

77-420^{Q&As}

Excel 2013

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QUESTION 1

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:

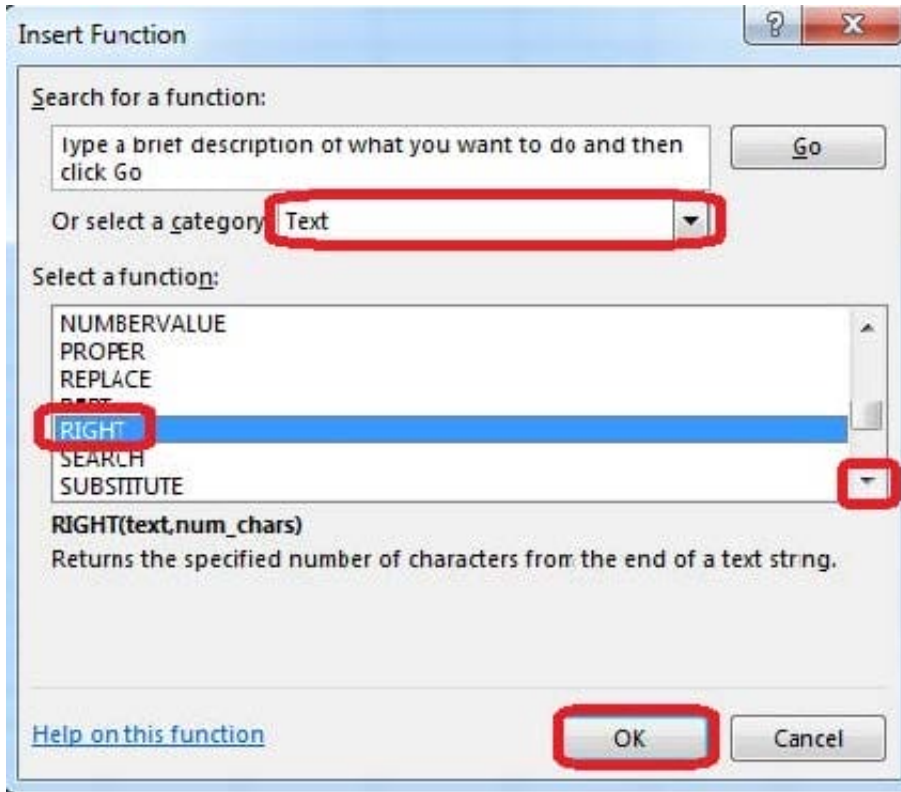
Step 1: Open the correct worksheet (Summary Worksheet).

Step 2: Click in cell B5.

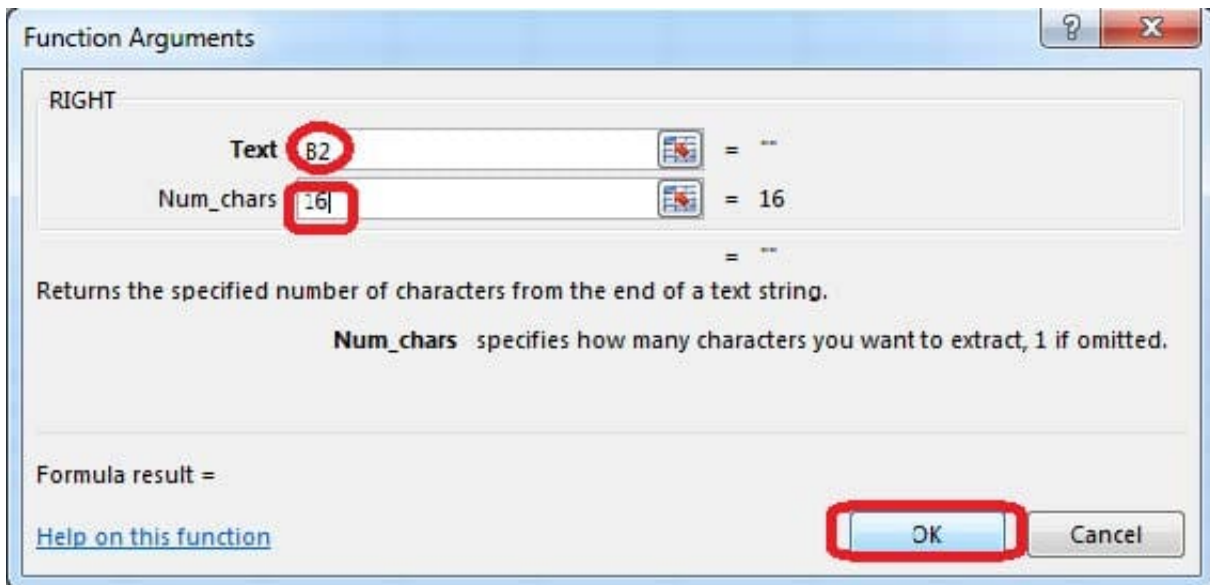
Step 3: Click on the insert function button.



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 2

Configure page layout options.

Cell range B3:S25.

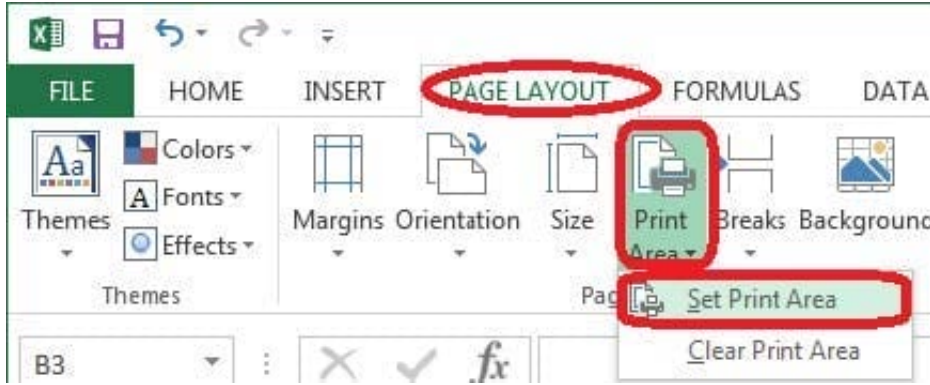
Set Print Area.

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 3

Formula.

Count the number of 0 homework scores for each student.

Cell range F7:F29

Use function COUNTIF

Range: all possible homework scores for each student on "Section 3" worksheet.

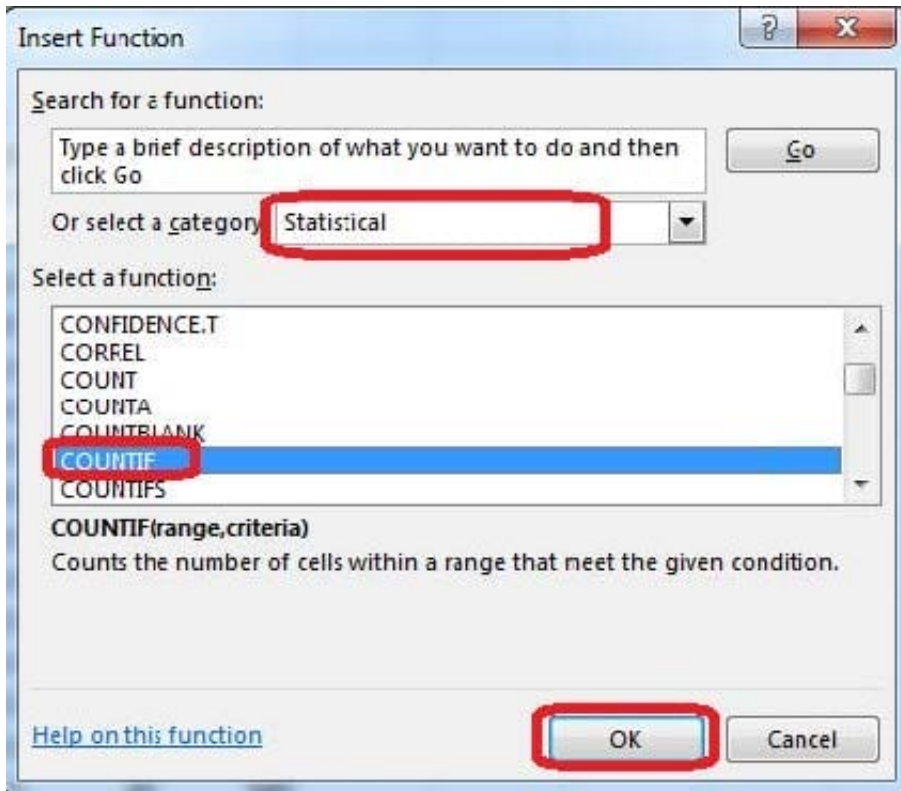
Criteria: 0

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

Step 1: Click cell F7, and then click the Insert Function Button.

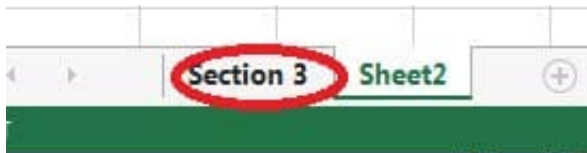


Step 2: In the Insert Function dialog box select Category Statistical, select function COUNTIF, and click OK.

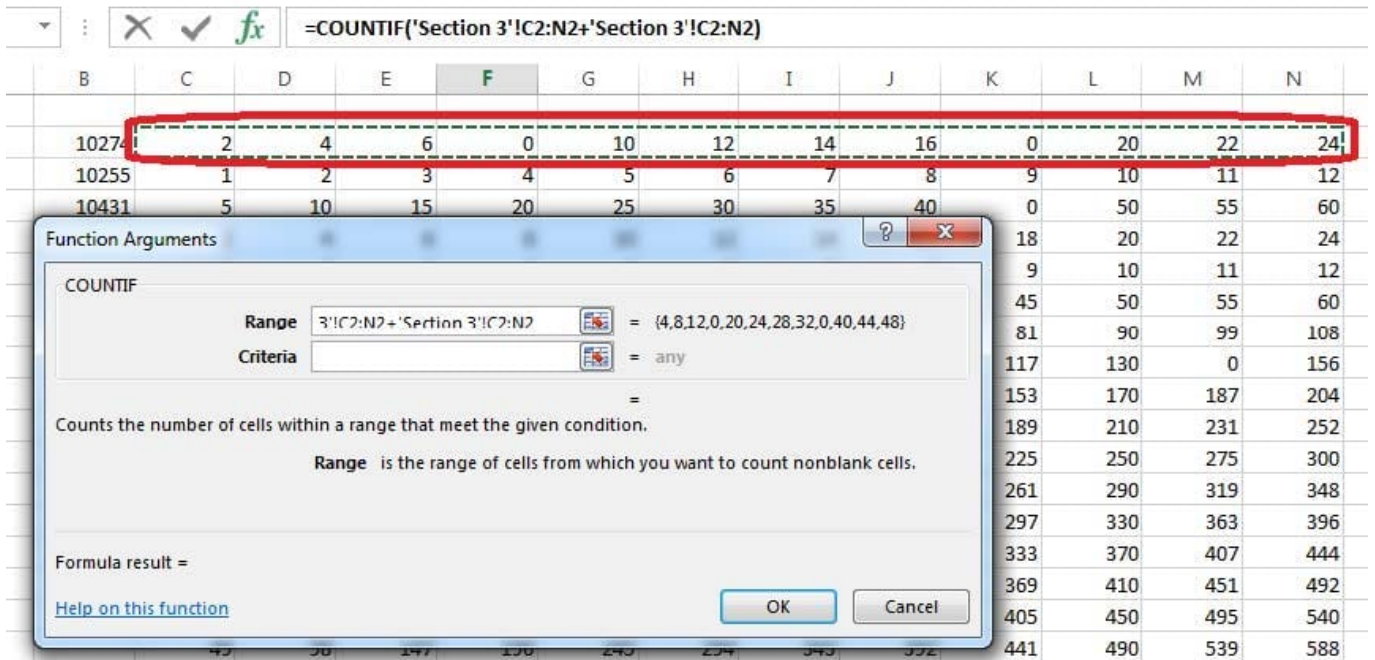


The function Arguments Dialog box appears:

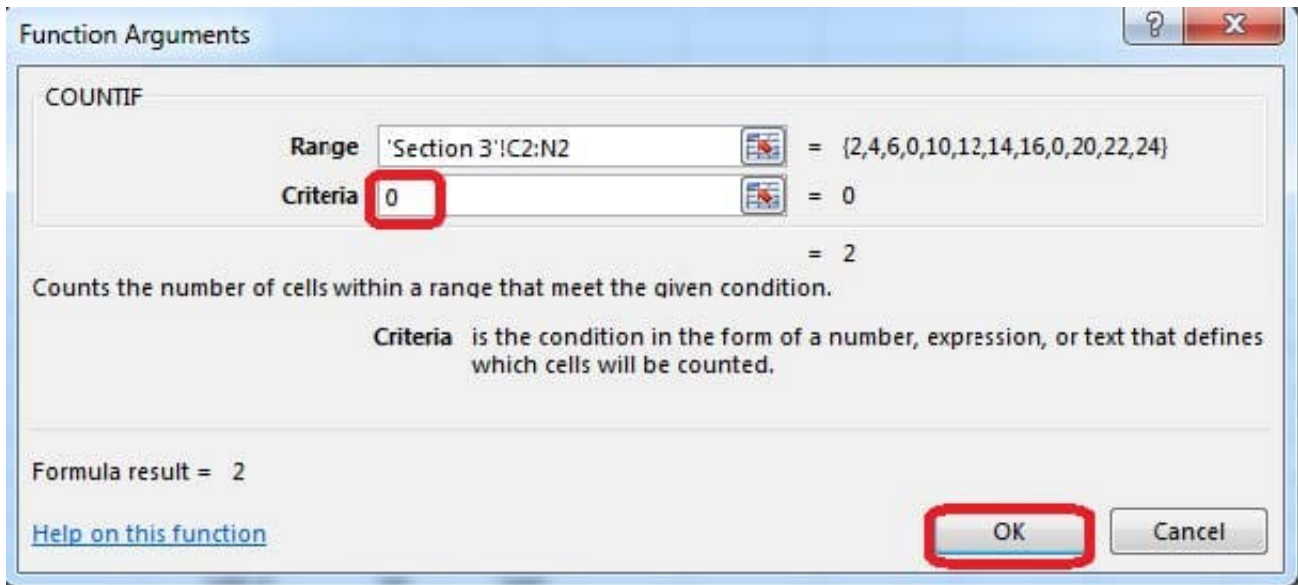
Step 3: Click on the Section 3 tab (left bottom part of the window).



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. Press Enter.



Step 5: In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step 6: Copy cell F7 downwards until cell F29.



	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	0 Scores
7			10.83333	0	24	2
8			6.5	1	12	
9			28.75	0	60	

Result will be like:

Average	Minimum	Maximum	0 Scores
10.83333	0	24	2
6.5	1	12	0
28.75	0	60	1
13	2	24	0
5.916667	0	12	1
32.5	5	60	0
58.5	9	108	0
58.5	0	156	3
110.5	17	204	0
136.5	21	252	0
162.5	25	300	0
188.5	29	348	0
214.5	33	396	0
240.5	37	444	0
266.5	41	492	0
292.5	45	540	0
318.5	49	588	0
344.5	53	636	0
370.5	57	684	0
396.5	61	732	0
422.5	65	780	0
448.5	69	828	0
474.5	73	876	0

QUESTION 4

Crop the picture.

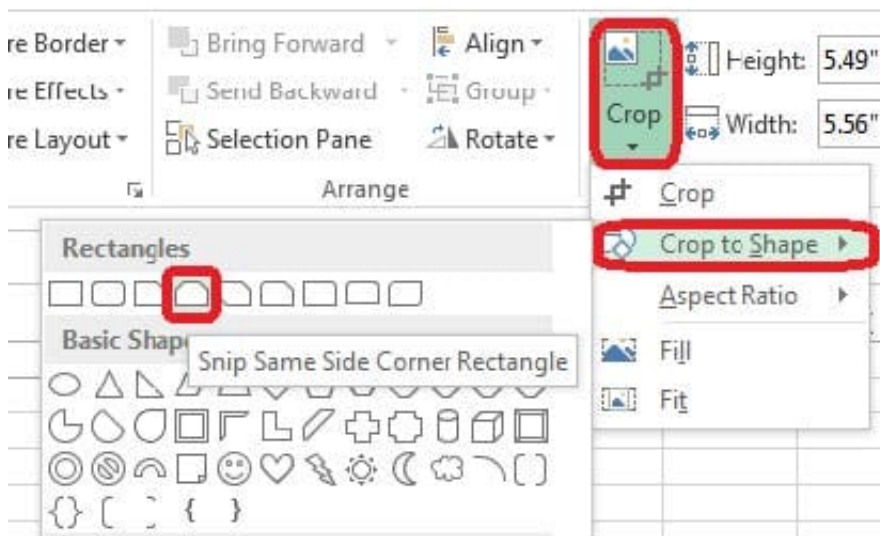
Books.jpg

Crop to Shape Snip Same Side Corner Rectangle.

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

Step 1:Click on the picture.

Step 2:In the Format menu (which is displayed automatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.



QUESTION 5

Rename the title of the chart.

Chart

Text "All Zero Scores"

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

Step 1:Click on the Chart.

Step 2:Click on the Chart title.

Step 3:Changeby typingthe title to:All Zero Scores



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