

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

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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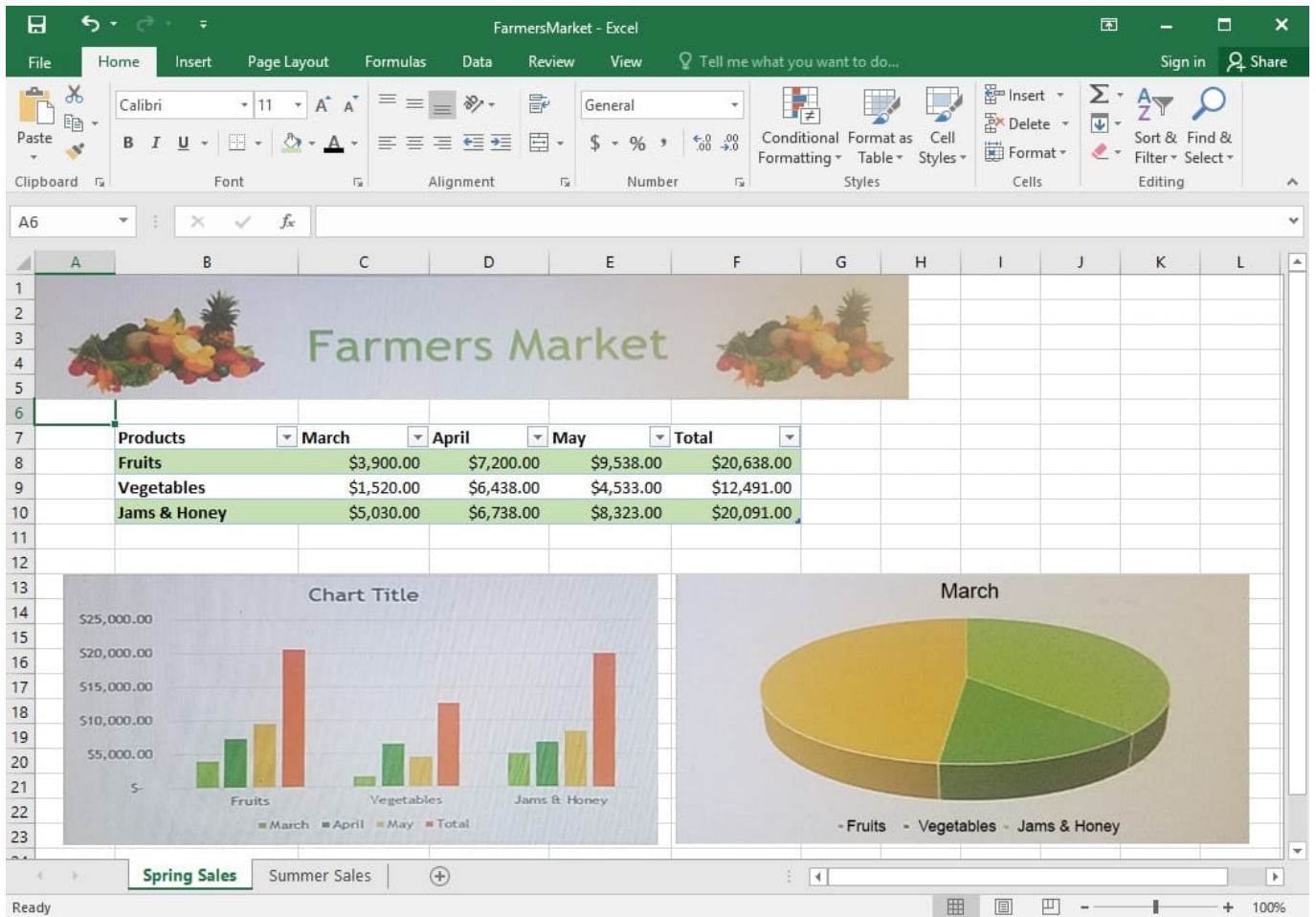
QUESTION 1

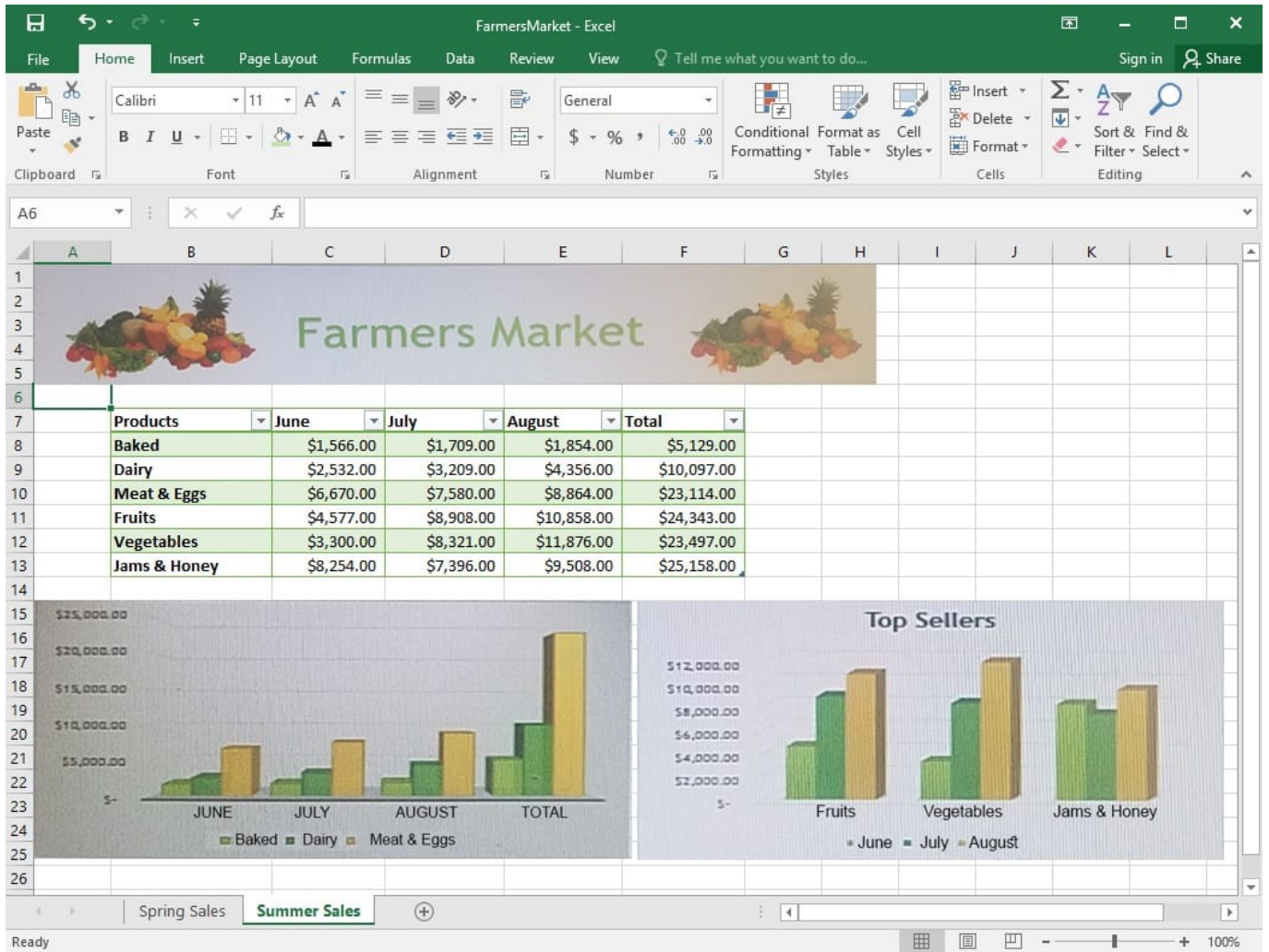
SIMULATION

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, use the data in the "Products" and "Total" columns only to create a 3-D Pie chart. Position the new chart to the right of the column charts.

Correct Answer: See explanation below.

Explanation:

1. Select the data you would like to use, in this case it would be the data in the "Products" and "Total" columns from the "Summer Sales" worksheet.
2. Click on Insert Pie Chart situation on the Insert tab then pick the 3-D Pie chart as desired.
3. Format the chart as desired by using Chart Elements, the Chart Styles, or the Chart Filters.
4. Drag the Pie Chart to the desired location which is to the right of the column charts.

References:

<https://support.office.com/en-us/article/Add-a-pie-chart-1A5F08AE-BA40-46F2-9ED0-FF84873B7863>

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## 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.

This screenshot shows an Excel spreadsheet titled "CitySports - Excel" with the "Adult Program" worksheet selected. The spreadsheet features a header banner for "City Sports Program Adult Enrollment" and a data table with columns for Sport, Year 1 through Year 5, Total, and Growth Trend. The data is as follows:

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	

This screenshot shows the same Excel spreadsheet with the "Youth Program" worksheet selected. The spreadsheet features a header banner for "City Sports Program Youth Enrollment" and a data table with columns for Sport, Year 1 through Year 5, and Total. The data is as follows:

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

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](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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### QUESTION 3

#### SIMULATION

Project 3 of 7: Tree Inventory Overview

You are updating the inventory worksheet for a local tree farm.

Tree Description	Seedling	Bare Root	5 Gallon	10 Gallon	Total
Bigleaf Maple	4400	443	55	5	4903
Black Cottonwood	335	230	44	8	617
Blue Spruce	4500	543	55	4	5102
California Black Oak	750	330	30	7	1117
California Red Fir	2000	355	25	2	2382
Canyon Live Oak	800	150	15	5	970
Coast Redwood	2500	240	10	2	2752
Douglas Fir	2700	300	33	7	3040
Englemann Spruce	550	100	25	5	680
Giant Sequoia	450	50	30	4	534
Grand Fir	2500	644	81	9	3234
Incense Cedar	3000	434	45	3	3482
Jeffrey Pine	550	253	19	5	827
Juniper	545	330	20	6	901
Knobcone Pine	450	210	15	7	682
Lodgepole Pine	600	360	20	6	986
Noble Fir	1200	101	18	11	1330
Oregon White Oak	1100	240	20	15	1375
Pacific Madrone	1000	165	60	6	1231
Pacific Yew	950	95	32	3	1080
Ponderosa Pine	400	107	35	4	546
Port Orford Cedar	2200	220	22	4	2446
Red Alder	1600	160	34	6	1800
Silver Fir	250	120	27	8	405
Sitka Spruce	250	120	27	8	405
Sugar Pine	250	101	45	2	398
Western Hemlock	550	107	25	7	689
Western Red Cedar	450	120	30	5	605
White Fir	2500	120	81	4	2705

Hide rows 29 and 30.

Correct Answer: See explanation below.

Explanation:

1.

Select the rows you want to hide, in this case rows number 29 and 30 by clicking on them.

2.

Right-click on the selected rows then click Hide.

References:

<https://support.office.com/en-us/article/Hide-or-show-rows-or-columns-659c2cad-802e-44ee-a614dde8443579f8>

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## QUESTION 4

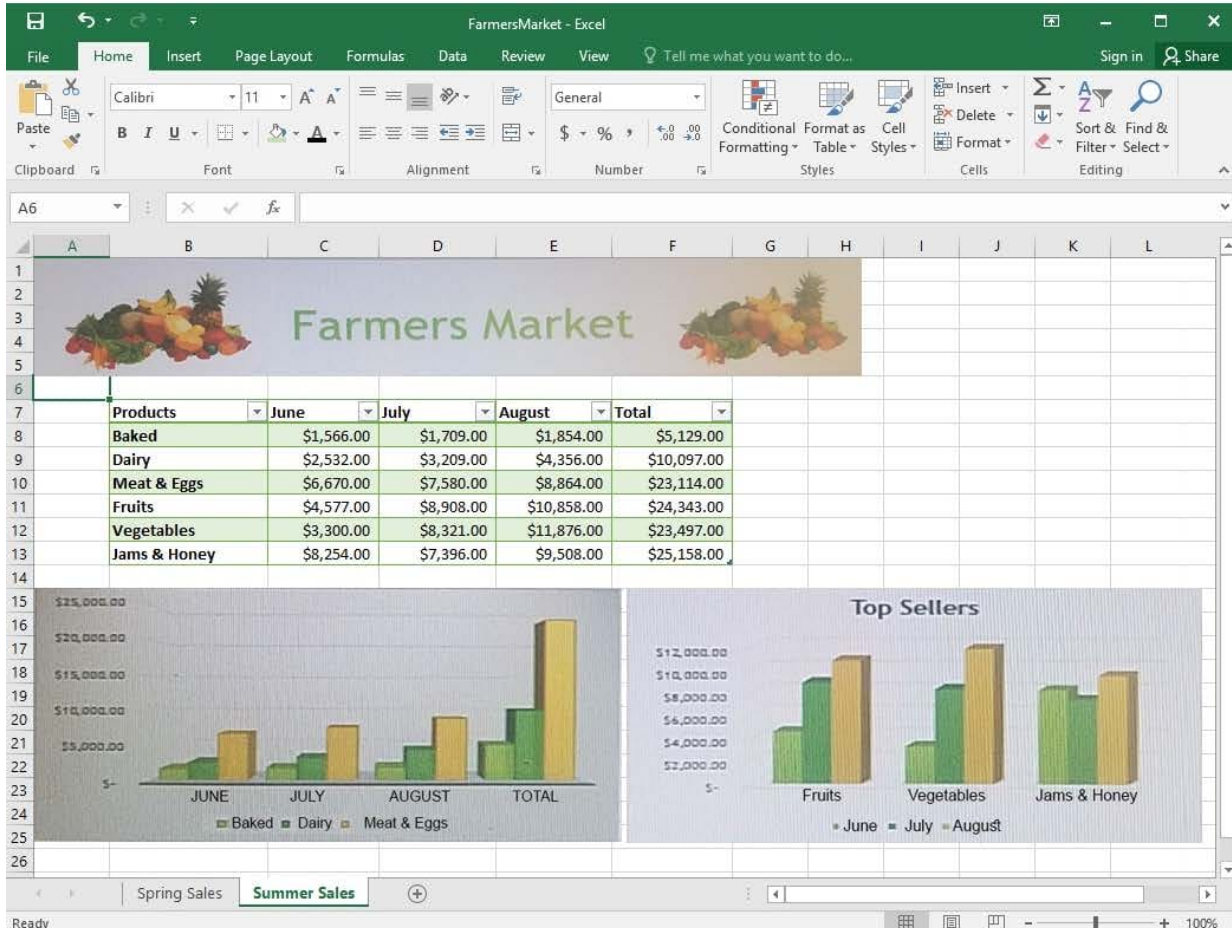
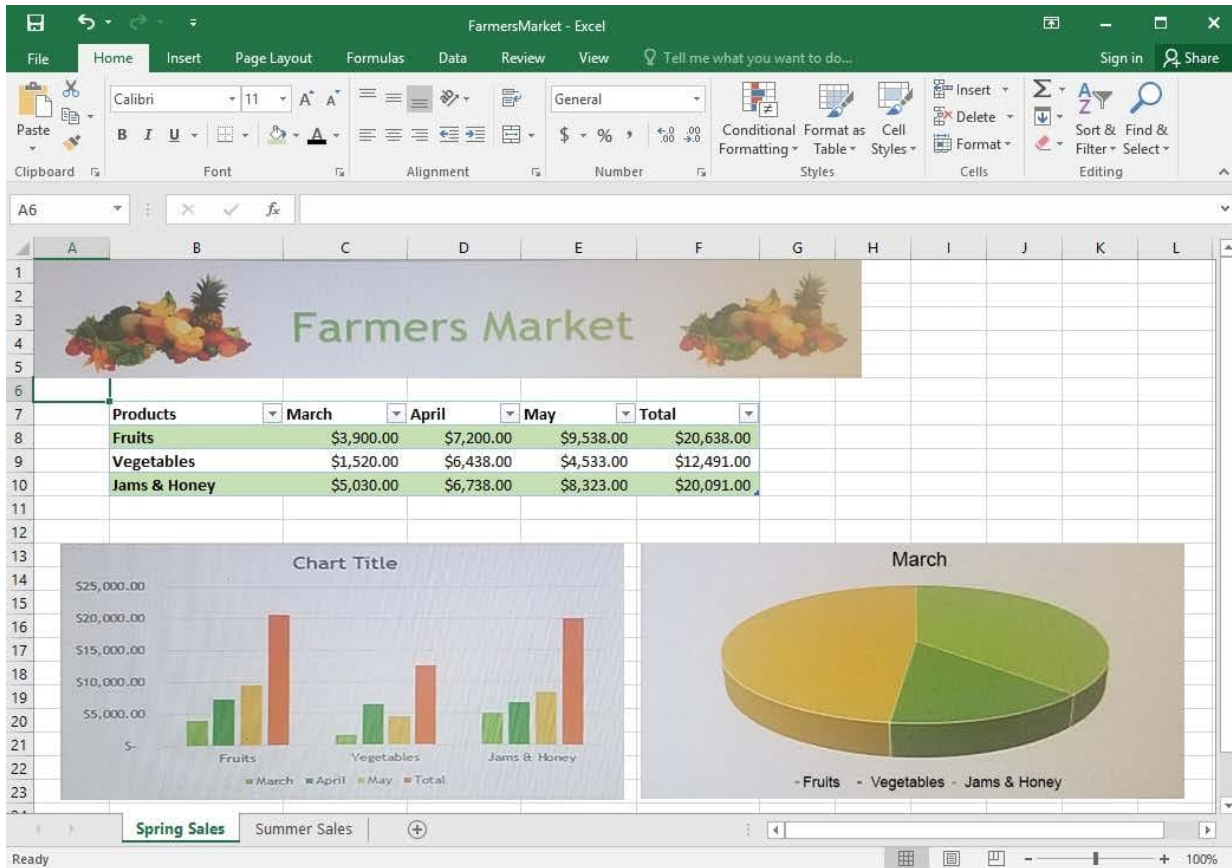
### SIMULATION

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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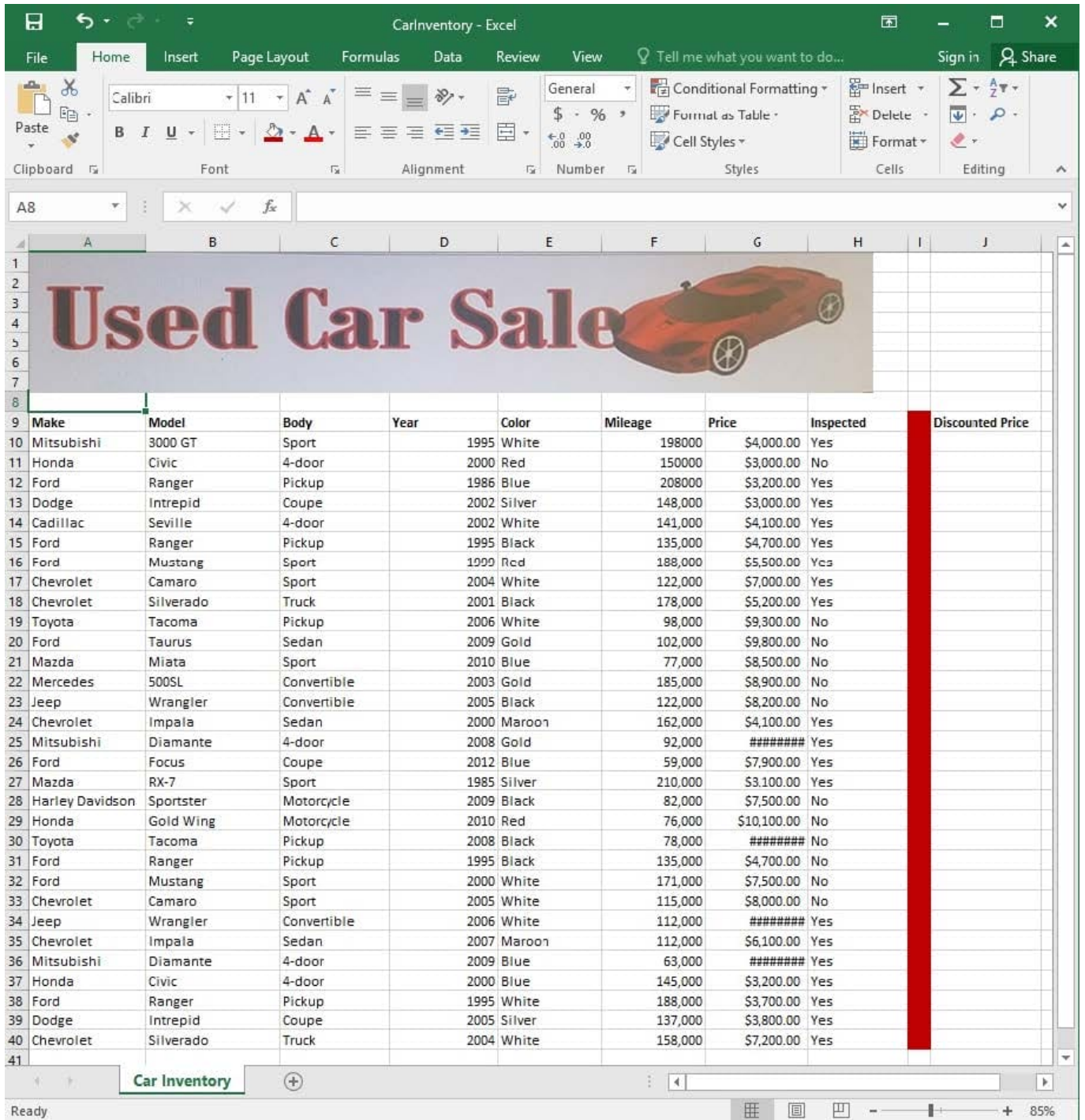
## QUESTION 5

### 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.



Configure the “Car Inventory” worksheet so the column headings in row 9 appear on all printed pages.

Correct Answer: See explanation below.

Explanation:

1. On the “Car Inventory” worksheet, click Print Titles from the Page Setup group, situated on the PageLayout tab.
- 2.

Under Print Titles, on the Sheet tab, type the reference of the row you want to reappear (row 9) in the Rows to repeat at top box.

References:

<https://support.office.com/en-us/article/Print-rows-with-column-headers-on-top-of-every-page-D3550133F6A1-4C72-AD70-5309A2E8FE8C>

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