**Vendor:**Microsoft

Exam Code:77-427

**Exam Name:**Excel 2013 Expert Part One

Version: Demo

QUESTION 1

You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2013 application on the network. You open the application and see various changes in Excel 2013. You have to open an existing worksheet through the application. You are unable to find the Office button.
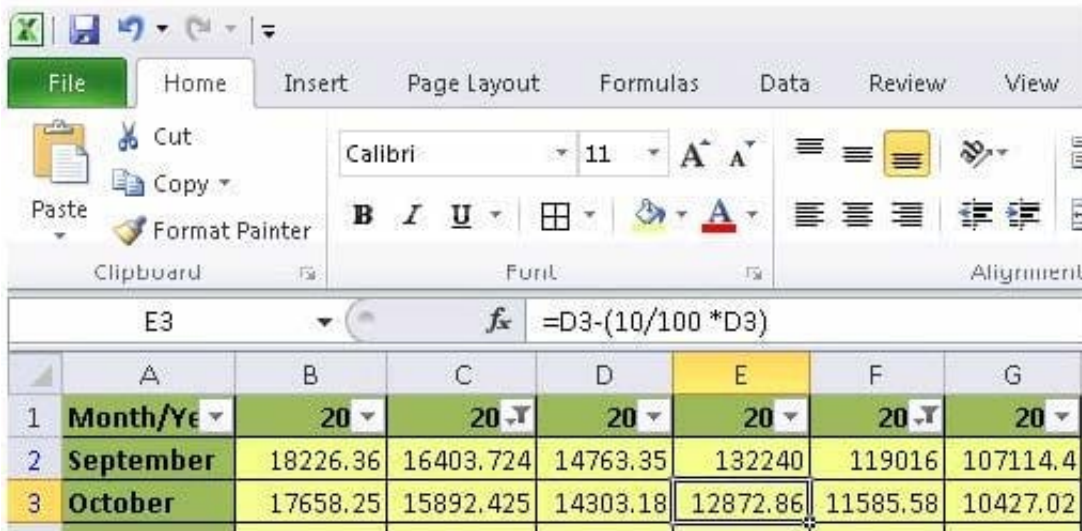
Mark the option that you will click to accomplish the task.
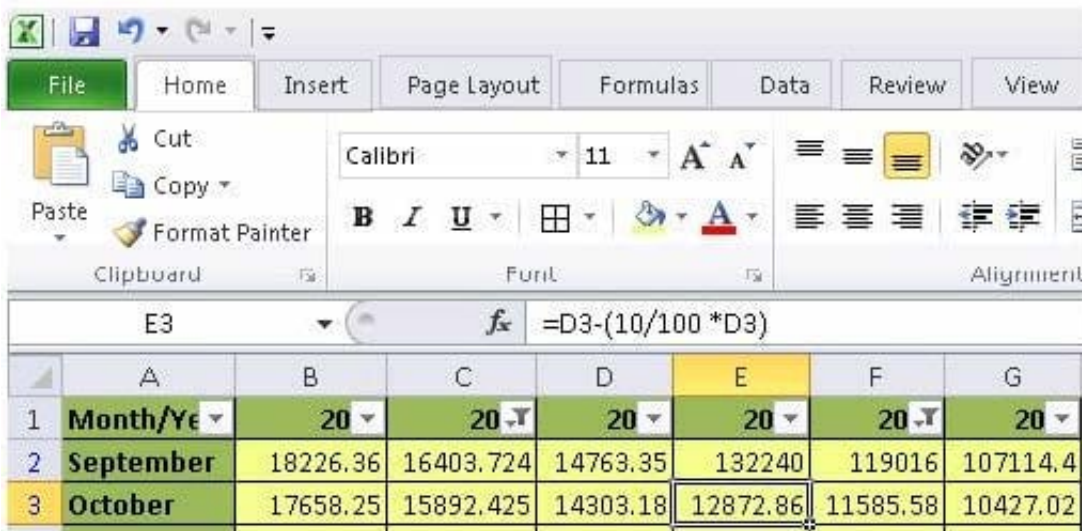
Hot Area:

Correct Answer:

You will have to click File button to accomplish the task. Clicking the File button will open the full- screen Backstage View of the sheet.

QUESTION 2

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have two budget situations in which one is the worst case and the other is the best case. You want to create both situations on the same worksheet and then switch between them with the change in requirements. Which of the following will you use to accomplish the task?

A. Goal Seek

B. Data table

C. Scenario

D. Solver add-in

Correct Answer: C

A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value. Answer option D is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell. Answer option B is incorrect. A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data.

QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. Your responsibility includes preparing sales reports of the company. You have created a sales report in a workbook of Excel 2013.

Your workbook includes several worksheets as shown in the image given below:

You want the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will you take to accomplish the task?

A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.

B. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.

C. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Sheet Color option from the shortcut menu.

D. Select the sheets containing charts. Select the Effects option in the Themes group on the Page Layout page.

E. \Documents and Settings\Administrator\Desktop\1.JPG

Correct Answer: B

According to the question, you want the sheet tabs of the sheets containing chart to appear in red color. In order to accomplish the task, you will have to take the following steps:

QUESTION 4

You work as a Finance Manager for Blue Well Inc. The company has a Windows-based network. You are using Excel spreadsheet for maintaining financial budget and other financial calculations. You want to return the depreciation of an asset for a specified period by using the fixed-declining balance method and to return the future value of a starting principal after applying a series of compound interest rates.

Which of the following financial functions will you use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

A. DB function

B. NPV function

C. DDB function

D. FVSCHEDULE function

Correct Answer: AD

Various financial functions (reference) are as follows:

1.

 ACCRINT function: It is used to return the accrued interest for a security that pays periodic interest.

2.

 ACCRINTM function: It is used to return the accrued interest for a security that pays interest at maturity.

3.

 AMORDEGRC function: It is used to return the depreciation for each accounting period by using a depreciation coefficient.

4.

 COUPDAYBS function: It is used to return the number of days from the beginning of the coupon period to the settlement date.

5.

 AMORLINC function: It is used to return the depreciation for each accounting period.

6.

 COUPDAYS function: It is used to return the number of days in the coupon period containing the settlement date.

7.

 COUPDAYSNC function: It is used to return the number of days from the settlement date to the next coupon date.

8.

 COUPNCD function: It is used to return the next coupon date after the settlement date.

9.

 COUPNUM function: It is used to return the number of coupons payable between the settlement date and maturity date.

10.

 COUPPCD function: It is used to return the previous coupon date before the settlement date.

11.

 CUMIPMT function: It is used to return the cumulative interest paid between two periods.

12.

 CUMPRINC function: It is used to return the cumulative principal paid on a loan between two periods.

13.

 DB function: It is used to return the depreciation of an asset for a specified period by using the fixed-declining balance method.

14.

 DDB function: It is used to return the depreciation of an asset for a particular period by using the double-declining balance method.

15.

DISC function: It is used to return the discount rate for a security.

16.

DOLLARDE function: It is used to convert a dollar price that is expressed as a fraction into a dollar price that is expressed as a decimal number.

17.

DOLLARFR function: It is used to convert a dollar price that is expressed as a decimal number into a dollar price that is expressed as a fraction.

18.

DURATION function: It is used to return the annual duration of a security with periodic interest payments.

19.

EFFECT function: It is used to return the effective annual interest rate.

20.

FV function: It is used to return the future value of an investment.

21.

FVSCHEDULE function: It is used to return the future value of a starting principal after applying a series of compound interest rates.

22.

INTRATE function: It is used to return the interest rate for a fully invested security.

23.

IPMT function: It is used to return the interest payment for an investment for a specified period.

24.

IRR function: It is used to return the internal rate of return for a series of cash flows.

25.

ISPMT function: It is used to calculate the interest paid during a particular period of an investment.

26.

MDURATION function: It is used to return the Macauley modified duration for a security with an assumed par value of $100.

27.

MIRR function: It is used to return the internal rate of return in which positive and negative cash flows are financed at different rates.

28.

 NOMINAL function: It is used to return the annual nominal interest rate.

29.

 NPER function: It is used to return the number of periods for an investment.

30.

 NPV function: It is used to return the net present value of an investment on the basis of a series of periodic cash flows and a discount rate.

31.

 ODDFPRICE function: It is used to return the price per $100 face value of a security with an odd first period.

32.

 ODDFYIELD function: It is used to return the yield of a security with an odd first period.

33.

 ODDLPRICE function: It is used to return the price per $100 face value of a security with an odd last period.

34.

 ODDLYIELD function: It is used to return the yield of a security with an odd last period.

35.

 PMT function: It is used to return the periodic payment for an annuity.

36.

 PPMT function: It is used to return the payment on the principal for an investment for a particular defined period.

37.

 PRICE function: It is used to return the price per $100 face value of a security that pays Periodic interest.

38.

 PRICEDISC function: It is used to return the price per $100 face value of a discounted security.

39.

 PRICEMAT function: It is used to return the price per $100 face value of a security that pays interest at maturity.

40.

 PV function: It is used to return the current value of an investment.

41.

 RATE function: It is use d to return the interest rate per period of an annuity.

42.

 RECEIVED function: It is used to return the amount received at maturity for a fully invested security.

43.

 SLN function: It is used to return the straight-line depreciation of an asset for one period.

44.

 SYD function: It is used to return the sum-of-years\\' digits depreciation of an asset for a particular period.

45.

 TBILLEQ function: It is used to return the bond-equivalent yield for a Treasury bill.

46.

 TBILLPRICE function: It is used to return the price per $100 face value for a Treasury bill.

47.

 TBILLYIELD function: It is used to return the yield for a Treasury bill.

48.

 VDB function: It is used to return the depreciation of an asset for a specified or partial period by using a declining balance method.

49.

 XIRR function: It is used to return the internal rate of return for a schedule of cash flows that is not necessarily periodic.

50.

 XNPV function: It is used to return the net present value for a schedule of cash flows that is not necessarily periodic.

51.

 YIELD function: It is used to return the yield on a security that pays periodic interest.

52.

 YIELDDISC function: It is used to return the annual yield for a discounted security.

53.

 YIELDMAT function: It is used to return the annual yield of a security that pays interest at maturity.

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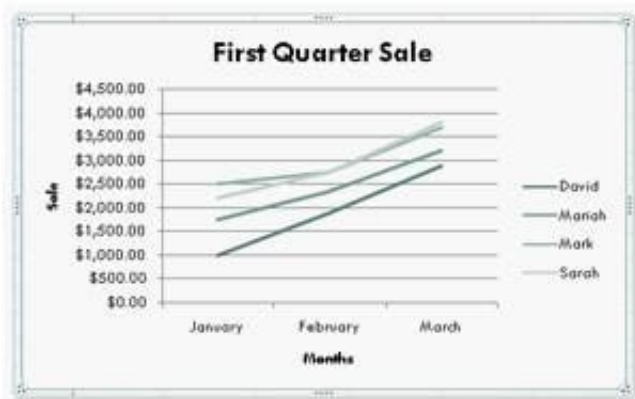
A line chart should be used where category labels are text, and are representing evenly spaced Values such as months, quarters, or years.

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QUESTION 6

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network.

Rick is creating a project through Microsoft Excel 2013. The project on which he is working has 98 project tasks and 57 team members. Rick wants to check the progress of his project quickly and easily. Which of the following will Rick use to accomplish the task?

A. Gantt Chart Template

B. Form control

C. Trust Center

D. Accounting template

Correct Answer: A

The Gantt Chart Template Deluxe Edition for Excel is used to generate quick and easy Gantt charts that define the progress of a user\'s projects containing up to 100 project tasks and team members. Answer option B is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5. 0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot be added to UserForms, used to control events, or modified to run Web scripts on Web pages. Answer option D is incorrect. The accounting template is used for numbering months of a financial year to period numbering. It is used to compare month to month, actual v budget, quarter to quarter, year to year variances. It is the initial point for other reports that need the use of months. Answer option C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

QUESTION 7

1. Click on the Shapes option in the Illustrations group on the Insert tab. This will open the list of shapes available in Microsoft Office.
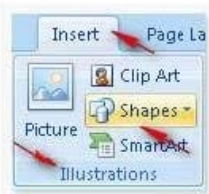
2. Choose the required shape from the list.
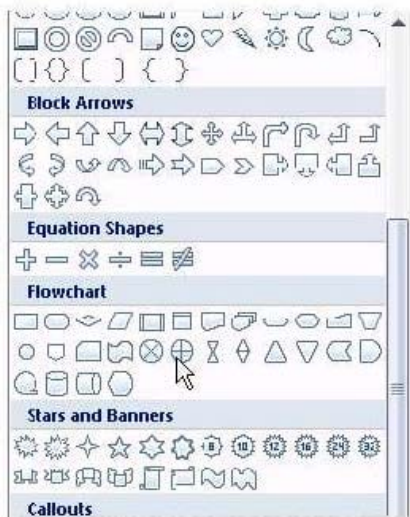
You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2013 to create different reports for your company. Drag and drop the appropriate methods for efficient data entry in front of their descriptions.
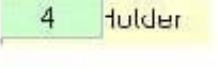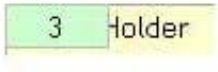
Select and Place:

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

Correct Answer:

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	1 Holder
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.	4 Holder
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.	5 Holder
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.	3 Holder
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.	2 Holder

— Data Entry Methods Available in Excel 2007 —

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

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.

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

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QUESTION 8

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to make a slicer available for use in another PivotTable. Which of the following steps will you take to accomplish the task?
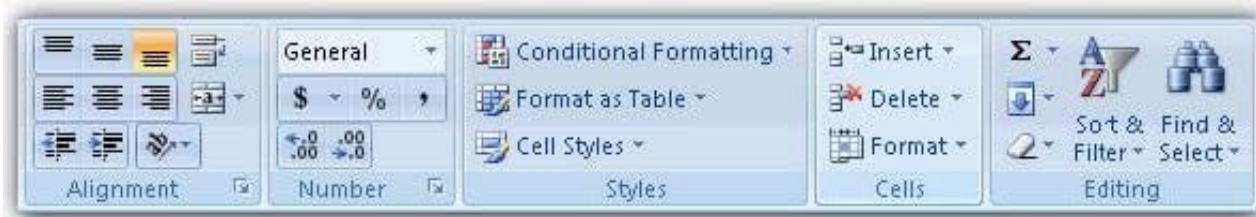
Each correct answer represents a part of the solution. Choose all that apply.

A. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort and Filter group.

B. In the Slicer Connections dialog box, clear the check box of any PivotTable fields for which you want to disconnect a slicer.

C. In the PivotTable Connections dialog box, select the check box of the PivotTables in which you want the slicer to be available.

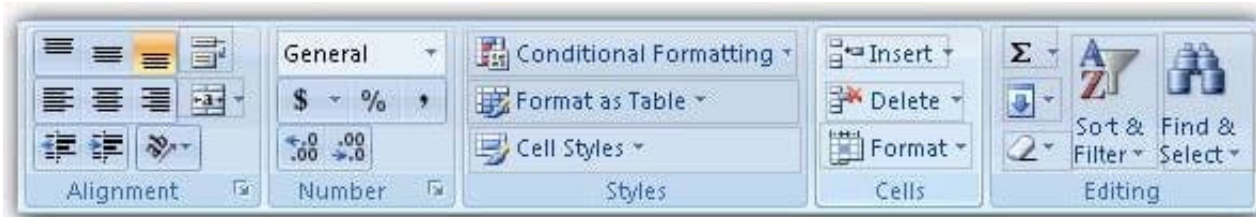D. Click the slicer that you want to share in another PivotTable.

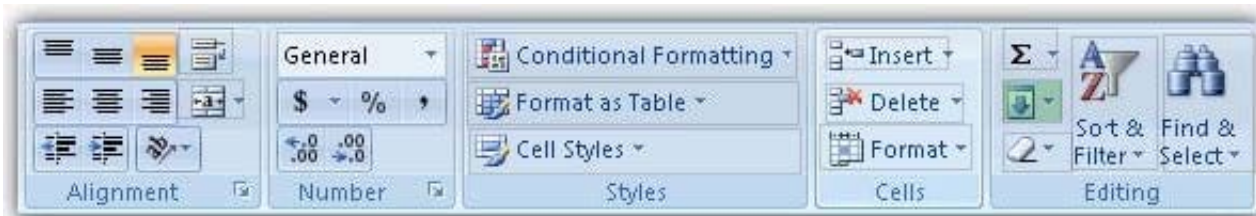Correct Answer: CD

QUESTION 9

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.

Hot Area:

Correct Answer:

Click the Down, Right, Up, Left, or Series option to fill cells.

QUESTION 10

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network.

Rick has to perform the following tasks:

Summarize large amounts of data. Analyze numeric data.

Answer unexpected questions about data.

Which of the following actions will Rick take to accomplish the task?

A. He will create the accounting template.

B. He will use stand-alone slicers.

C. He will create a PivotTable report.

D. He will configure form controls.

Correct Answer: C

A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data. Answer option B is incorrect. Stand-alone slicers are referenced from Online Analytical Processing

(OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable in future.

They can be added by using the slicer button on the Ribbon. They need to be manually linked into grids as required.

Answer option D is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5. 0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact

with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot

be added to UserForms, used to control events, or modified to run Web scripts on Web pages.

Answer option A is incorrect. The accounting template is used for numbering months of a financial year to period numbering. It is used to compare month to month, actual v budget, quarter to quarter, year to year variances. It is the initial point

for other reports that need the use of months.

QUESTION 11

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

A. Mark as Final

B. Encrypt with Password

C. Protect Current Sheet

D. Protect Workbook Structure

Correct Answer: C

The various Protect Workbook options are as follows:

1.

 Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

 Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

 Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

 Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

 Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions

can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

 Add a Digital Signature: This option is used to add a visible or invisible digital signature.

It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity,

integrity, and non-repudiation.
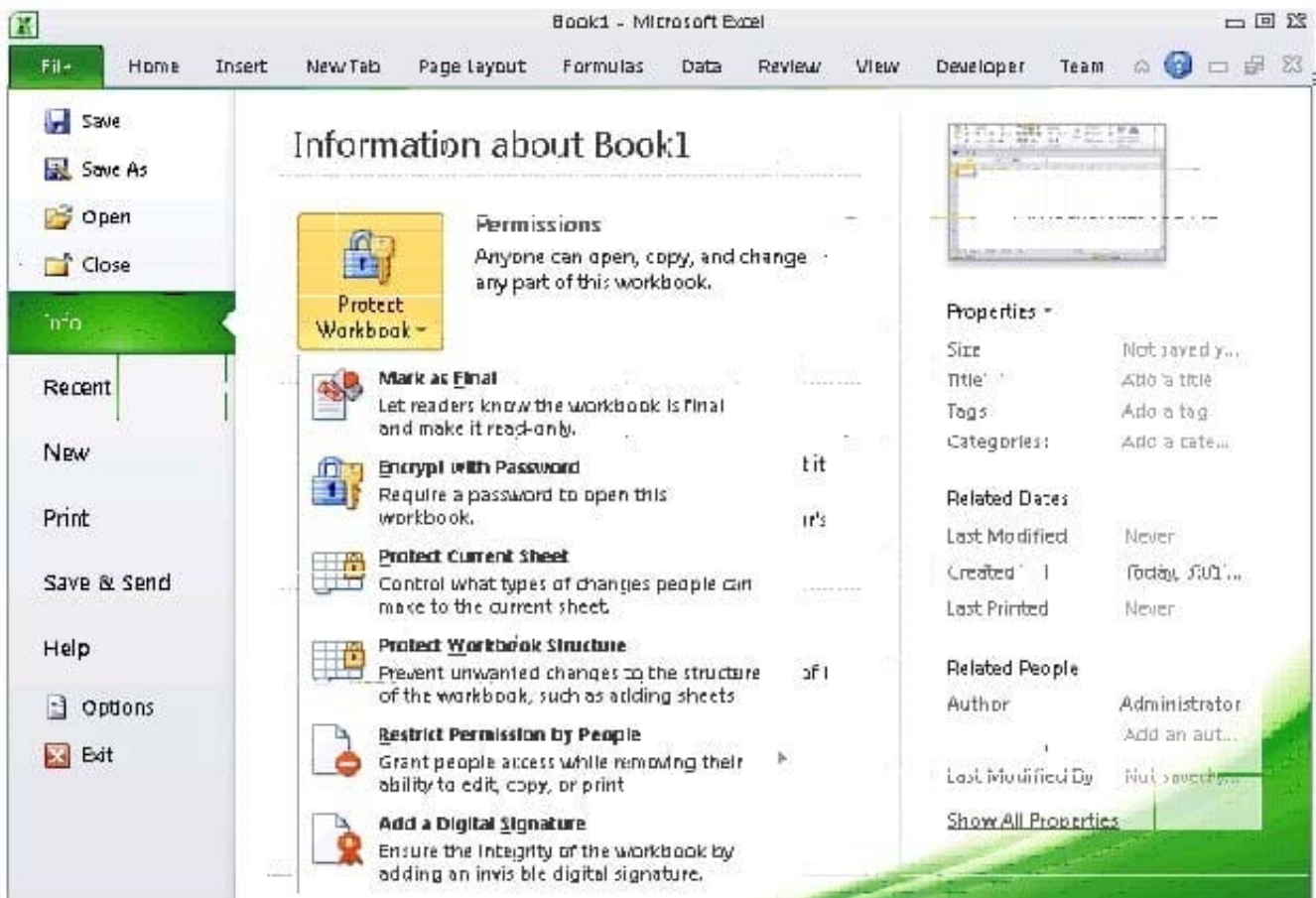
QUESTION 12

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company\\'s high selling products. You want to find out the matching values in the columns. While doing so, you get an unexpected error that when you attempt to look up or match a lookup_value within an array; Excel is not able to recognize the matching value. You want to store sets of values as text and convert sets of data to text by using Excel\\'s Text To Columns tool. 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. Select the Text to Columns option from the Data tab at the top of the Excel workbook.

B. Select Text and click the Finish button in Column Data Formats.

C. Select the Delimited option and click Next

D. Make sure that all delimiter options are unselected, and then again click Next.

E. Remove the unseen spaces at the start or end of the first Macro cell.

F. Select the cells to convert their data to text.

Correct Answer: ABCDF

In this situation, you will take the following steps:

1.

 Select the cells to convert their data to text.

2.

 Select the Text to Columns option from the Data tab at the top of your Excel workbook.

3.

 Select the Delimited option and click Next.

4.

 Make sure that all delimiter options are unselected, and then again click Next.

5.

 Select Text and click the Finish button in Column Data Formats.