



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

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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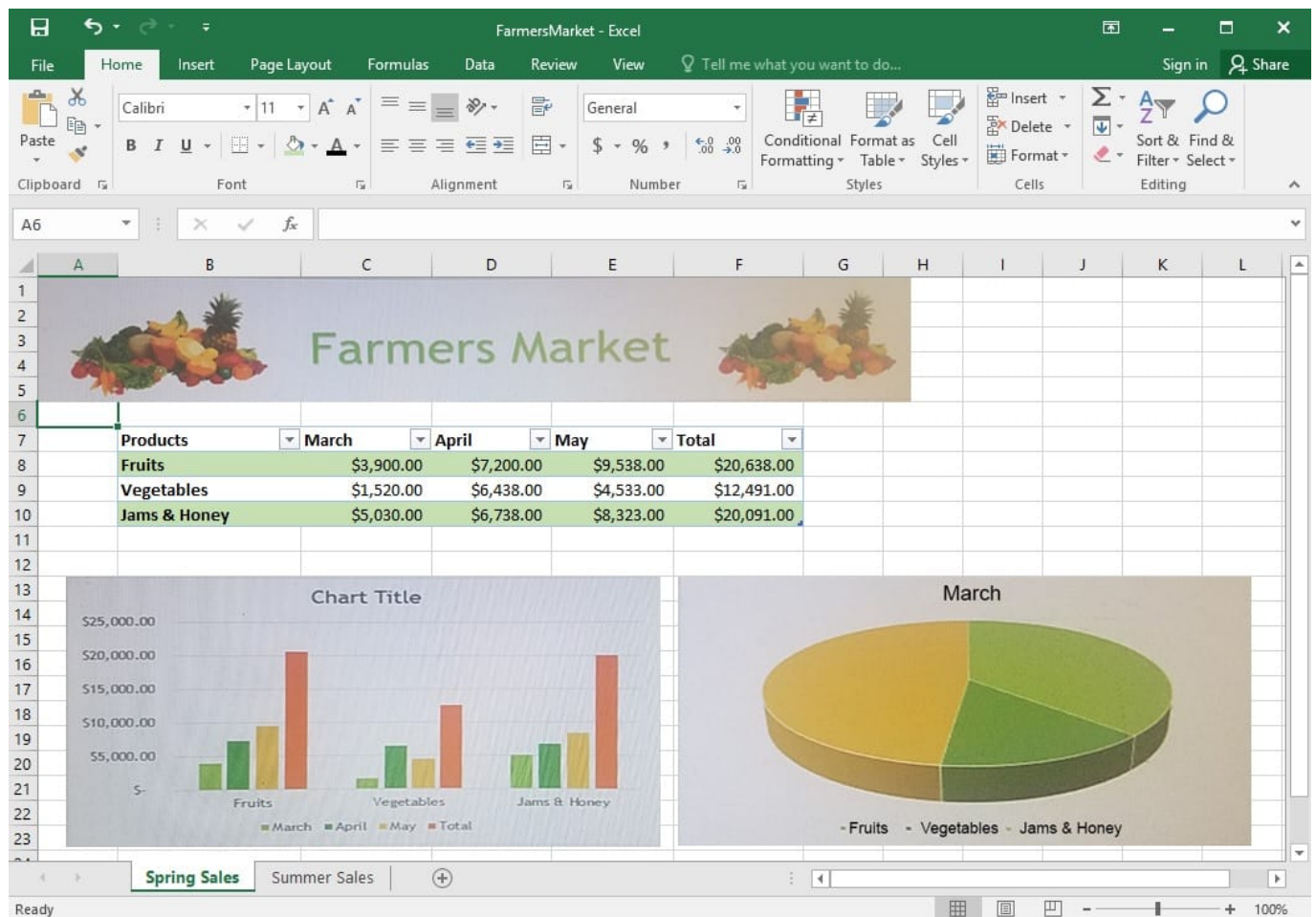
## QUESTION 1

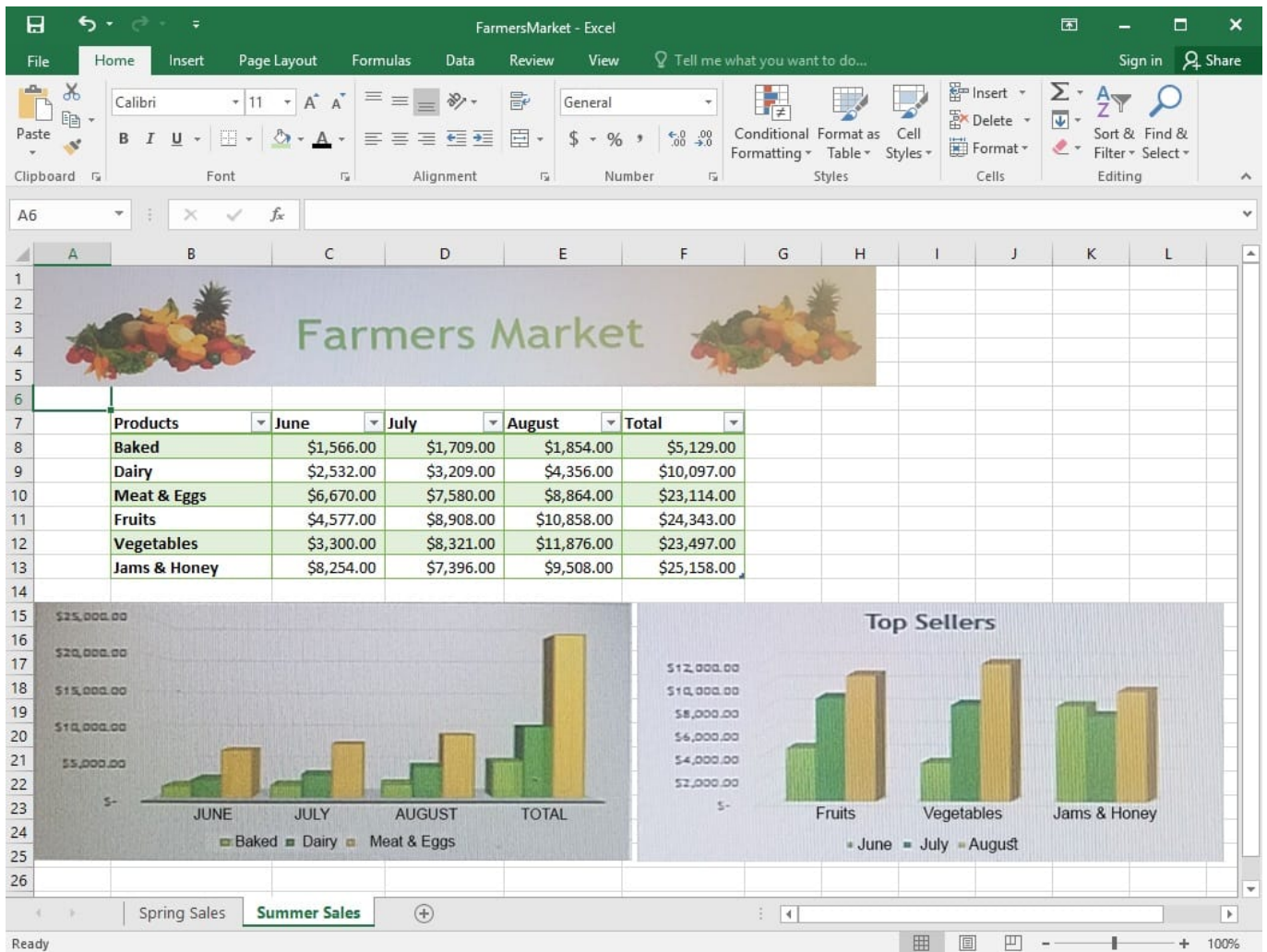
### SIMULATION

#### 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>

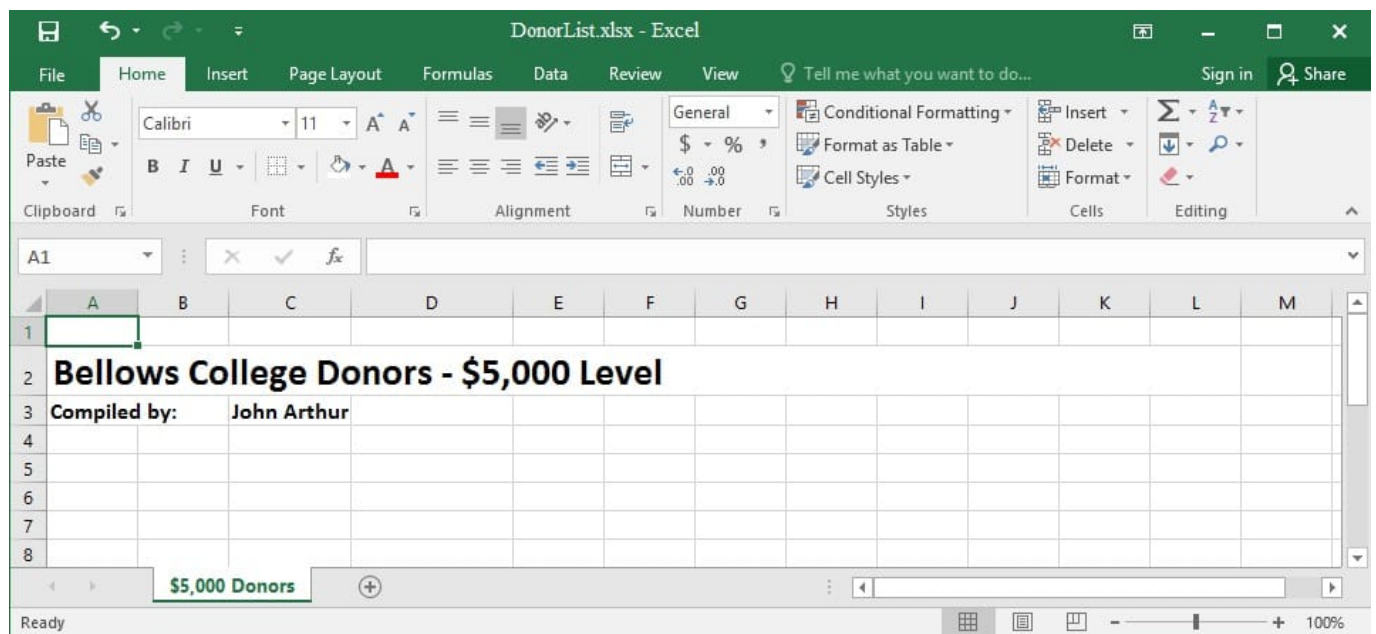
## QUESTION 2

### SIMULATION

#### Project 2 of 7: Donor List

#### Overview

You are an executive assistant for a non-profit organization named Bellows College. You are updating a workbook containing lists of donors.



Arrange the worksheets so that “\$5,000 Donors” is first.

Correct Answer: See explanation below.

Explanation:

1.

Click Sort Sheets from the Worksheet group in the Kutools Plus tab.

2.

Click the Alpha sort button OR the Alpha Numeric Sort button in the Sort Sheets dialog box, the results can be previewed in the New sheets tab order list box.

3.

Use the Move up or Move down button to manually change the order of the sheets so that the “\$5,000 Donors” worksheet is first in the New sheet tabs order list.



4.

Click OK once satisfied with the results.

References:

<https://www.extendoffice.com/product/kutools-for-excel/sort-worksheets-in-one-workbook-in-alphabeticalorder.html>

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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.





CitySports - Excel

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City Sports Program  
Adult Enrollment

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	

Adult Program Youth Program

CitySports - Excel

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City Sports Program  
Youth Enrollment

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

Adult Program Youth Program



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:

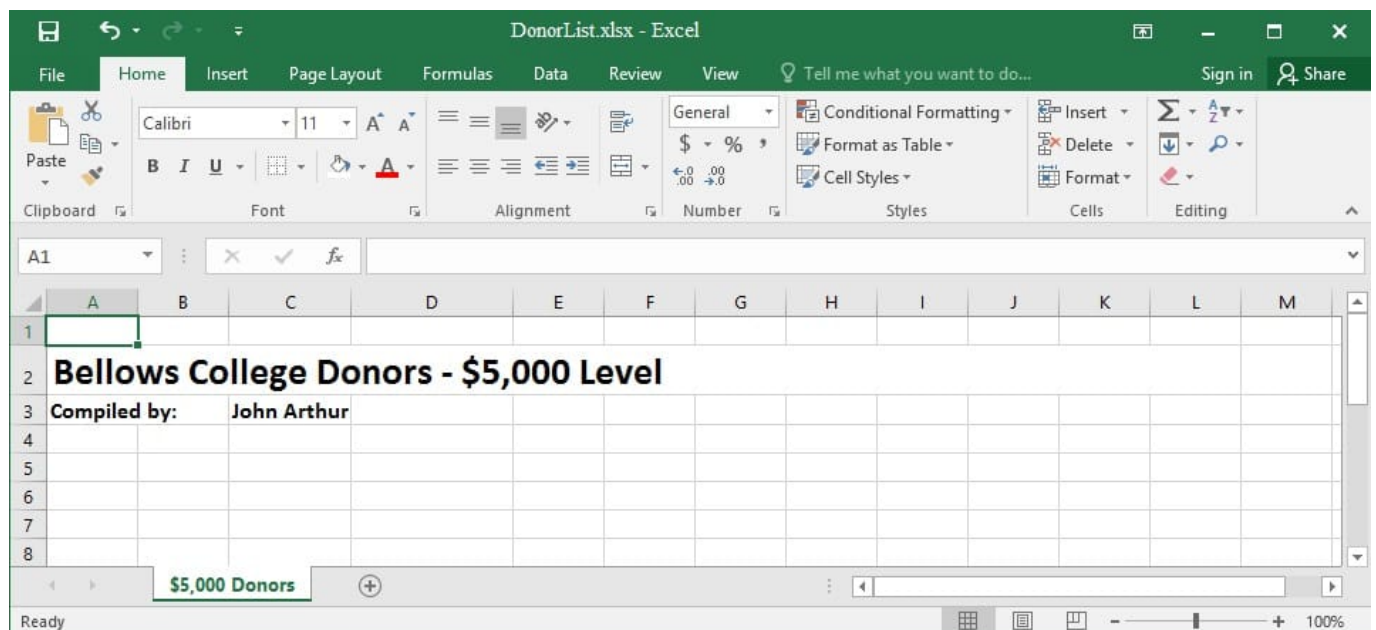
[https://support.office.com/en-us/article/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk\\_o2016\\_2013](https://support.office.com/en-us/article/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk_o2016_2013)

## QUESTION 4

### SIMULATION

#### Project 2 of 7: Donor List Overview

You are an executive assistant for a non-profit organization named Bellows College. You are updating a workbook containing lists of donors.



Beginning at cell A5 of the “\$5,000 Donors” worksheet, import the data from the tab-delimited source file, contributors.txt, located in the Documents folder. (Accept all defaults.)



Correct Answer: See explanation below.

Explanation:

1.

Select cell A5 of the "\$5,000 Donors" worksheet where you want the source file to be imported to.

2.

Click on File, then select Open.

3.

Select Text Files from the Open dialog box.

4.

Locate the contributors.txt file in the Documents folder, then double-click it.

5.

Click Finish to complete the operation.

References:

<https://support.office.com/en-us/article/Import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b339e391393ba>

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## QUESTION 5

### 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.





CitySports - Excel

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City Sports Program  
Adult Enrollment

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	
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Adult Program Youth Program

CitySports - Excel

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City Sports Program  
Youth Enrollment

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
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Softball	200	200	200	200	200	1000
Swimming	40	50	50	60	60	260
Tennis	45	30	50	70	80	275

Adult Program Youth Program



Unhide the "Summary" worksheet.

Correct Answer: See explanation below.

Explanation:

1. Select Format from the Home tab then choose Hide and Unhide then select Unhide. OR

1.

Hold on the Ctrl button on the keyboard and choose all the worksheet tabs then choose the Unhide option in the right menu.

2.

Click on the first worksheet tab, then hold down the Shift key on the keyboard as you click on the last worksheet tab, then choose the Unhide option.

OR

1.

From the View tab, click Custom Views in the Workbook Views group.

2.

Click the "Summary" view which is hidden, then click Show. References:

<https://www.isunshare.com/blog/hide-or-unhide-sheets-in-excel-2016/>

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