us/article/add-or-remove-data-labels-in-a-chart-884bf2f1-2e29-454e-8b42f467c9f4eb2d>

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