**MOS 2016 Study Guide Exam 77-727 Microsoft Excel**

**First Edition**

Copyright © 2017 Microsoft Press.

ISBN-10: 0735699437

ISBN-13: 9780735699434

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book or from the use of the CD or programs accompanying it.

First Printing: October 2016

Second Printing: May 2017

Third Printing: September 2017

Fourth Printing: May 2018

**Corrections for 4th printing, May 2018**

|  |  |  |
| --- | --- | --- |
| **Pg** | **Error** | **Correction** |
| 26 | paragraph 2, first sentence, currently reads:By default, Excel 2016 worksheet rows have a standard height of 15 points, or 0.21 inches... | Should read: By default, Excel 2016 worksheet rows have a standard height of 12.75 points, or 0.17 inches... |
| 26 | paragraph 3, first sentence, currently reads: Worksheet columns have a standard width of 8.38 characters (in the default font), or 0.71 inches… | Should read: Worksheet columns have a standard width of 8.43 characters (in the default font), or 0.71 inches… |
| 47 | Currently reads:Hide column A (the Inventory ID) and row 3 (the data sources).. | Should read (removing the extra punctuation):Hide column A (the Inventory ID) and row 3 (the data sources). |
| 47 | Description of error: The instruction is:"Hide column A (the Inventory ID) and row 3 (the data sources).."In the file Excel\_1-4\_results.xlsx, row 3 is hidden but column A is not hidden. | Correction:A replacement practice file, Excel\_1-4\_results.xlsx, has been posted. |
| 56 | Currently reads:1. In the worksheet, select the row(s) you want to repeat at the top of each page or the column(s) you want to repeat on the left side of each page.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Print Titles**.
3. On the **Sheet** tab of the **Page Setup** dialog box, in the **Print titles** section, the selected rows or columns are prefilled in the Rows To Repeat At Top or Columns To Repeat At Left box.
4. To designate other rows or columns, do the following:
5. Click the cell selector at the right end of the box.
6. In the worksheet, click or drag to designate the rows or columns you want to include.
7. In the minimized **Page Setup** dialog box, click the **Close** button (the **X**) to return to the Sheet tab.
8. Click **Print Preview** to review the results of your selections, **Print** to print the worksheet, or **OK** to save the selections and return to the worksheet.
 | Should read:1. On the **Page Layout** tab, in the **Page Setup** group, click **Print Titles**.
2. On the **Sheet** tab of the **Page Setup** dialog box, in the **Print titles** section, click in the **Rows To Repeat At Top** or **Columns To Repeat At Left** box.
3. In the worksheet, select the row(s) you want to repeat at the top of each page or the column(s) you want to repeat on the left side of each page, to enter that information in the dialog box.
4. Click **Print Preview** to review the results of your selections, **Print** to print the worksheet, or **OK** to save the selections and return to the worksheet.
 |
| 71 | Currently reads: ...you might be able to reform the content to fit your needs by using the CONCATENATE function... | Should read: ...you might be able to reform the content to fit your needs by using the CONCAT function... |
| 89 | Objective 2.2 practice tasks(Expense Statement worksheet):The instruction is: "Right-align the entries in column A."In the file Excel\_2-2\_results.xlsx, column A is left-aligned.In the file Excel\_2-2\_results.xlsx, column A is left-aligned. | An updated practice file Excel\_2-2\_results.xlsx has been posted to the Downloads folder. |
| 98 | Fourth practice task, currently reads:* On the Sales By Region worksheet, do the following:
	+ Create subtotals of sales amounts first by period and then by region.
	+ Find the average sales by period and then by region.
 | Practice file and results file (Excel\_2-3.xlsx and Excel\_2-3\_results.xlsx) updated.Text should read:* On the Sales By Region worksheet, do the following:
	+ Subtotal the sales amounts by period.
	+ Undo the subtotals, sort the sales by region, and then use the Subtotal feature to display the average sales by region.
 |
| 101 | First paragraph, last sentence, reads:Excel assigns a name to each table you create, based on its order of creation in the workbook (Table1, Table2, and so on). You can change the table name to one that makes it more easily identifiable (such as Sales\_2016, Students, or Products). When you assign the name, you can also identify the scope of the name assignment (that is, whether you want to reference the table by that name in the entire workbook or only in the current worksheet). | Should read:Excel assigns a name to each table you create, based on its order of creation in the workbook (Table1, Table2, and so on). You can change the table name to one that makes it more easily identifiable (such as Sales\_2016, Students, or Products). |
| 104 | **To insert table rows and columns**, second  bullet below “To insert a single column within a table…” Currently reads:Select a table column to the left of which you want to insert a column (or select at least two contiguous cells in the column), and then in the **Cells** group, click the **Insert** button. | Should read:Select a table column to the left of which you want to insert a column, and then in the **Cells** group, click the **Insert** button. |
| 104 | **To insert table rows and columns**, fifth  bullet below “To insert a single column within a table…” Currently reads:Select a table row above which you want to insert a column (or select at least two contiguous cells in the row), and then in the **Cells** group, click the **Insert** button. | Should read:Select a table row above which you want to insert a row (or select at least two contiguous cells in the row), and then in the **Cells** group, click the **Insert** button. |
| 105 | The first step 3: Currently reads:3. Do either of the following:* On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Cut Cells**.
* Right-click the selected column, and then click Insert Cut Cells.
 | Should read:* On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Cut Cells**.
 |
| 105 | The second step 3: Currently reads:3. Do either of the following:* On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Cut Cells**.
* Right-click the selected column, and then click **Insert Cut Cells**.
 | Should read:* On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Cut Cells**.
 |
| 107 | Objective 3.1 practice tasks, the fifth sub-bullet, currently reads: Add a row to the table for a salesperson named Raina, between the Quentin and Steve rows. | Should read:Add a row to the table for a salesperson named Reina, between the Quentin and Steve rows. |
| 111 | To configure the function of a Total row, step 3, currently reads:3. To perform the same function in all cells of the row, copy the cell formatting to the rest of the row. | Should read:3. To perform the same function in all cells of the row, drag the fill handle to fill the rest of the row with the function |
| 118 | Objective 3.3 practice tasks, (Bonuses worksheet)The instruction is:"Apply a filter to display only the bonuses that were less than $2,500.00."In the file Excel\_3-3\_results.xlsx, the filter applied to the Bonus column is "Less than 2539.1".This is revealed by hovering the mouse over the Bonus column filter button, or by opening the Custom Autofilter dialogue. | An updated results file **Excel\_3-3\_results.xlsx** is posted. |
| 136 | Objective 4.2 practice tasks, the end of the first sub-bullet, reads (as amended **11/4/2017**):…whether the Entertainment total is less than $201.00 *and* the Misc. total is less than $101.00. | updated practice file (**Excel\_4-2.xlsx**) and results file (**Excel\_4-2\_results.xlsx**) are posted.Should read:…whether the Entertainment total is less than or equal to $200.00 *and* the Misc. total is less than or equal to $100.00. |
| 142 | Objective 4.3 practice tasks, the third sub-bullet, currently reads:…in the form Joan Lambert is the author of Microsoft Word 2016 Step by Step, which was published by Microsoft Press in 2016. (including the period). | Should read:…in the form Joan Lambert is the author of Microsoft Word 2016 Step by Step, which was published by Microsoft Press in 2015. (including the period). |

|  |  |  |
| --- | --- | --- |
| **Pg** | **Error** | **Correction** |
| v-vi | In the Table of Contents, the page numbers for "Define order of operations" through "Objective 4.3 practice tasks" are off by one. | The correct page numbers are: Define order of operations 124 Perform calculations by using functions 125Objective 4.1 practice tasks 130Objective 4.2: Perform conditional operations by using functions 132Objective 4.2 practice tasks 136Objective 4.3: Format and modify text by using functions 137Objective 4.3 practice tasks 142 |
| 14 | The directions indicate that the user should save the Excel file as "MyCalc.docx" | Save the Excel file as "MyCalc.xls" |

|  |  |  |
| --- | --- | --- |
| 28 | Error: a dialog box for Row Height is in the middle of a section on Column Width. | Correction: The dialog box showing row height/width should appear after step two in the first set of steps on page 28.  |
| 112 | The instruction is:"Modify the cells in the row to calculate the average sales for each month and for the year."The practice file Excel\_3-2\_results.xlsx has the SUM function in Sales!$O$26 instead of the AVERAGE function. This displays $1,206,850 instead of $52,472. | New practice file for Objective 3.2 provided 11/8/2017: Excel\_3-2\_results.xlsx |
| 131 | Remove the following set of practice tasks that are not necessary: On the **Sales By Region**worksheet, do the following:   Create subtotals of sales amounts first by *Period*and then by *Region.*         Find the average sales by *Period*and then by *Region*.         Find the maximum and minimum values by *Period*and then by *Region*. | The Sales by Region task was removed from the Practice Tasks in the text, and the Sales by Region worksheet was removed from both the 4-1c and 4-1c\_results files.  |
| 136 | * Reads: “….whether the Entertainment total is less than $200.00 *and* the Misc. total is less than $100.00.”
 | * Should read: “….whether the Entertainment total is less than $201.00 and the Misc. total is less than $101.00.”

Updated files 11/8/2017:Excel\_4-2.xlsx and Excel\_4-2\_results.xlsx |
| 151 | In the practice results file for Objective 5.1, the Seattle results worksheet includes the TOTAL value in the pie chart, which is not appropriate for a pie chart. | No changes to the book text. Please replace the following practice files with new files supplied by OTSI on 7/31/2017:Excel\_5-1.xlsxExcel\_5.1\_results.xlsx |

This errata sheet is intended to provide updated technical information. Spelling and grammar misprints are updated during the reprint process, but are not listed on this errata sheet.