



MICROSOFT 77-728

Microsoft MOS Excel Expert (Office 2016) Certification Questions & Answers

Exam Summary – Syllabus – Questions

77-728

[Microsoft Office Specialist - Excel Expert \(Office 2016\)](#)

40-60 Questions Exam - 700 / 1000 Cut Score - Duration of 60 minutes

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Know Your 77-728 Certification Well:

The 77-728 is best suitable for candidates who want to gain knowledge in the Microsoft 365. Before you start your 77-728 preparation you may struggle to get all the crucial MOS Excel Expert (Office 2016) materials like 77-728 syllabus, sample questions, study guide.

But don't worry the 77-728 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-

- What is in the 77-728 syllabus?
- How many questions are there in the 77-728 exam?
- Which Practice test would help me to pass the 77-728 exam at the first attempt?

Passing the 77-728 exam makes you Microsoft Office Specialist - Excel Expert (Office 2016). Having the MOS Excel Expert (Office 2016) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft 77-728 MOS Excel Expert (Office 2016) Certification Details:

Exam Name	Microsoft Office Specialist - Excel Expert (Office 2016)
Exam Code	77-728
Exam Price	\$100 (USD)
Duration	60 mins
Number of Questions	40-60
Passing Score	700 / 1000
Schedule Exam	Pearson VUE
Sample Questions	Microsoft Excel Expert (Office 2016) Sample Questions
Practice Exam	Microsoft 77-728 Certification Practice Exam

77-728 Syllabus:

Topic	Details
Manage workbook options and settings (10-15%)	
Manage workbooks	- Save a workbook as a template, copy macros between workbooks, reference data in another workbook, reference data by using structured references, enable macros in a workbook, display hidden ribbon tabs
Manage workbook review	- Restrict editing, protect a worksheet, configure formula calculation options, protect workbook structure, manage workbook versions, encrypt a workbook with a password
Apply custom data formats and layouts (20-25%)	
Apply custom data formats and validation	- Create custom number formats, populate cells by using advanced Fill Series options, configure data validation
Apply advanced conditional formatting and filtering	- Create custom conditional formatting rules, create conditional formatting rules that use formulas, manage conditional formatting rules
Create and modify custom workbook elements	- Create custom color formats, create and modify cell styles, create and modify custom themes, create and modify simple macros, insert and configure form controls
Prepare a workbook for internationalization	- Display data in multiple international formats, apply international currency formats, manage multiple options for +Body and +Heading fonts
Create advanced formulas (35-40%)	
Apply functions in formulas	- Perform logical operations by using AND, OR, and NOT functions; perform logical operations by using nested functions; perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions
Look up data by using functions	- Look up data by using the VLOOKUP function, look up data by using the HLOOKUP function, look up data by using the MATCH function, look up data by using the INDEX function
Apply advanced date and	- Reference the date and time by using the NOW and

Topic	Details
time functions	TODAY functions, serialize numbers by using date and time functions
Perform data analysis and business intelligence	- Reference the date and time by using the NOW and TODAY functions; import, transform, combine, display, and connect to data; consolidate data; perform what-if analysis by using Goal Seek and Scenario Manager; use cube functions to get data out of the Excel data model; calculate data by using financial functions
Troubleshoot formulas	- Trace precedence and dependence, monitor cells and formulas by using the Watch Window, validate formulas by using error checking rules, evaluate formulas
Define named ranges and objects	- Name cells, name data ranges, name tables, manage named ranges and objects
Create advanced charts and tables (25-30%)	
Create advanced charts	- Add trendlines to charts, create dual-axis charts, save a chart as a template
Create and manage PivotTables	- Create PivotTables, modify field selections and options, create slicers, group PivotTable data, reference data in a PivotTable by using the GETPIVOTDATA function, add calculated fields, format data
Create and manage PivotCharts	- Create PivotCharts, manipulate options in existing PivotCharts, apply styles to PivotCharts, drill down into PivotChart details

Microsoft 77-728 Sample Questions:

Question: 1

Which functions are essential for time-sensitive financial calculations?
(Choose Three)

- a) FV()
- b) NOW()
- c) PMT()
- d) RATE()
- e) TODAY()

Answer: a, c, d

Question: 2

In Excel, how would you make sure that your formulas reference the correct range dynamically as data changes?

- a) Use absolute cell references
- b) Use mixed cell references
- c) Define named ranges that can expand or contract
- d) Lock cells with formulas

Answer: c

Question: 3

Which of the following are valid ways to troubleshoot formulas in Excel?

(Choose Two)

- a) Use the Error Checking feature
- b) Preview formula results with Quick Analysis
- c) Monitor cells with the Watch Window
- d) Validate data with Data Validation

Answer: a, c

Question: 4

Which tools are essential for troubleshooting complex formulas in Excel?

(Choose Two)

- a) Error Checking
- b) Conditional Formatting
- c) Watch Window
- d) Evaluate Formula

Answer: a, d

Question: 5

Custom themes can be saved and reused across multiple workbooks by saving them in the _____ folder.

- a) Default
- b) Themes
- c) Office
- d) Excel

Answer: b

Question: 6

Select the functions that can dynamically update the current date and time in a worksheet.
(Choose Three)

- a) TODAY()
- b) NOW()
- c) DATE()
- d) TIME()
- e) TIMESTAMP()

Answer: a, b, d

Question: 7

For complex data analysis, which Excel feature allows you to explore different outcomes based on various data scenarios?

- a) Data Validation
- b) Conditional Formatting
- c) What-if Analysis
- d) Data Mining

Answer: c

Question: 8

You can create a PivotChart from a PivotTable by choosing 'PivotChart' from the ____ menu.

- a) Insert
- b) Format
- c) Tools
- d) Analyze

Answer: d

Question: 9

How do you create dynamic ranges in Excel that can expand with added data?

- a) Name Manager with OFFSET formula
- b) Data Validation with dynamic arrays
- c) Conditional Formatting
- d) Simple cell naming

Answer: a

Question: 10

Which Excel functions are best for statistical operations on data meeting specific criteria?

(Choose Three)

- a) COUNT()
- b) SUMIF()
- c) COUNTIFS()
- d) AVERAGEIFS()
- e) SUM()

Answer: b, c, d

Study Guide to Crack Microsoft MOS Excel Expert (Office 2016) 77-728 Exam:

- Getting details of the 77-728 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the 77-728 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for 77-728 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the 77-728 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on 77-728 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for 77-728 Certification

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