



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

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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## QUESTION 1

### 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

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Sign in Share

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H26

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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H27

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-orother-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-orother-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk_o2016_2013)

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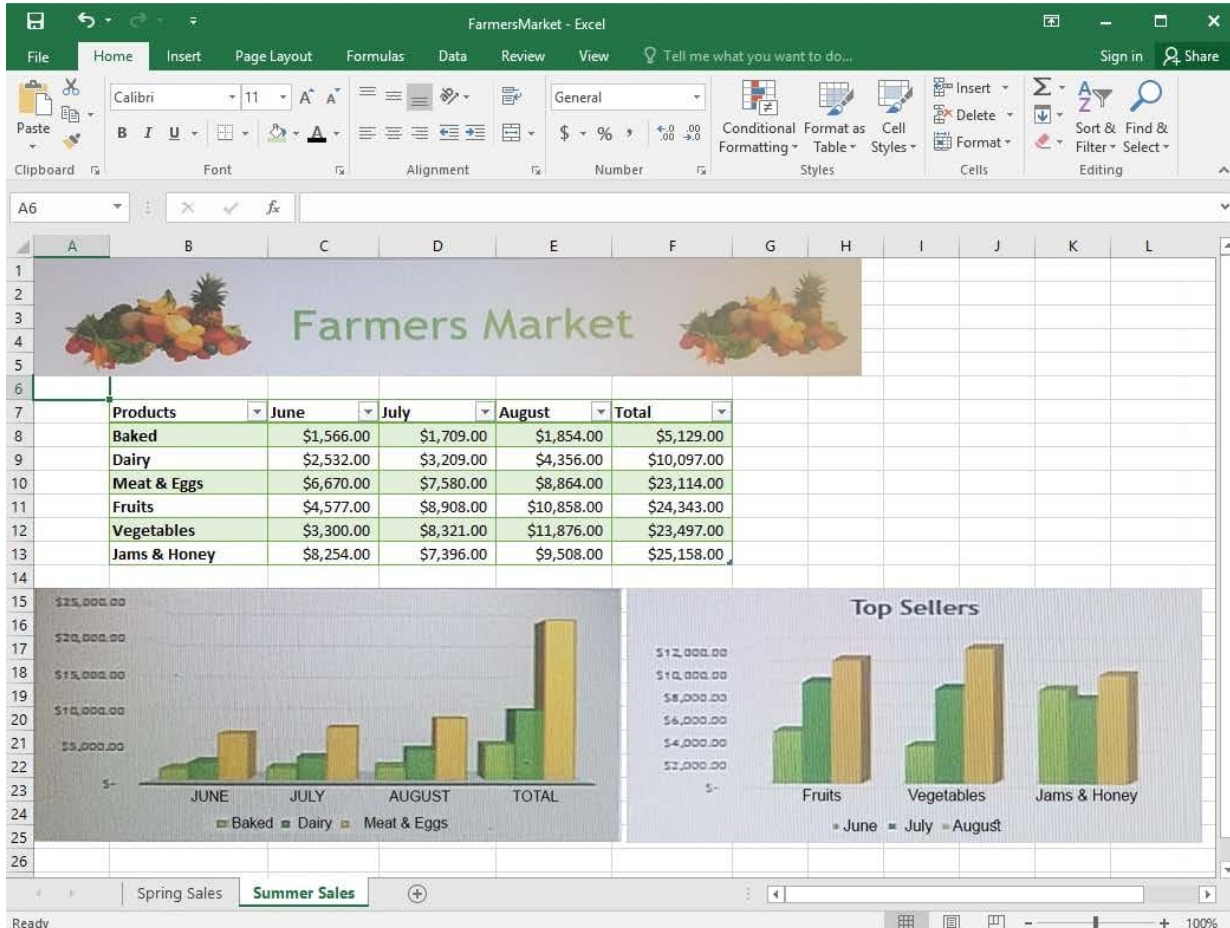
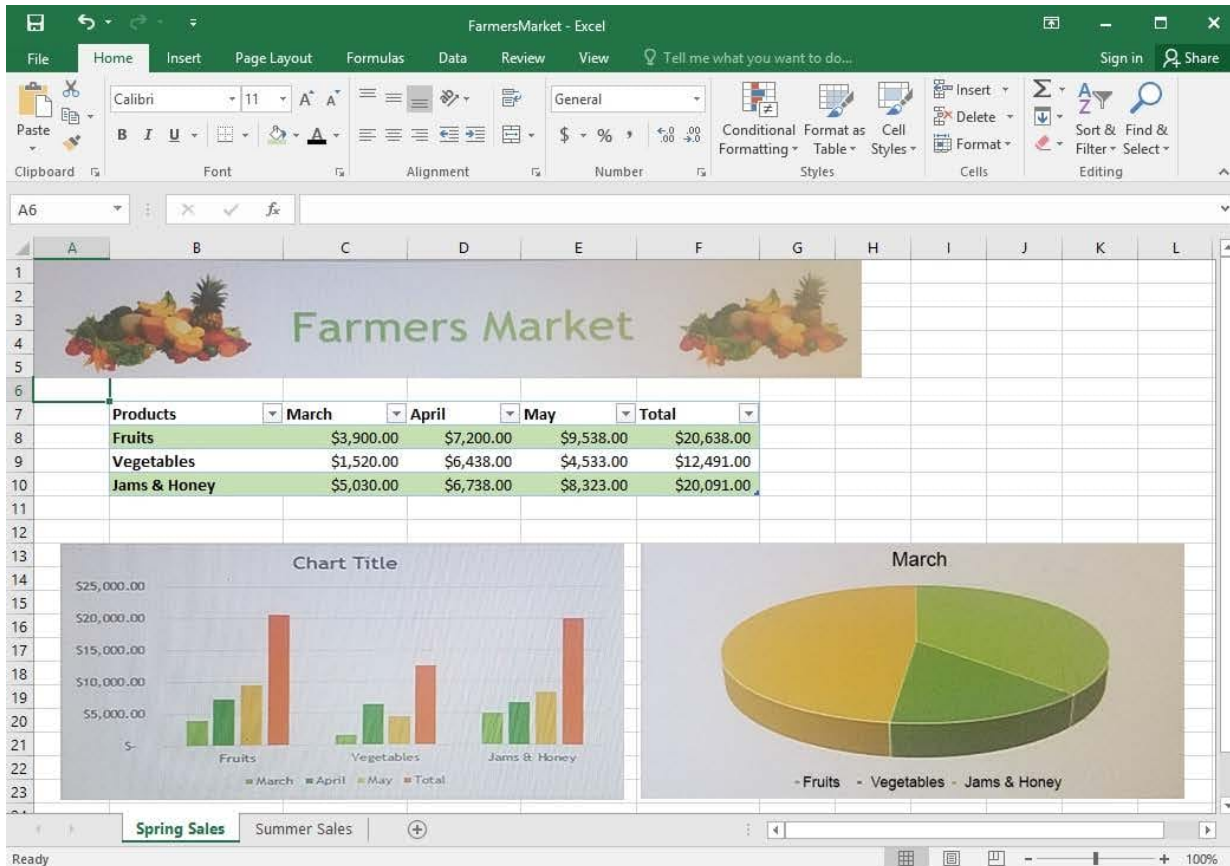
## QUESTION 2

### 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 “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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### QUESTION 3

#### 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.



CarInventory - Excel

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A8

Used Car 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	

Car Inventory

Ready

85%

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>

## QUESTION 4

### SIMULATION

#### Project 6 of 7: Bike Tours Overview

You are the owner of a small bicycle tour company summarizing trail rides that have been booked for the next six months.

Bike Tour	Month	Customer	Firstname	Lastname	Length	Group Size	Per Person	Total
Casual Biker Inn Tour	July	Toby	Nixon		4-Day/3-N	11	\$600.00	\$6,600.00
Casual Biker Inn Tour	August	Sabina	Schuetz		4-Day/3-N	2	\$600.00	\$1,200.00
Casual Biker Inn Tour	September	Mindy	Martin		4-Day/3-N	4	\$600.00	\$2,400.00
Gully Wash Loop	July	Lee	Oliver		1/2 Day	5	\$75.00	\$375.00
Gully Wash Loop	August	Katie	Jordan		1/2 Day	10	\$75.00	\$750.00
Gully Wash Loop	September	Kathie	Flood		1/2 Day	16	\$75.00	\$1,200.00
Kokopelli Trail	July	Julian	Isla		4-Day/3-N	15	\$450.00	\$6,750.00
Kokopelli Trail	August	Judy	Lew		4-Day/3-N	12	\$450.00	\$5,400.00
Kokopelli Trail	September	John	Peoples		4-Day/3-N	10	\$450.00	\$4,500.00
Raccoon Rim Trail	July	Iris	Rogers		1 Day	20	\$110.00	\$2,200.00
Raccoon Rim Trail	August	Holly	Dickson		1 Day	8	\$110.00	\$880.00
Raccoon Rim Trail	September	Gail	Erickson		1 Day	7	\$110.00	\$770.00
Slickrock Trail	July	Eric	Gruber		1/2 Day	40	\$75.00	\$3,000.00
Slickrock Trail	August	Debra	Core		1/2 Day	9	\$75.00	\$675.00
Slickrock Trail	September	Chris	Ashton		1/2 Day	21	\$75.00	\$1,575.00
White Pine Trail	July	Bradley	Beck		3-Day/2-N	15	\$300.00	\$4,500.00
White Pine Trail	August	Bonnie	Kearney		3-Day/2-N	6	\$300.00	\$1,800.00
White Pine Trail	September	Arlene	Huff		3-Day/2-N	12	\$300.00	\$3,600.00

In cell C8 on the "Summer Bookings" worksheet, insert a function that joins the customer "Lastname" to the customer





“Firstname” separated by a comma and space. (Example: Campbell, David).

Correct Answer: See explanation below.

Explanation: 1. In cell C8 on the “Summer Bookings” worksheet, insert the following CONCAT function: “=CONCAT(E6  
“, “D6)” OR “=E6and “, “, D6”.

References:

<https://support.office.com/en-us/article/Combine-text-from-two-or-more-cells-into-one-cell-81ba0946-ce7842ed-b3c3-21340eb164a6>

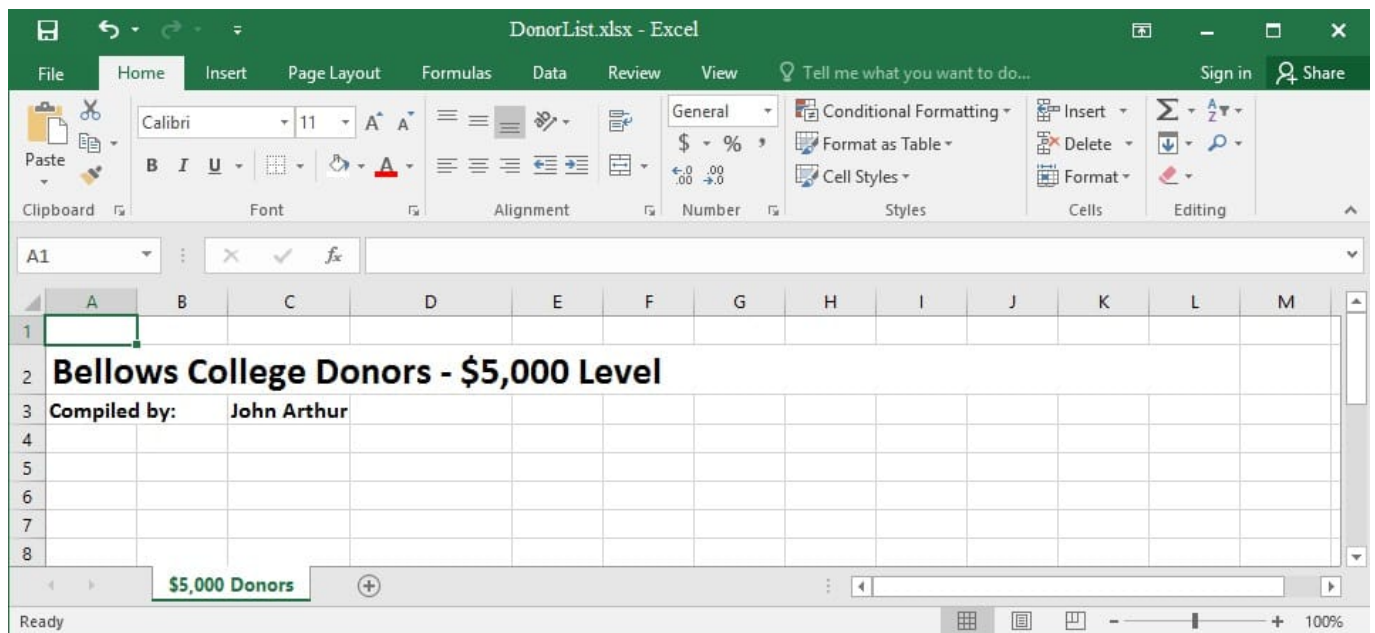
## QUESTION 5

### 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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