

77-420^{Q&As}

Excel 2013

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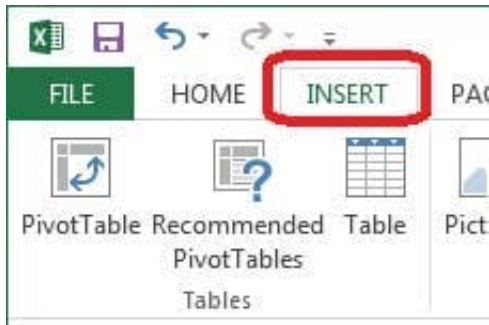


QUESTION 1

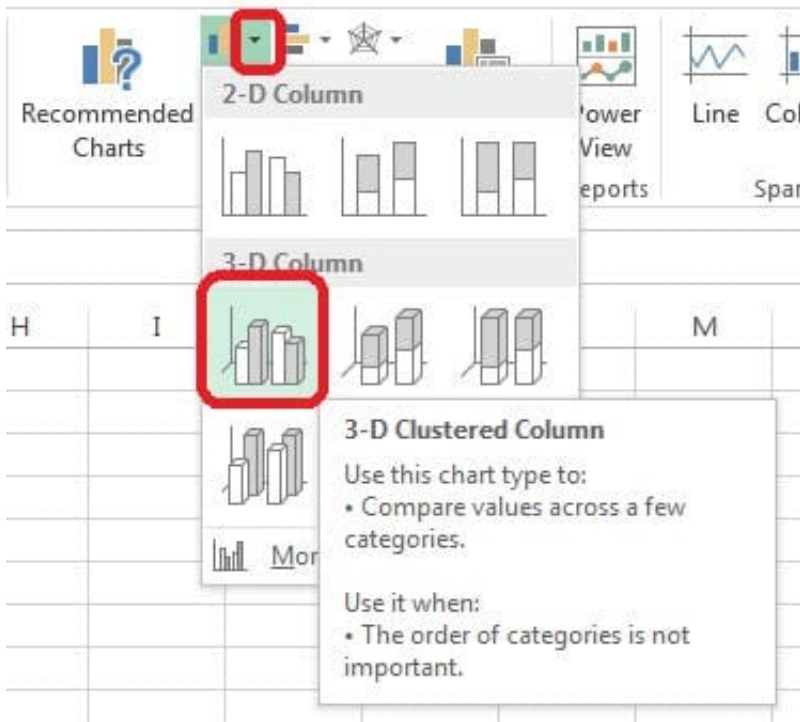
Create a chart. To the right of the data Chart 3-D Clustered Column Exclude all filtered rows Horizontal Axis Labels: "IDs" column in table Series 1: "Zero Scores" column in table.

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

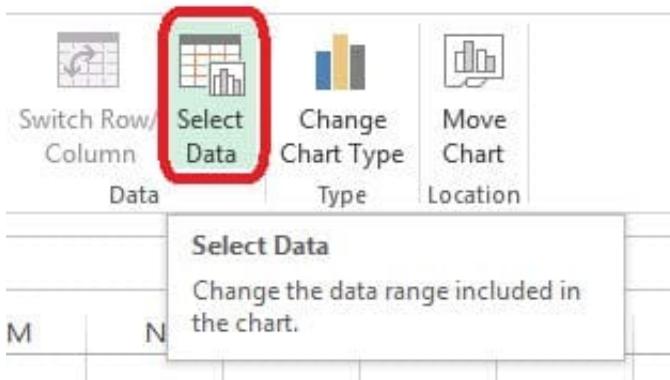
Step 1: Click in a cell in the data table, and then click on the INSERT tab.



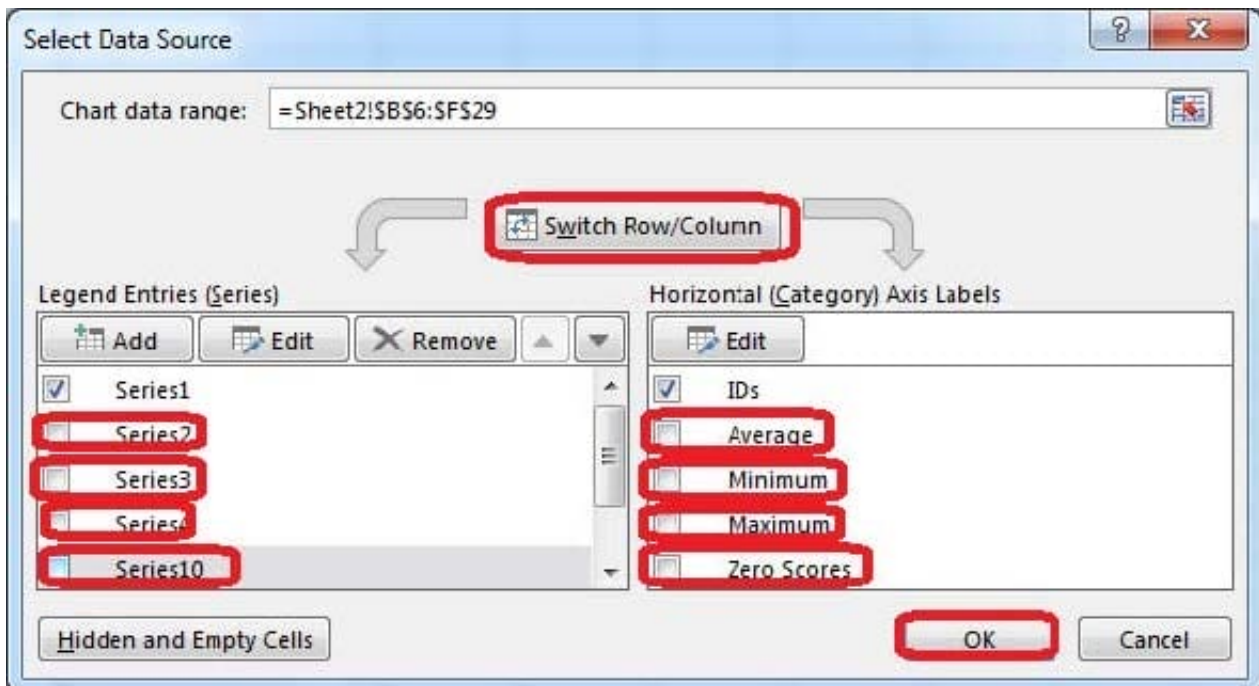
Step 2: Click Insert Column Chart, and select 3-D Clustered Column.



Step 3: If necessary move the chart to the right of the table. Step 4: Click the Select Data button.



Step 5: In the Select Data Source dialog box click the Switch Row/Column button, Deselect everything except IDs for Horizontal Axis Labels, deselect everything excepts Series1 for Legend Entries (series), and click OK.



QUESTION 2

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:

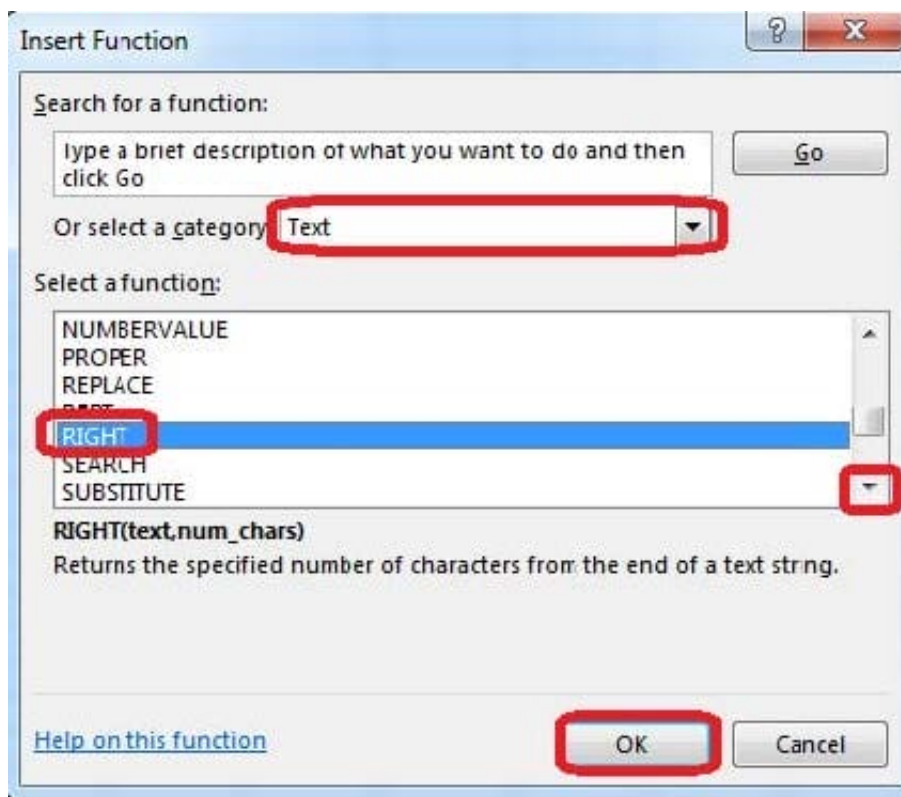
Step 1:Open the correct worksheet (Summary Worksheet).

Step 2:Click in cell B5.

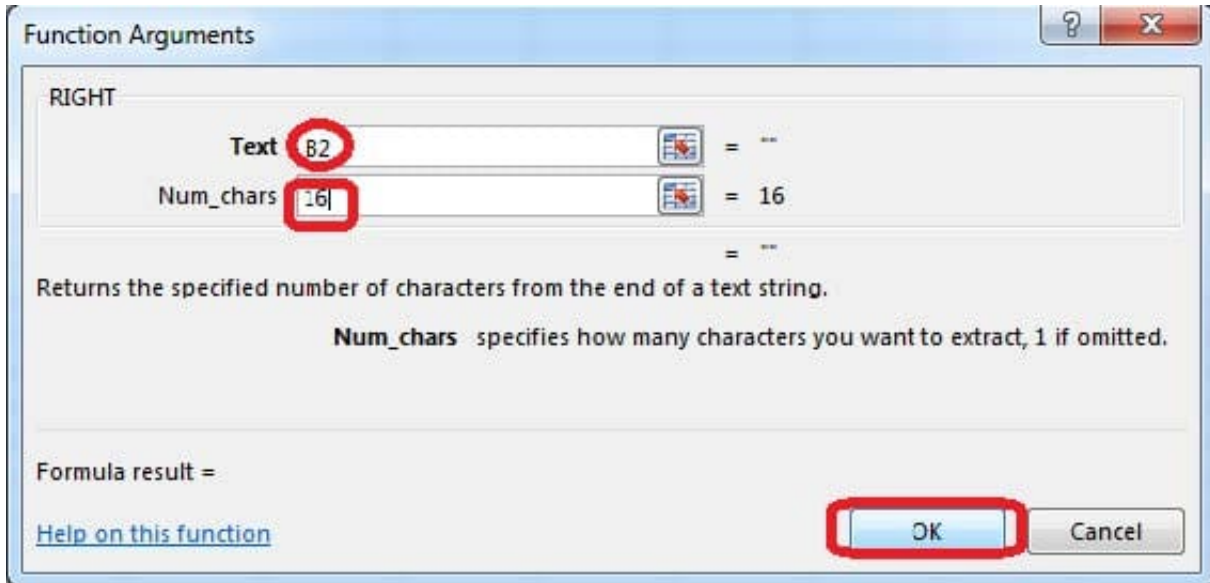
Step 3:Click on the insert function button.



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.



QUESTION 3

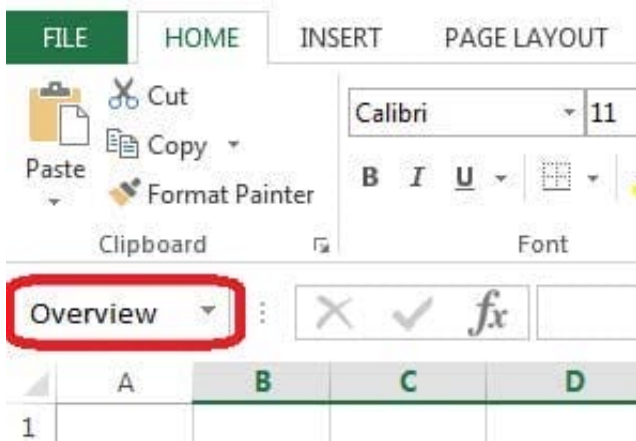
Rename a table. Cell range B6:F29 Name: "Overview"

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

Step 1: Click cell B6, and shift-click cell F29.

Step 2: Click the Name box at the left end of the formula bar.

Step 3: Type: Overview. Press ENTER.



QUESTION 4

Configure page layout options.

Cell range B3:S25.

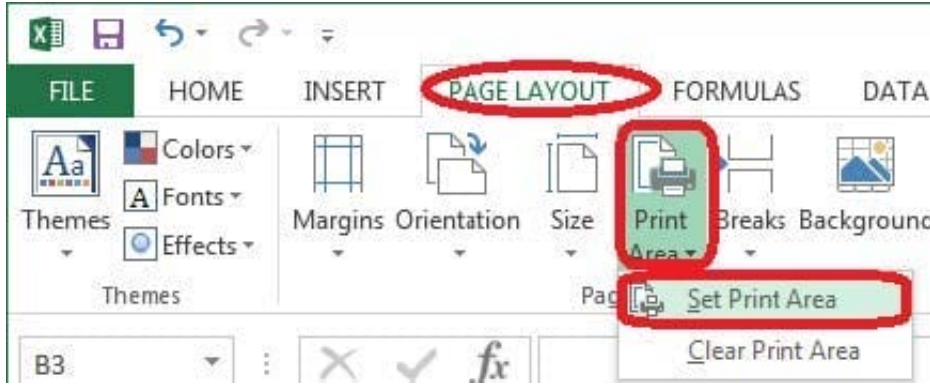
Set Print Area.

Enable the Gridlines Print option.

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

Step 1: Click in cell B3, and then shift-click in cell S25.

Step 2: On the Page Layout tab, in the Page Setup group, click Print Area, and then click Set Print Area.



Step 3: Still in the Page Layout tab, Enable the Gridlines Print option.



QUESTION 5

Formula.

Find the minimum homework score for each student.

Cell range D7:D29

Number 1: minimum homework score for each student on "Section 3" worksheet.

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

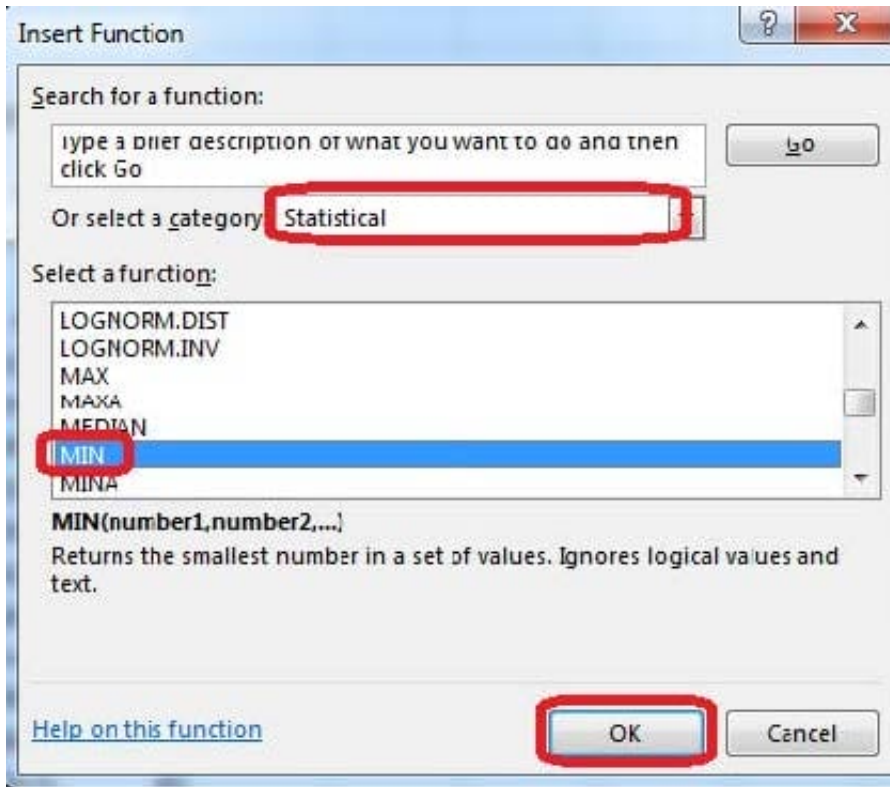
Step 1: Click cell D7, and then click the Insert Function Button.



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

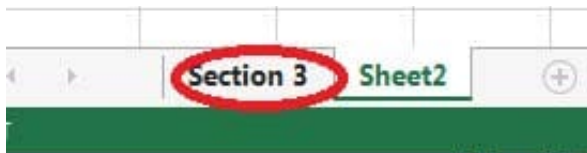
Formula.

Find the minimum homework score for each student.

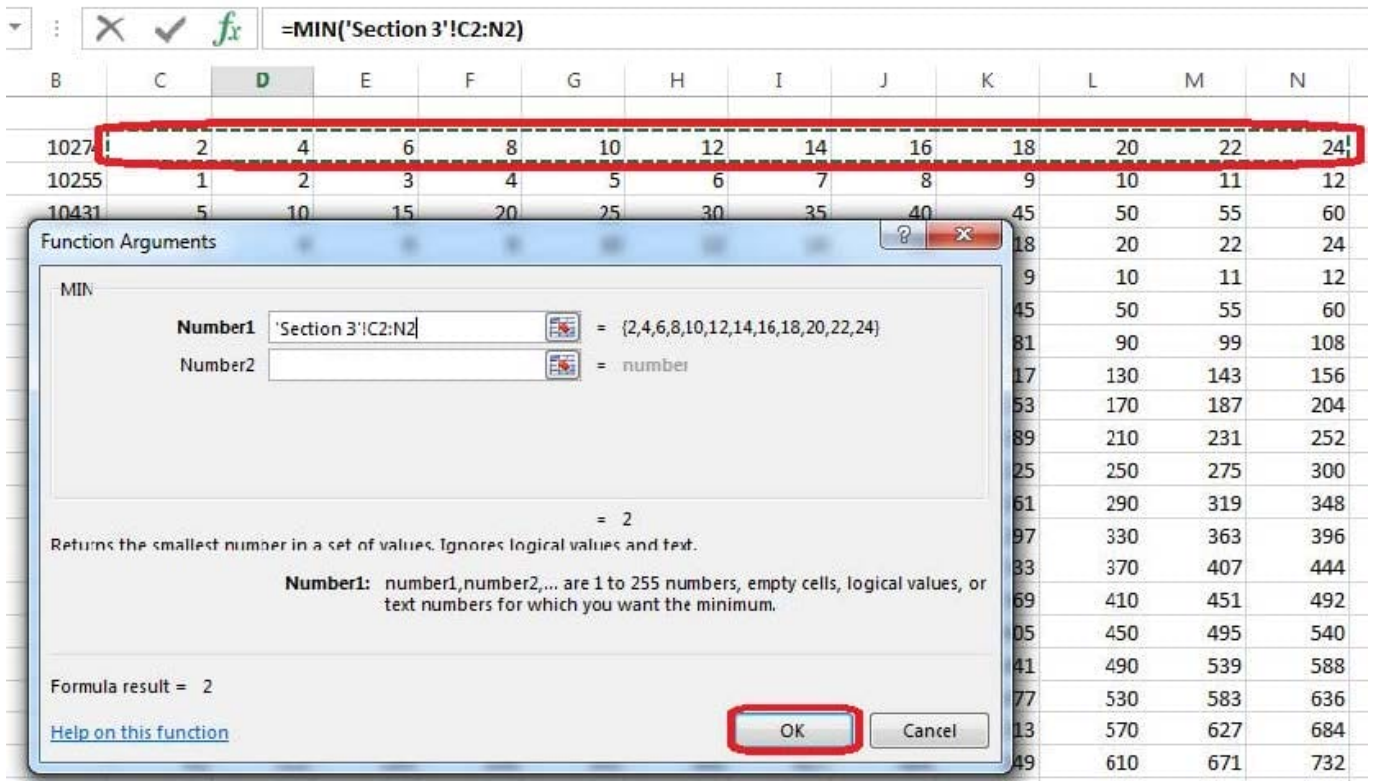


The function Arguments Dialog box appears:

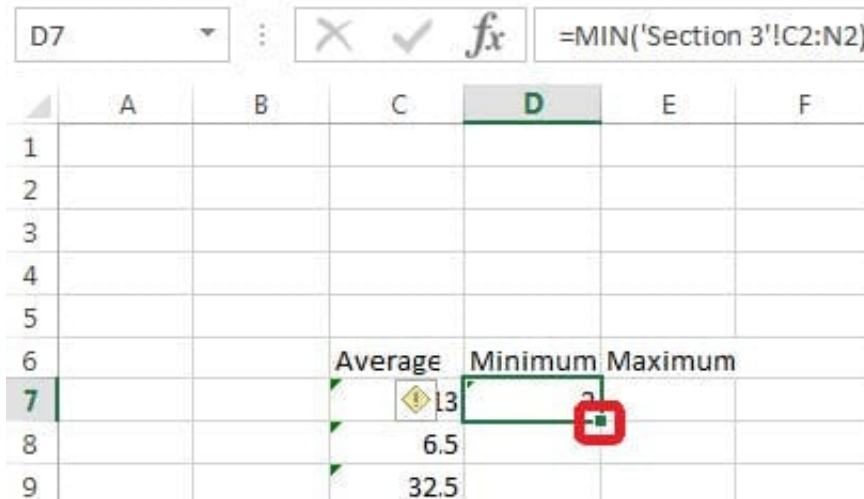
Step 3: Click on the Section 3 tab (left bottom part of the window).



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.



Step 5: Copy cell D7 downwards until cell D29.



Result will be like:

Average	Minimum	Maximum
13	2	
6.5	1	
32.5	5	
13	2	
6.5	1	
32.5	5	
58.5	9	
84.5	13	
110.5	17	
136.5	21	
162.5	25	
188.5	29	
214.5	33	
240.5	37	
266.5	41	
292.5	45	
318.5	49	
344.5	53	
370.5	57	
396.5	61	
422.5	65	
448.5	69	
474.5	73	

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