

77-420^{Q&As}

Excel 2013

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QUESTION 1

Add a header and the date for each of the columns (assignments) in the range.

Cell B2.

Text "Date".

Cell Range C2: S2

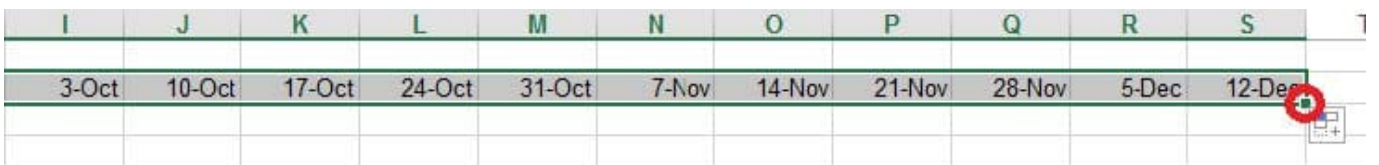
Text: "22-Aug, 29-Aug,

Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 4: Click cell C2, then shift-click cell D2.



Step 5: Copy until cell S2 (by dragging from cell D2 to cell S2).



QUESTION 2

Apply a cell style Cell range A2:S2 Style 40% - Accent3

Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.



QUESTION 3

Formula. Find the average of each student's homework scores.

Cell range C7:C29

Use Function AVERAGE

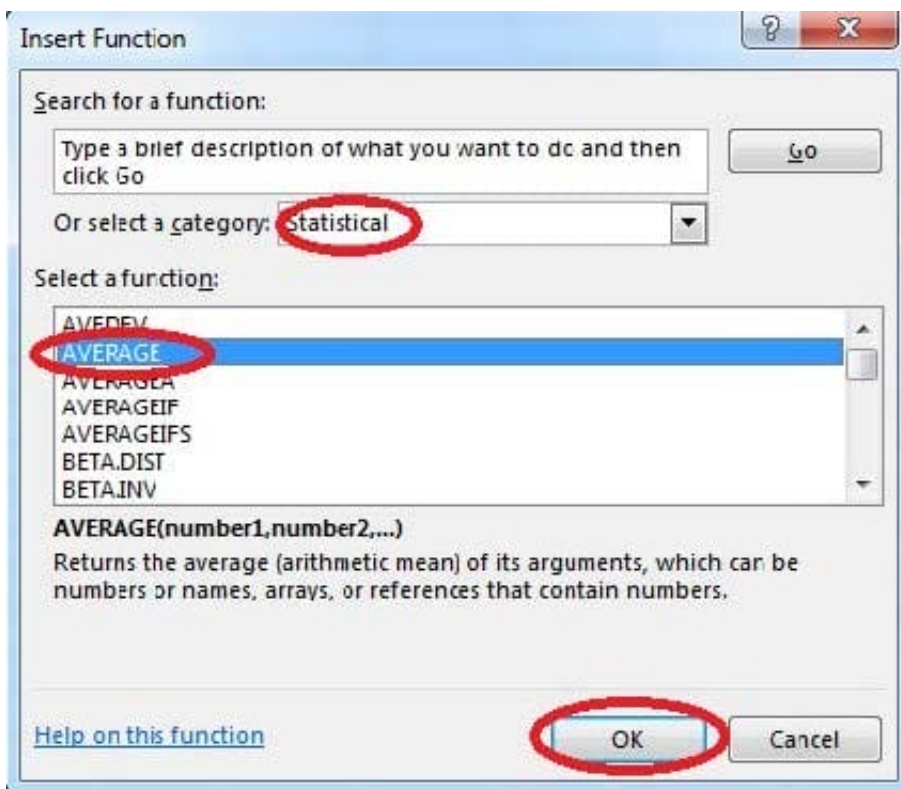
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

Correct Answer: Use the following steps to complete this task in explanation:

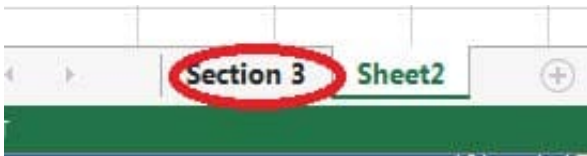
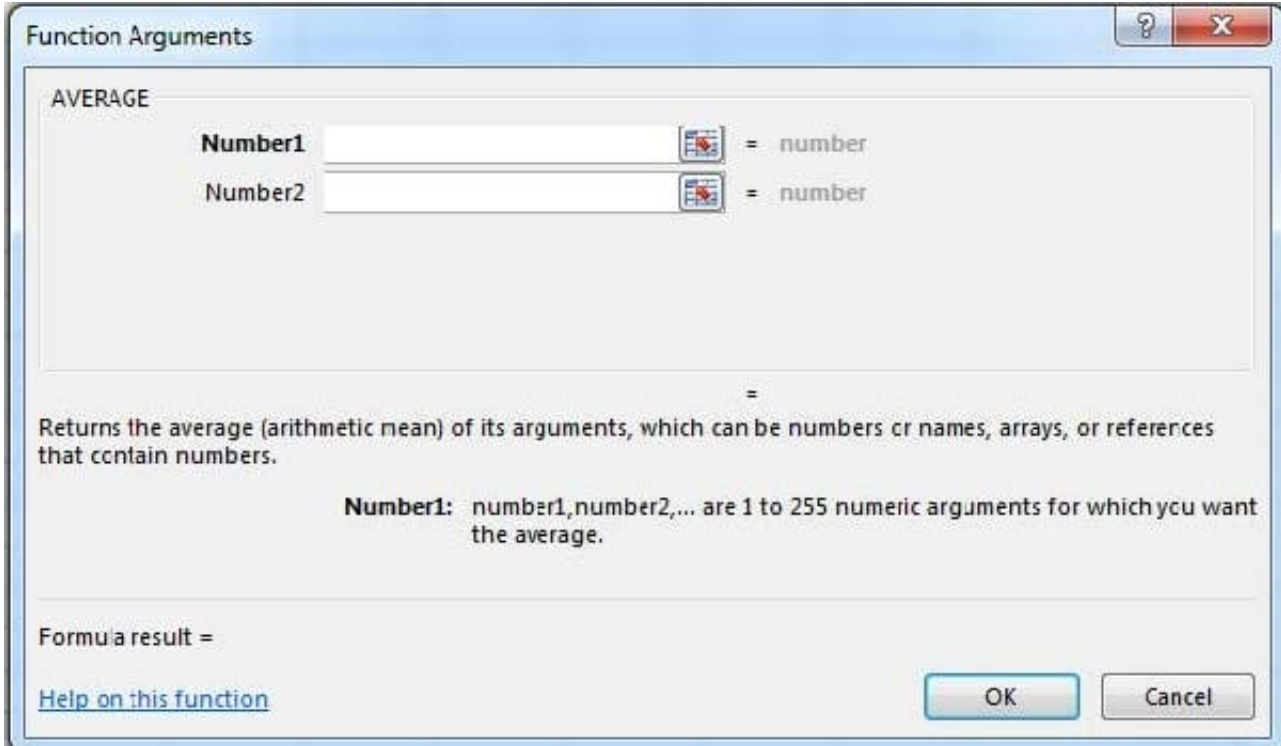
Step 1: Click cell C7, and then click the Insert Function Button.



Step 2: In the Insert Function dialog box select Category Statistical, select function AVERAGE, and click OK.



The function Arguments Dialog box appears: Step 3: Click on the Section 3 tab (left bottom part of the window).



Step 4: Locate the data for the first student. This will be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.

The screenshot shows an Excel spreadsheet with a data table and a 'Function Arguments' dialog box. The data table has columns B through N and rows 10274, 10255, and 10431. The values in row 10274 are 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24. The 'Function Arguments' dialog box is open, showing the AVERAGE function with the argument 'Section 3'!C2:N2' and a result of 13. The 'OK' button is highlighted with a red box.

	B	C	D	E	F	G	H	I	J	K	L	M	N
10274		2	4	6	8	10	12	14	16	18	20	22	24
10255		1	2	3	4	5	6	7	8	9	10	11	12
10431		5	10	15	20	25	30	35	40	45	50	55	60

Function Arguments

AVERAGE

Number1: 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}

Number2: = number

= 13

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 13

[Help on this function](#)

OK Cancel

Step 5: Copy cell C7 downwards until cell C29.

The screenshot shows an Excel spreadsheet with columns A, B, and C, and rows 1 through 8. Cell C7 contains the value 13 and is highlighted with a red box. The word 'Average' is written in cell C6.

	A	B	C
1			
2			
3			
4			
5			
6			Average
7			13
8			

Result will be like:

Average
13
6.5
32.5
13
6.5
32.5
58.5
84.5
110.5
136.5
162.5
188.5
214.5
240.5
266.5
292.5
318.5
344.5
370.5
396.5
422.5
448.5
474.5

QUESTION 4

Apply a style to the chart.

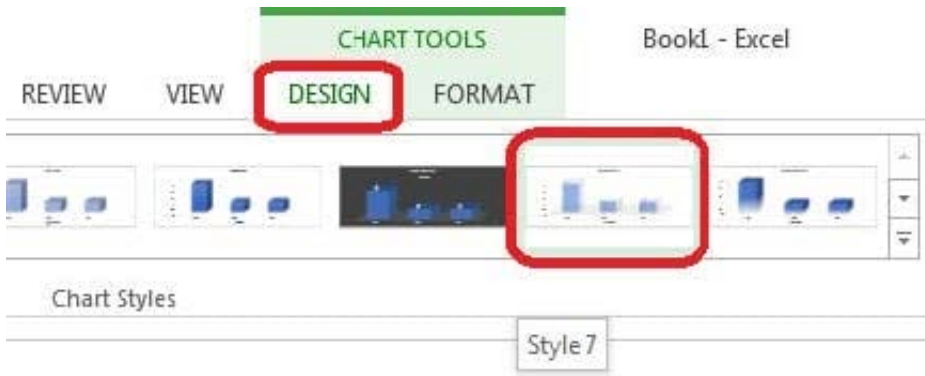
Chart.

Chart Styles Style 7

Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click on the chart.

Step 2:On the Design tab, in the Chart Styles group, click theStyle 7chart style.



QUESTION 5

Insert the instructor's name for column B.

Cell B5.

Use Function RIGHT

Text: B2

Absolute reference

Num_chars: "16"

Correct Answer: Use the following steps to complete this task in explanation:

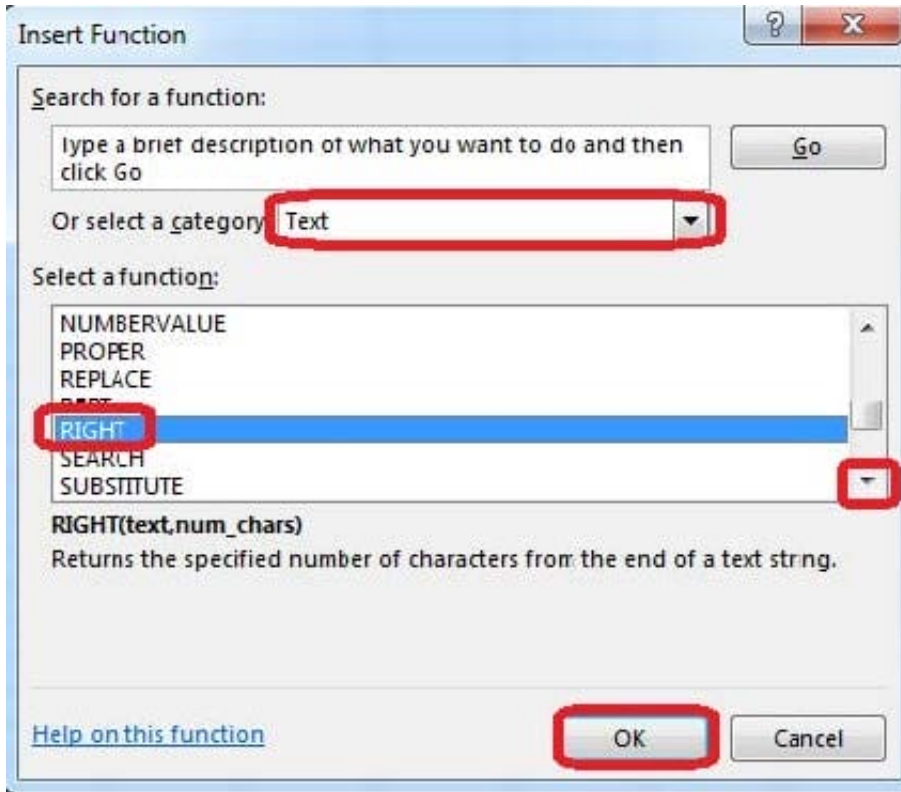
Step 1:Open the correct worksheet (Summary Worksheet).

Step 2:Click in cell B5.

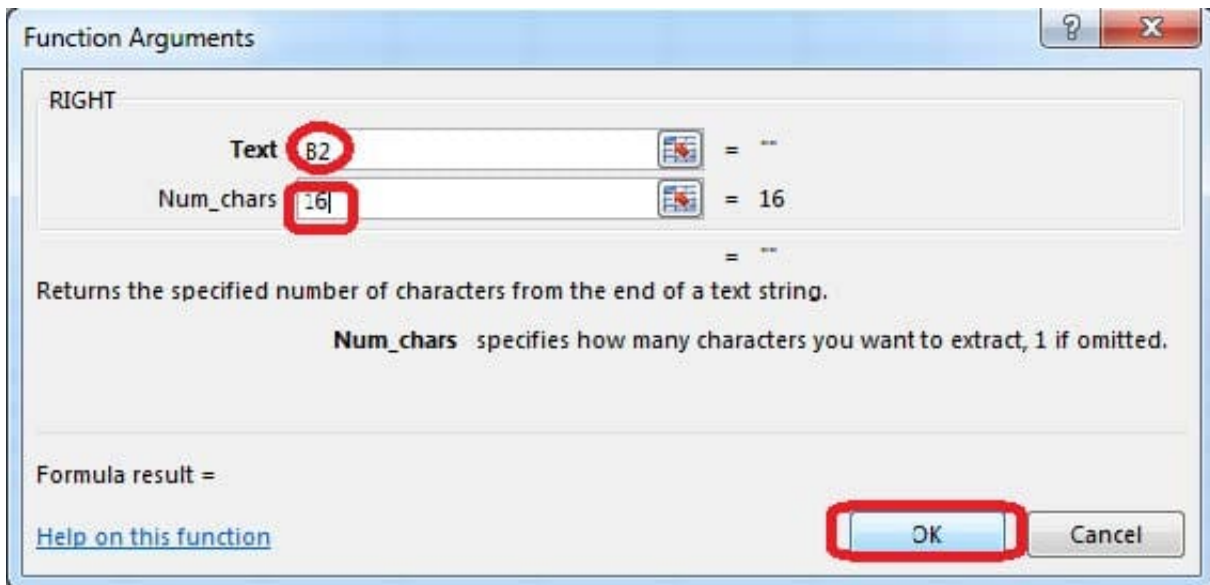
Step 3:Click on the insert function button.



Step 4:In the Insert Function Dialog box select the Category Text, scroll down and click on the function RIGHT, and click OK.



Step 5: In the Function Arguments Dialog box in the Text box type B2, in the Num_chars type 16, and click OK.



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