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**Exam** : **077-427**

**Title** : Microsoft Excel 2013 Expert  
Part 1

**Vendor** : Microsoft

**Version** : DEMO

NO.1 You work as a Sales Manager for Tech Perfect Inc. You are creating a report for your sales team Using Microsoft Excel. You want the report to appear in the following format:

You want the Remark column to be filled through a conditional formula.

The criteria to give the remark is as follows:

	A	B	C	D	E	F
1	<b>Sales Manager</b>	<b>Januray</b>	<b>February</b>	<b>March</b>	<b>First Quarter</b>	<b>Remark</b>
2	Mark Smith	\$345.00	\$448.00	\$550.00	\$1,343.00	Well Done
3	David Jackson	\$320.00	\$390.00	\$440.00	\$1,150.00	Improve in Next Quarter
4	Ali Ahmed	\$413.00	\$428.00	\$475.00	\$1,316.00	Well Done
5	Rick Stuart	\$278.00	\$340.00	\$410.00	\$1,028.00	Improve in Next Quarter
6	Tom Alter	\$310.00	\$370.00	\$472.00	\$1,152.00	Improve in Next Quarter
7	Deepak Chopra	\$438.00	\$410.00	\$504.00	\$1,352.00	Well Done

	A	B	C	D	E	F
1	<b>Incentive Sheet</b>					
2						
3	Incentive Percentage	<b>10</b>				
4						
5						
6						
7	<b>Name</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>First Quarter Sale</b>	<b>Sale Incentive</b>
8	Mark	\$2,000.00	\$2,450.00	\$2,700.00	\$7,150.00	
9	David	\$2,100.00	\$2,200.00	\$2,300.00	\$6,600.00	
10	Mariah	\$1,950.00	\$2,150.00	\$2,310.00	\$6,410.00	
11	Sarah	\$2,300.00	\$2,700.00	\$3,100.00	\$8,100.00	
12	Sasha	\$2,500.00	\$2,840.00	\$3,400.00	\$8,740.00	

If the sales of the First Quarter are greater than or equal to 1200, display "Well Done"

If the sales of the First Quarter is less than 1200, display "Improve in Next Quarter"

You have done most of the entries in a workbook.

You select the F2 cell as shown in the image given below:

Which of the following conditional formulas will you insert to accomplish the task?

- A. =IF(E2>=1200,"Improve in Next Quarter","Well Done")
- B. =IF(E2<=1200,"Well Done","Improve in Next Quarter")
- C. =IF(E2>=1200,"Well Done","Improve in Next Quarter")
- D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

**Answer: C**

NO.2 Which of the following can be defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter?

- A. Accounting templates
- B. ActiveX controls

C. Form controls

D. Slicers

**Answer:** D

Explanation:

Slicers are defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter. When a user uses a regular PivotTable report filter to filter on multiple items, the filter indicates only that multiple items are filtered and the user has to open a drop-down list to find the filtering details. However, a slicer clearly labels the filter that is applied and provides details so that the data displayed in the filtered PivotTable report can be easily understood. Answer option B is incorrect. ActiveX controls are used on worksheet forms, with or without the use of VBA code, and on VBA UserForms. They are used when a user needs more flexible design requirements than those provided by Form controls. They have extensive properties that can be used to customize their appearance, behavior, fonts, and other characteristics. The user can control different events that occur when an ActiveX control is interacted with. He can also write macros that respond to events associated with the ActiveX controls. When a user interacts with the control, the VBA code runs to process any events that occur for that control. The ActiveX controls cannot be added to chart sheets from the user interface or to XLM macro sheets. It is not possible to assign a macro to run directly from the ActiveX control. Answer option C 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.

NO.3 You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to quickly 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 required to use a slicer. Which of the following are the ways that you can use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

A. Create a copy of a slicer connected with the PivotTable.

B. Create a slicer connected with the PivotTable.

C. Create a slicer by disabling Macros associated with the PivotTable.

D. Use an existing slicer connected with another PivotTable.

**Answer:** A,B,D

Explanation:

The various ways to use or create slicers to filter PivotTable data in an existing PivotTable are as follows:

1. Create a slicer connected with the PivotTable.

2. Create a copy of a slicer connected with the PivotTable.

3. Use an existing slicer connected with another PivotTable. Answer option C is incorrect. This is an invalid answer option.

NO.4 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.

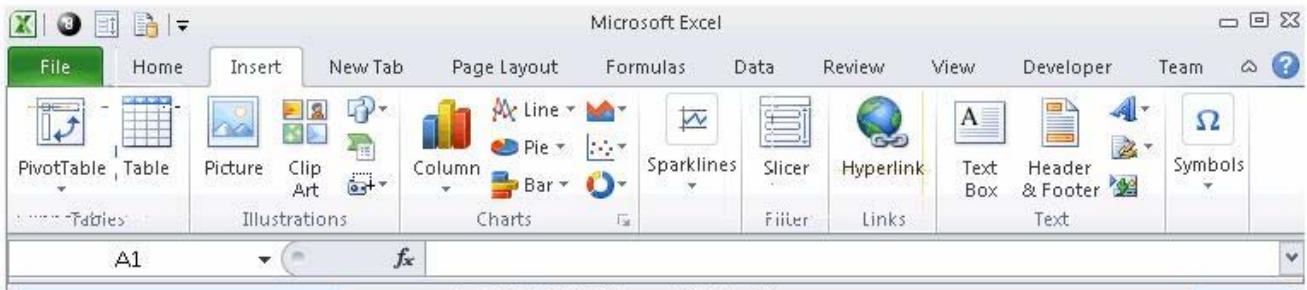
D. Click the slicer, and then press Delete.

**Answer:** A,C

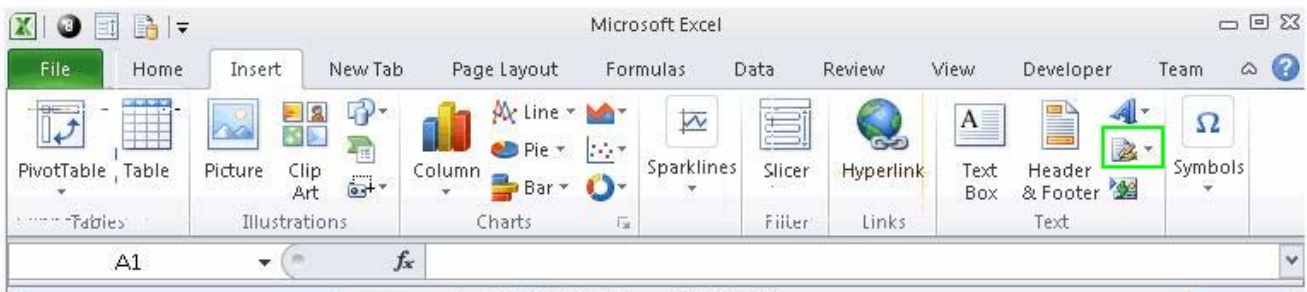
NO.5 HOTSPOT

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:**



NO.6 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.

**Answer:** B

Explanation:

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:

NO.7 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 select password protection and select options to prevent other employees from changing, moving, and deleting important data.

Which of the following options will you choose to accomplish the task?

- A. Mark as Final
- B. Protect Current Sheet
- C. Encrypt with Password
- D. Protect Workbook Structure

**Answer:** D

NO.8 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 select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

- A. You will use a new password.
- B. You will ask Microsoft to retrieve the password.
- C. You will fetch the password from the list in which you have saved it.
- D. You will create a new document.

**Answer:** C