

77-420^{Q&As}

Excel 2013

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QUESTION 1

Apply a style to the chart.

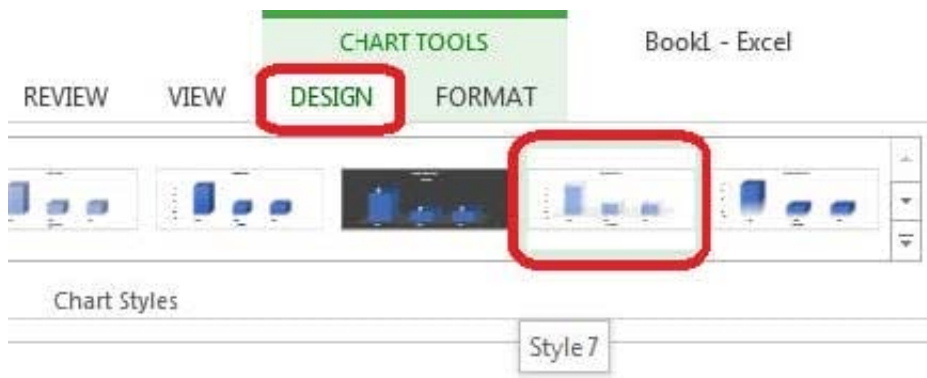
Chart.

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 2

Modify the text in the title.

Cell A1.

Text "Math 1080 - Section 3 Assignments"

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

Step 1:Click cell A1 Step 2:Change the text by typing to: Math 1080 - Section 3 Assignments

QUESTION 3

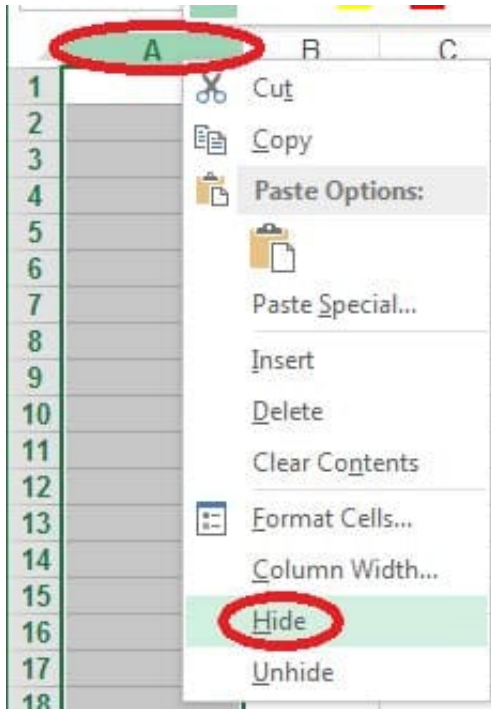
Hide columns.

Column A.

Columns O through R.

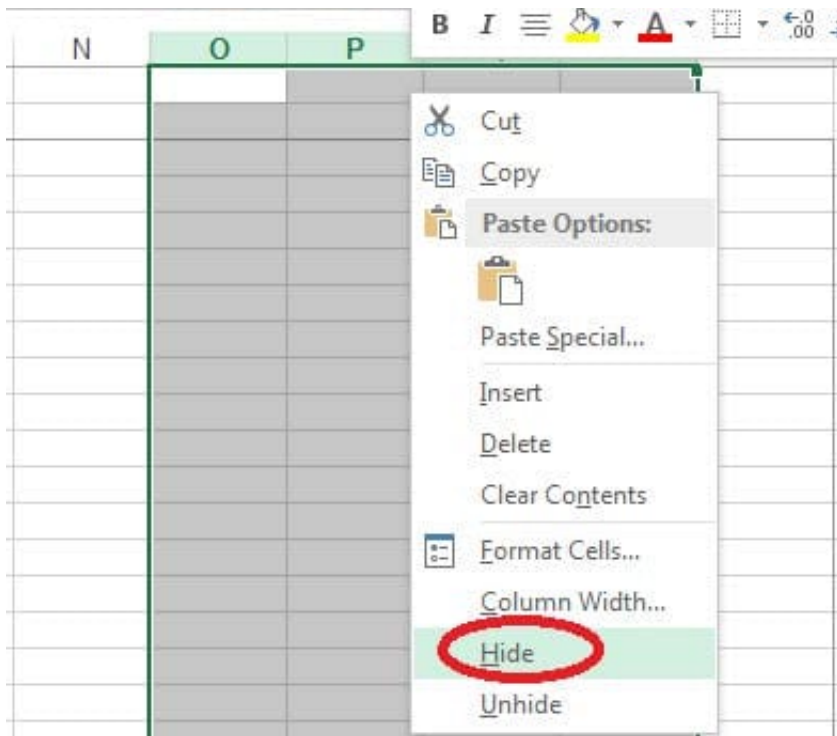
Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Right-click on the A column header, and select Hide from the context menu.



Step 2: Click on the O columns header, and then Shift-click on the R Column Header.

Step 3: Right-click in one of the cells in the high-lighted area, and select Hide from the Context menu.



QUESTION 4

Create a hyperlink to another worksheet.

Cell A2.

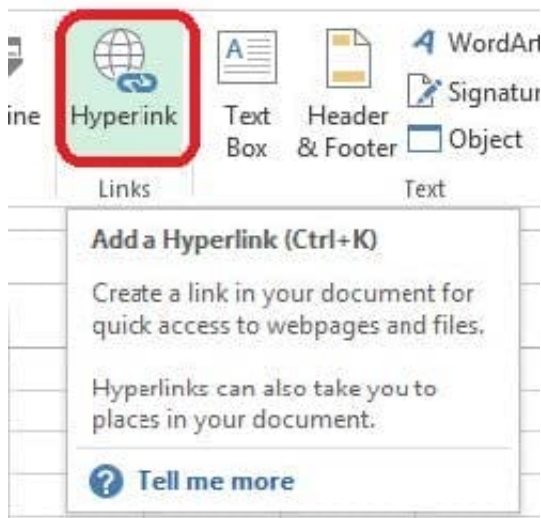
Cell reference "A3"

Sheet reference "Section 3" worksheet.

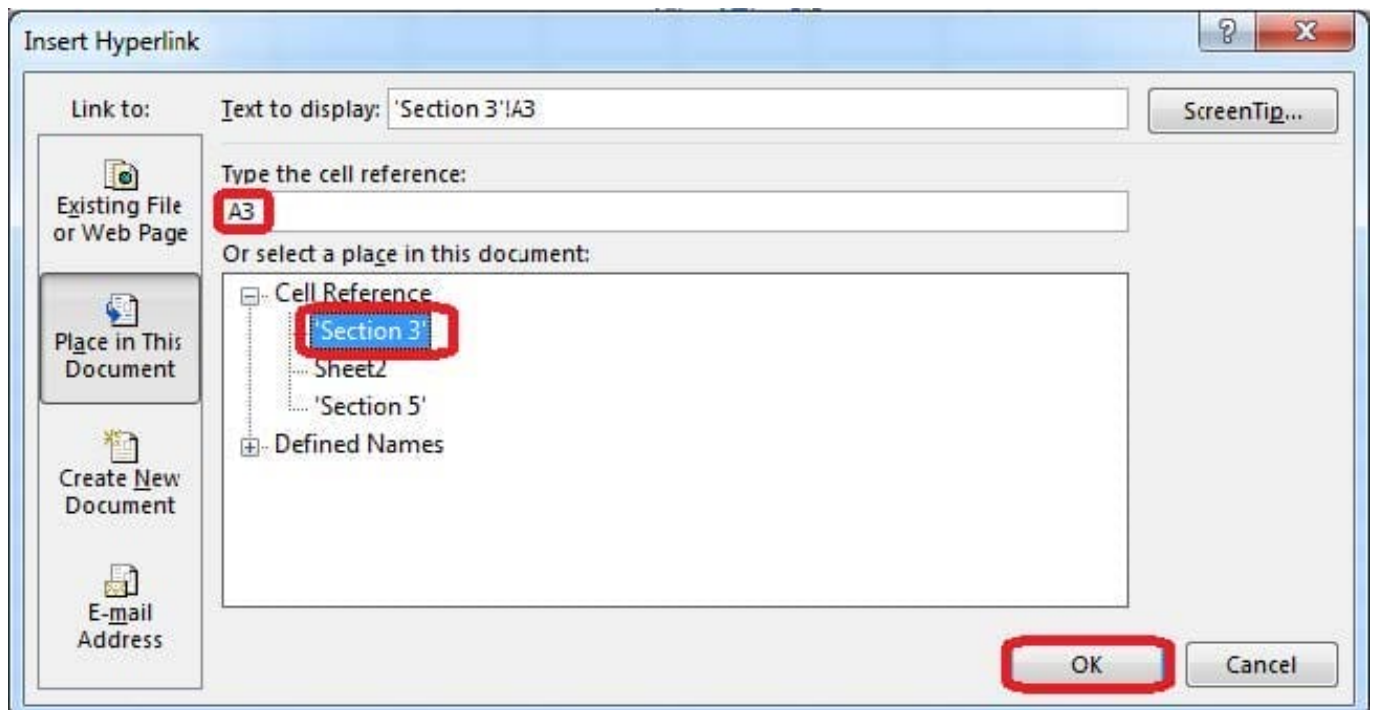
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click cell A2.

Step 2: On the Insert tab, in the Links group, click Hyperlink.



Step 3: In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference '\\Section 3\\', and click OK.



QUESTION 5

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

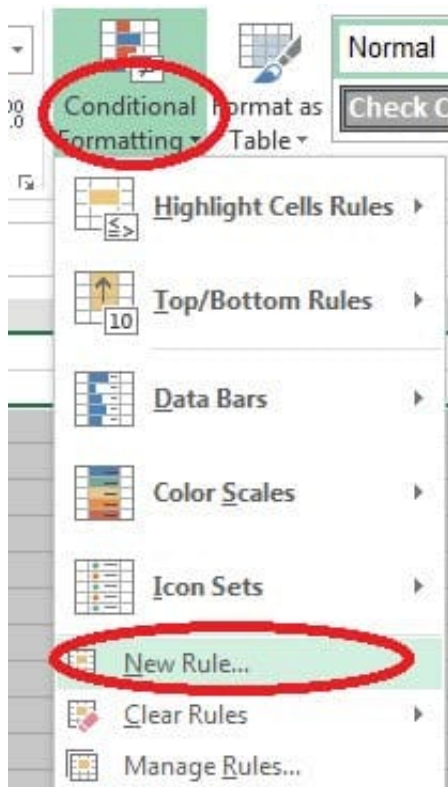
Maximum: Number, "25"

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

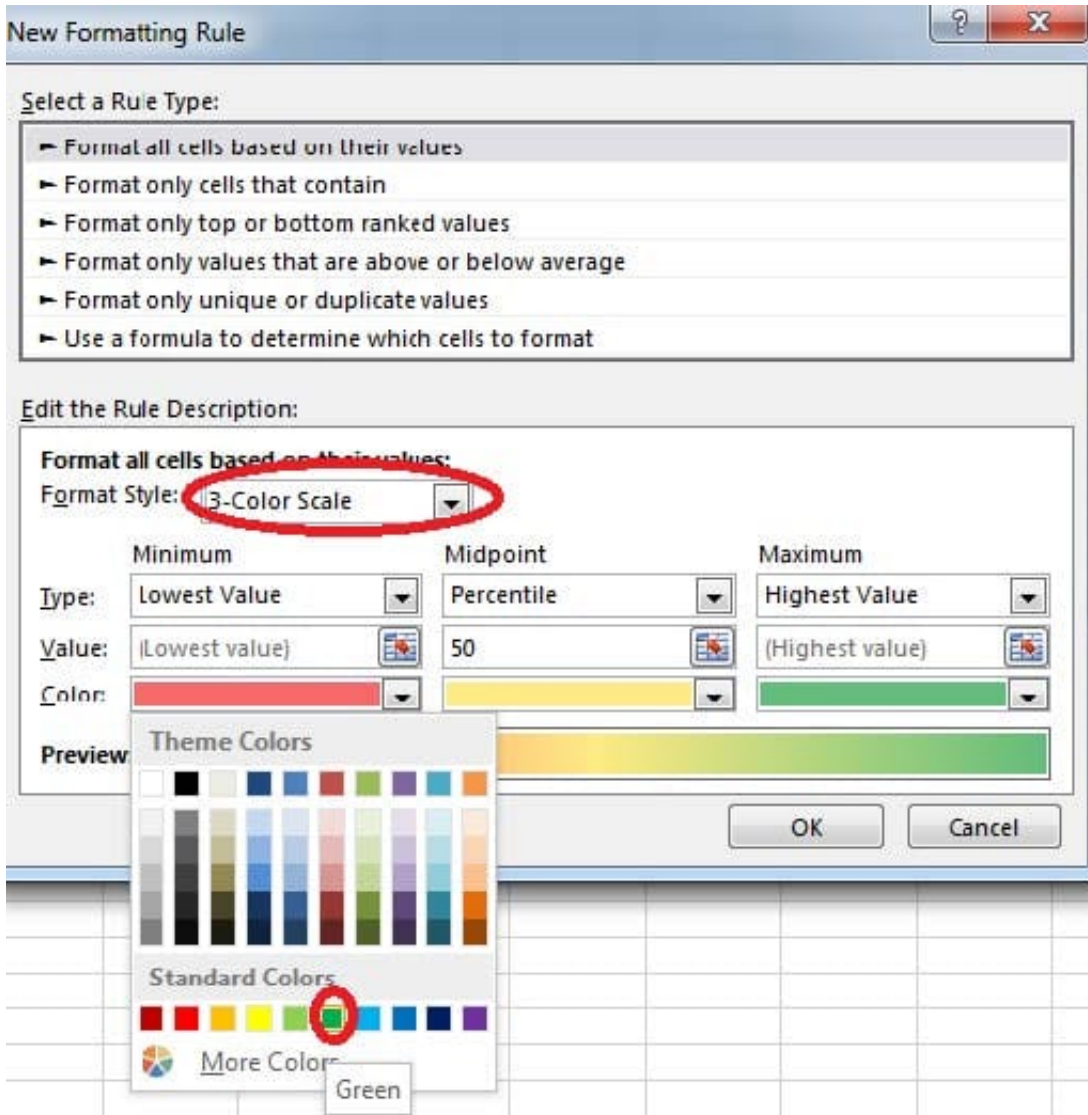
Step 1: Click cell C3

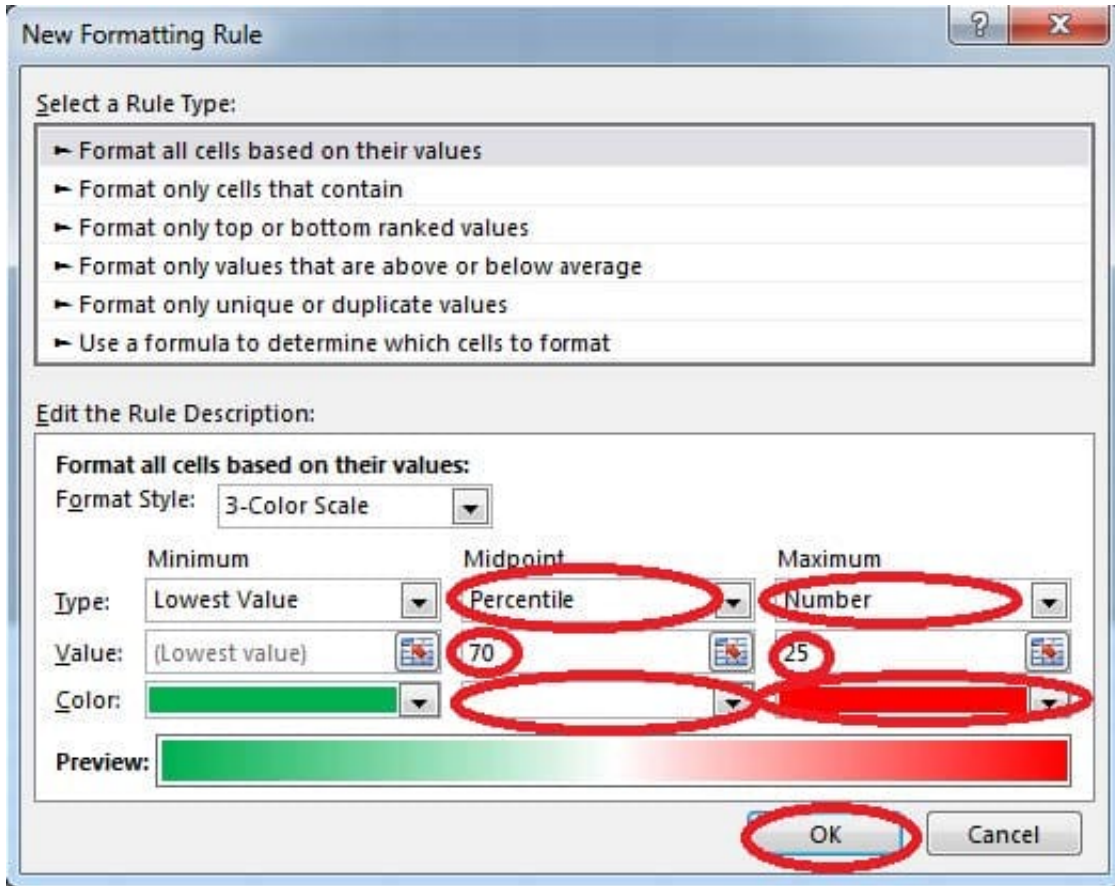
Step 2: Shift-Click cell S25.

Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green. Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.





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