

77-420^{Q&As}

Excel 2013

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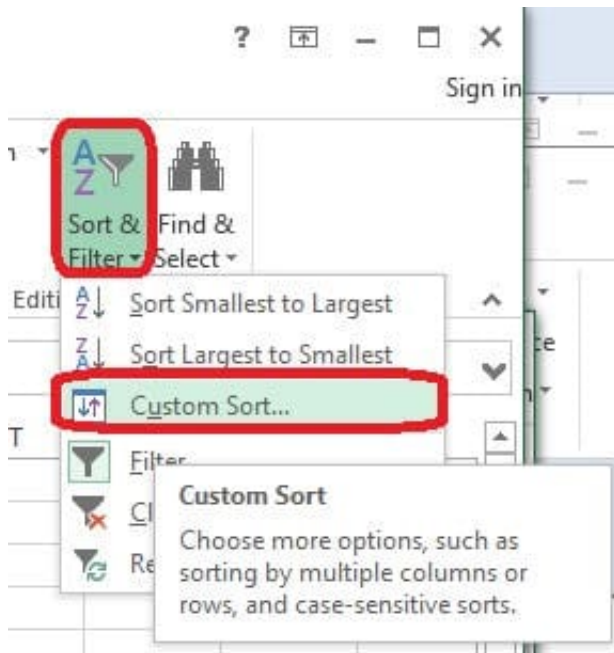
QUESTION 1

Sort and Filter. Apply a sort and a filter to the table. Cell range B6:F29 Sort Column Zero Scores Order Largest to Smallest Column IDs Order Smallest to Largest Filter Hide students ids with no zero scores.

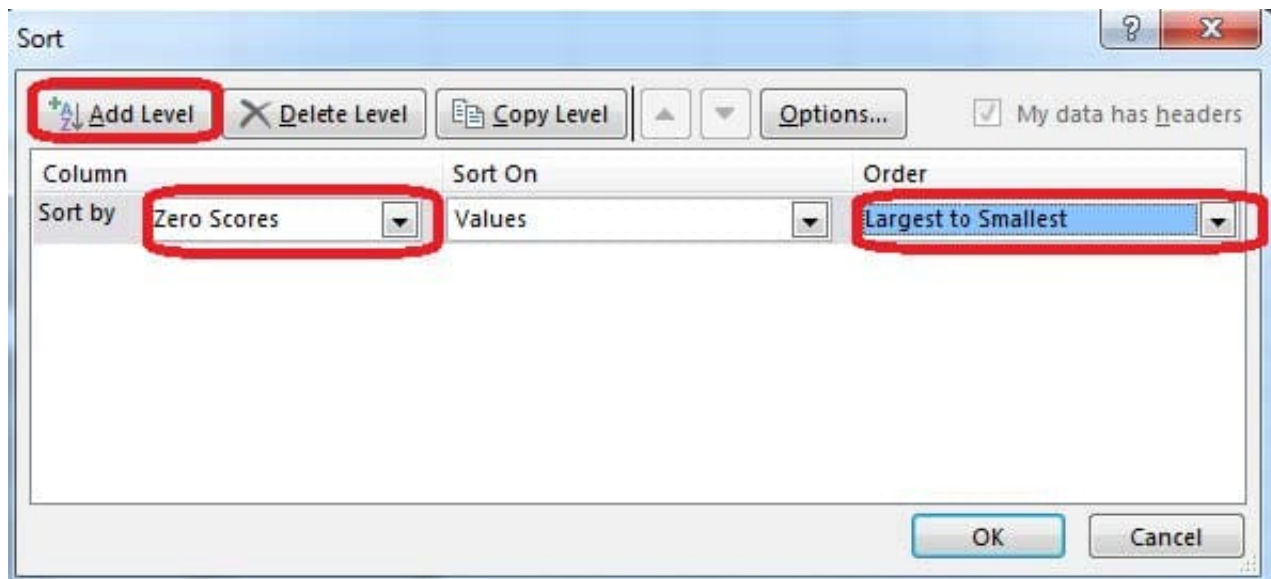
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click a cell in the table.

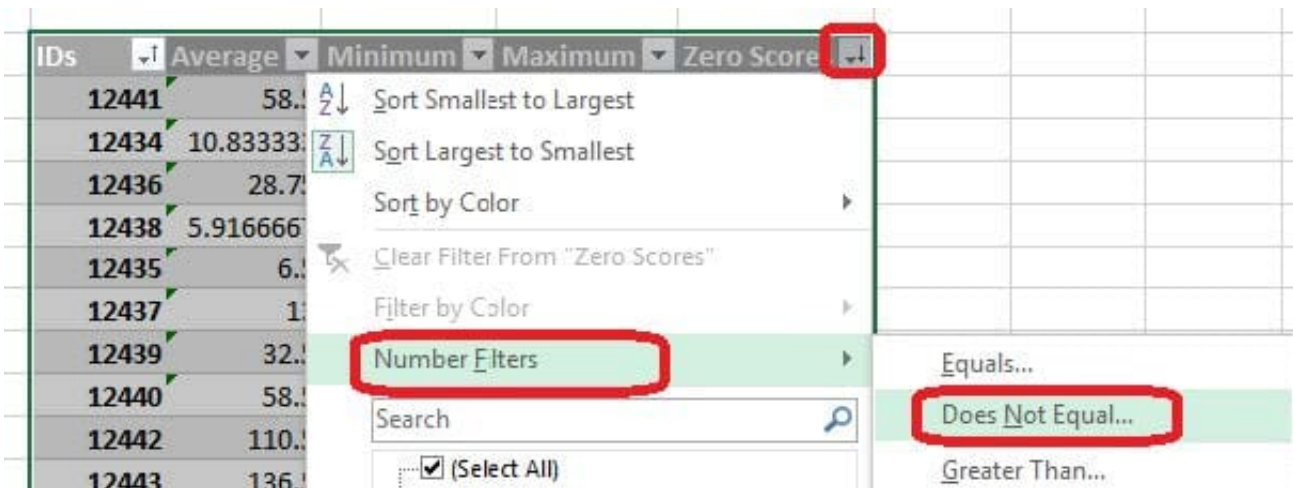
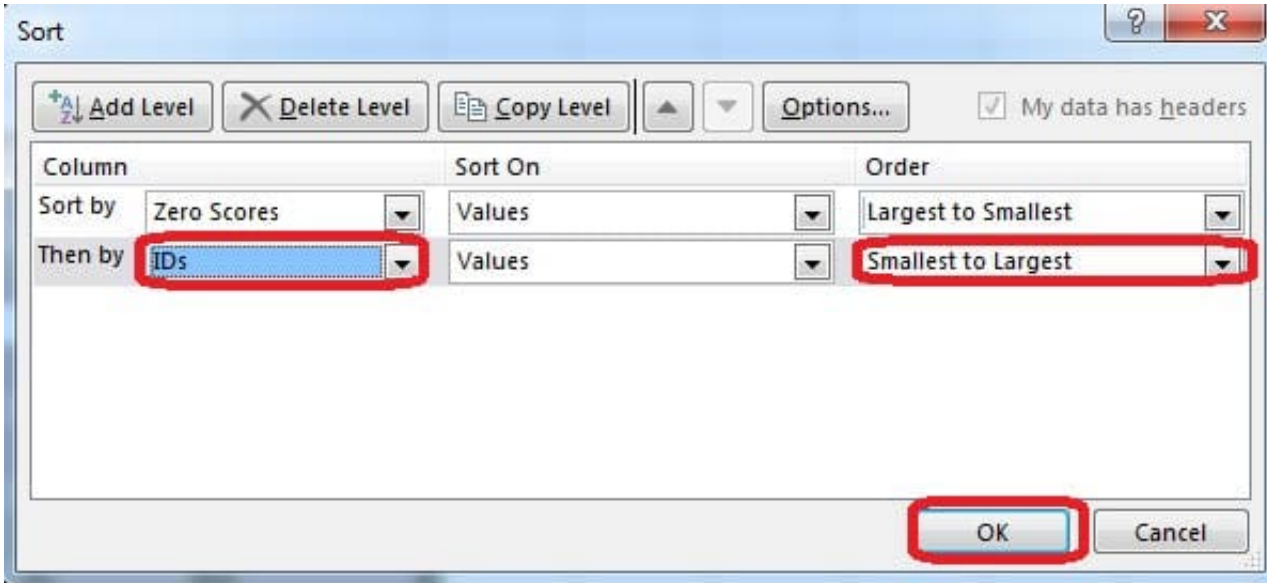
Step 2: On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).



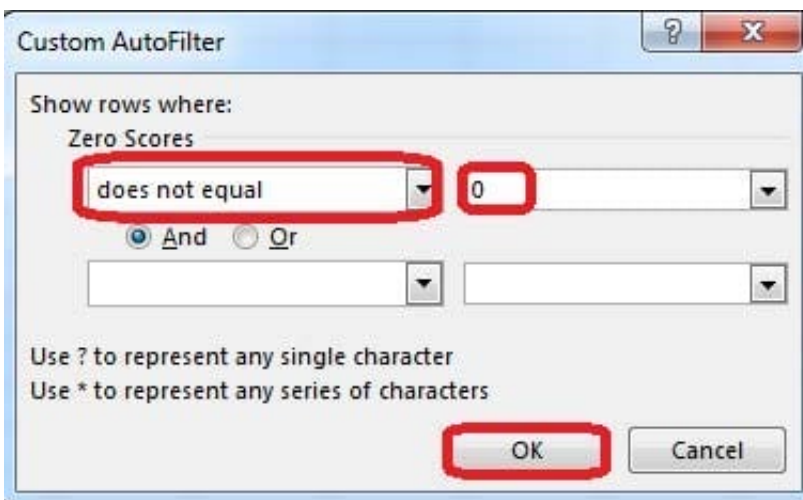
Step 3: In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.



Step 4: Select then by: IDs, Order: Smallest to Largest, and click the OK button. Step 5: Click the Zero Scores column header arrow, select Number Filters, and click Does not Equal.



Step 6: In the Custom AutoFilter enter 0, and click OK



The result will look like:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6		IDs	Average	Minimum	Maximum	Zero Scores	
7		12441	58.5	0	156	3	
8		12434	10.8333333	0	24	2	
9		12436	28.75	0	60	1	
10		12438	5.9166667	0	12	1	
16		12443	126	0	252	1	
19		12446	198	0	396	1	
25		12452	332.5	0	684	1	
30							
31							

QUESTION 2

Crop the picture.

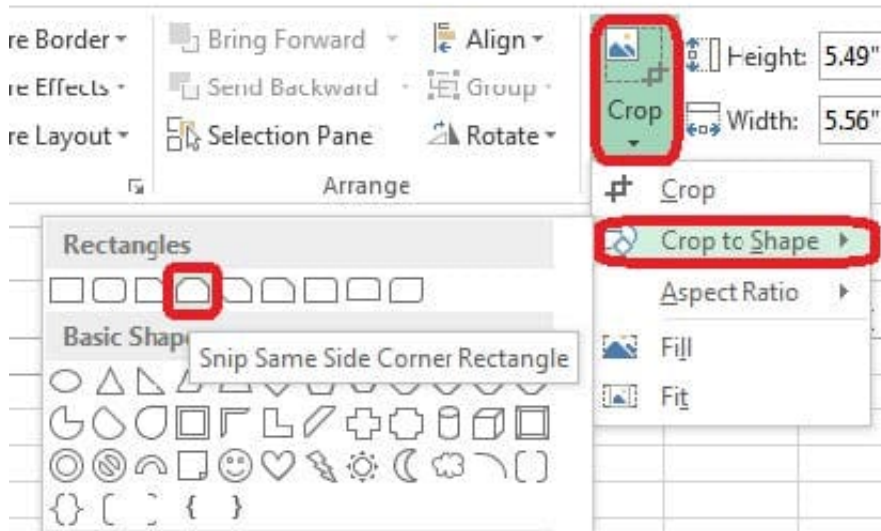
Books.jpg

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.



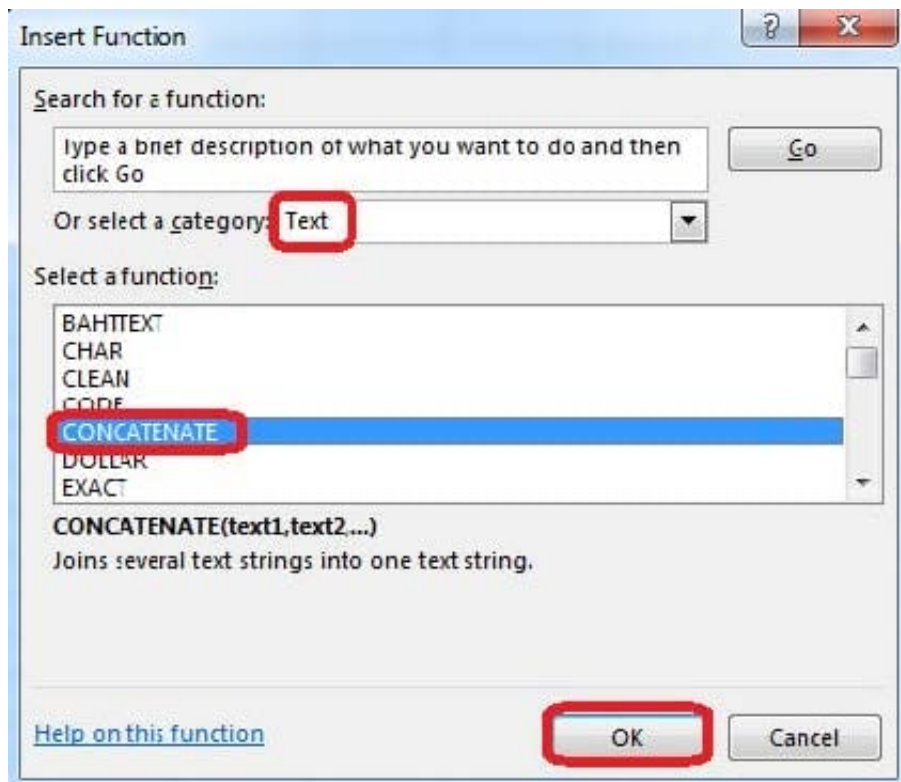
QUESTION 3

Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of column F Absolute Reference

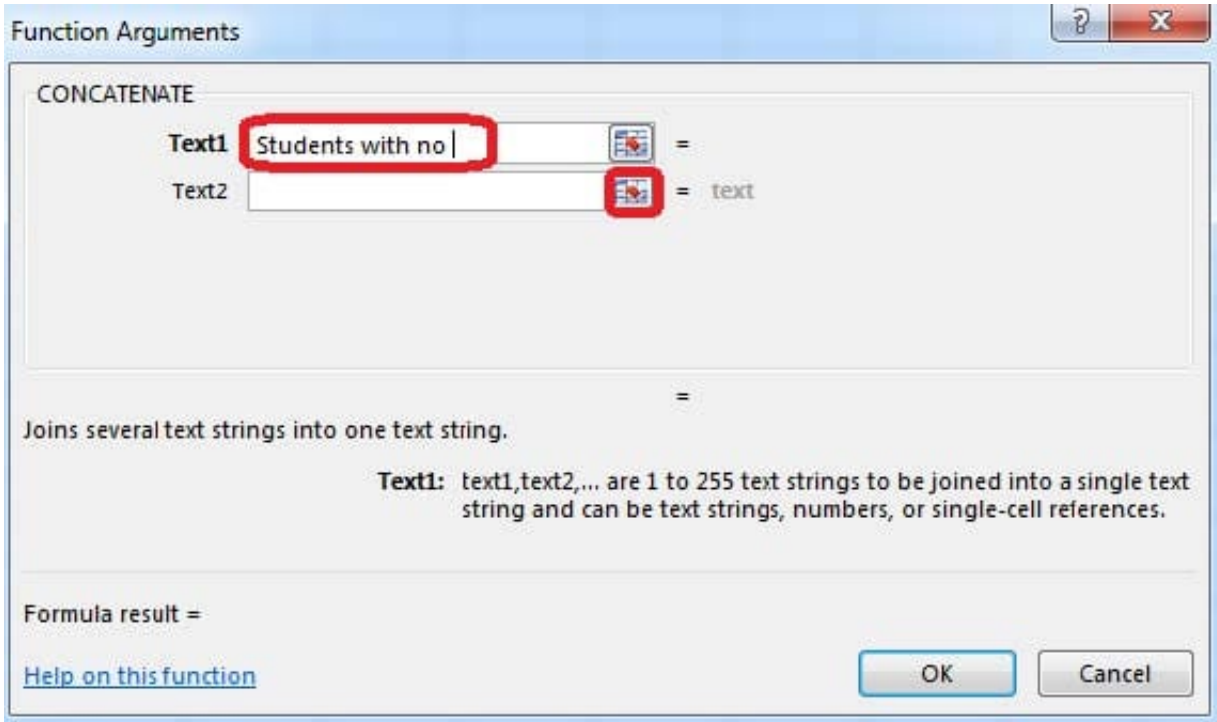
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click K2 and click on the insert function button.

Step 2: Select Category: Text, the CONCATENATE function, and click OK.



Step 3: In the Function Arguments dialog box in the Text1 box type: Students with no , and then click the Text2 reference button, and click on the header of column F in the worksheet, press the enter Key



Step 4: Press the OK button in the Function Arguments dialog box.

QUESTION 4

Create a hyperlink to another worksheet.

Cell A2.

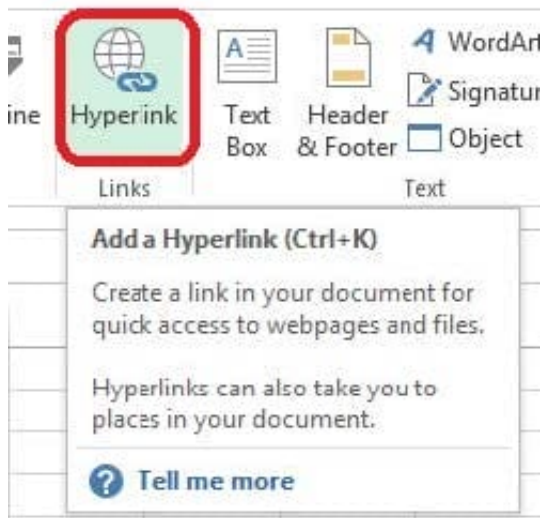
Cell reference "A3"

Sheet reference "Section 3" worksheet.

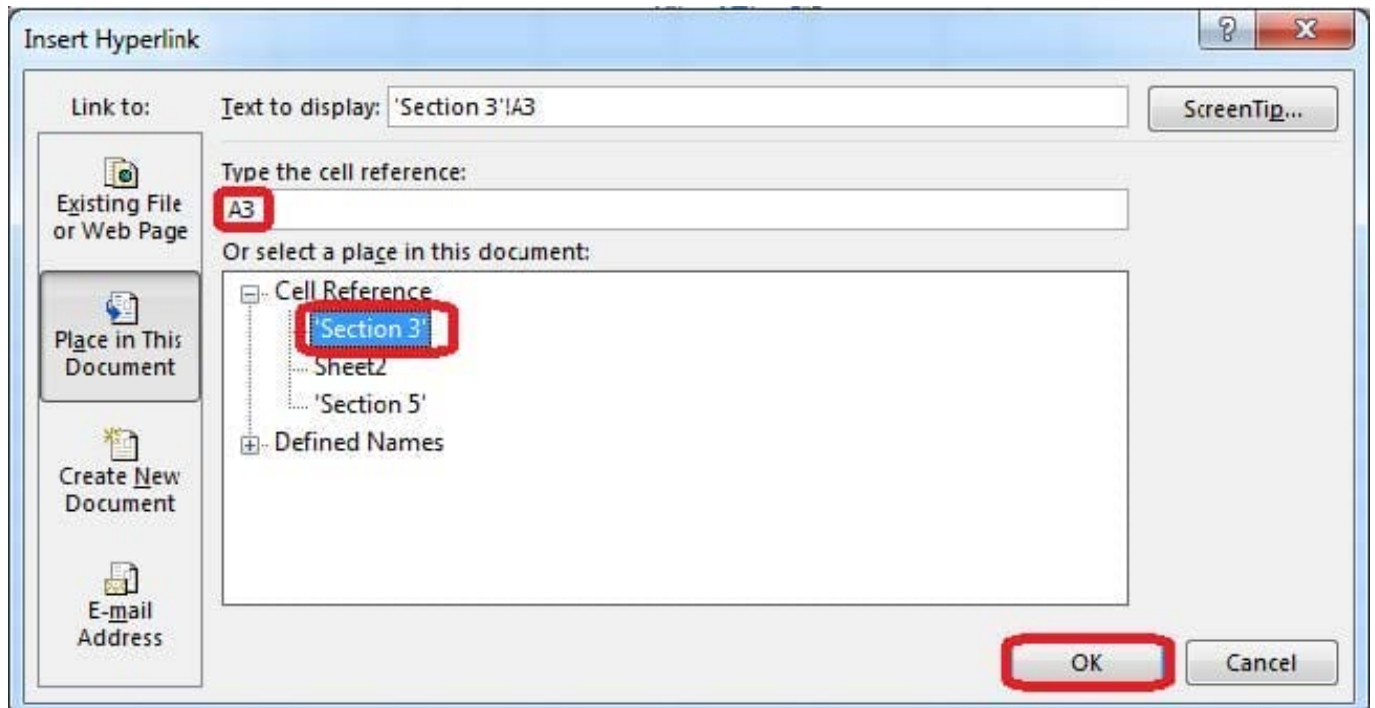
Correct Answer: Use the following steps to complete this task in explanation:

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.

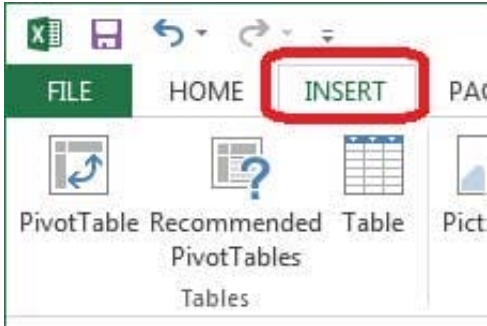


QUESTION 5

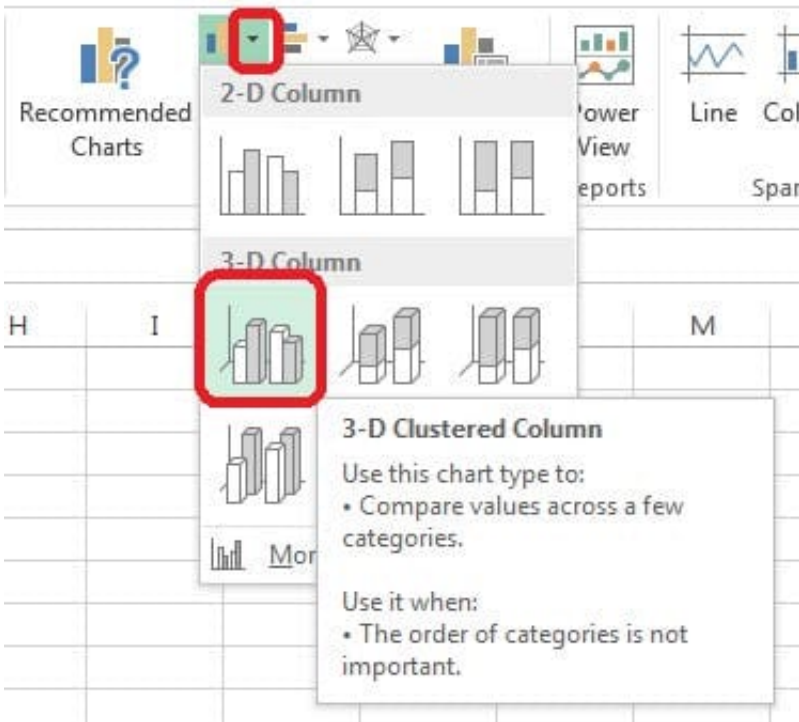
Create a chart. To the right of the data Chart 3-D Clustered Column Exclude all filtered rows Horizontal Axis Labels: "IDs" column in table Series 1: "Zero Scores" column in table.

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

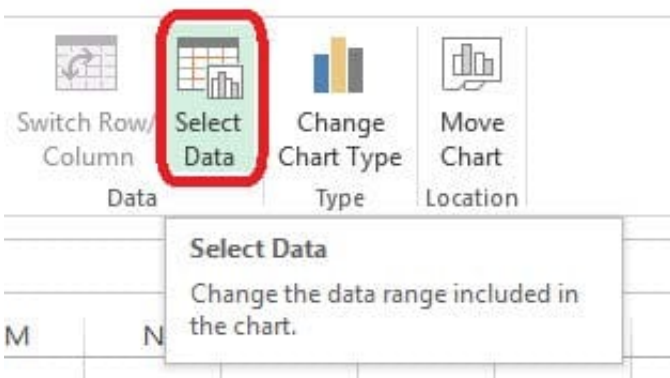
Step 1: Click in a cell in the data table, and then click on the INSERT tab.



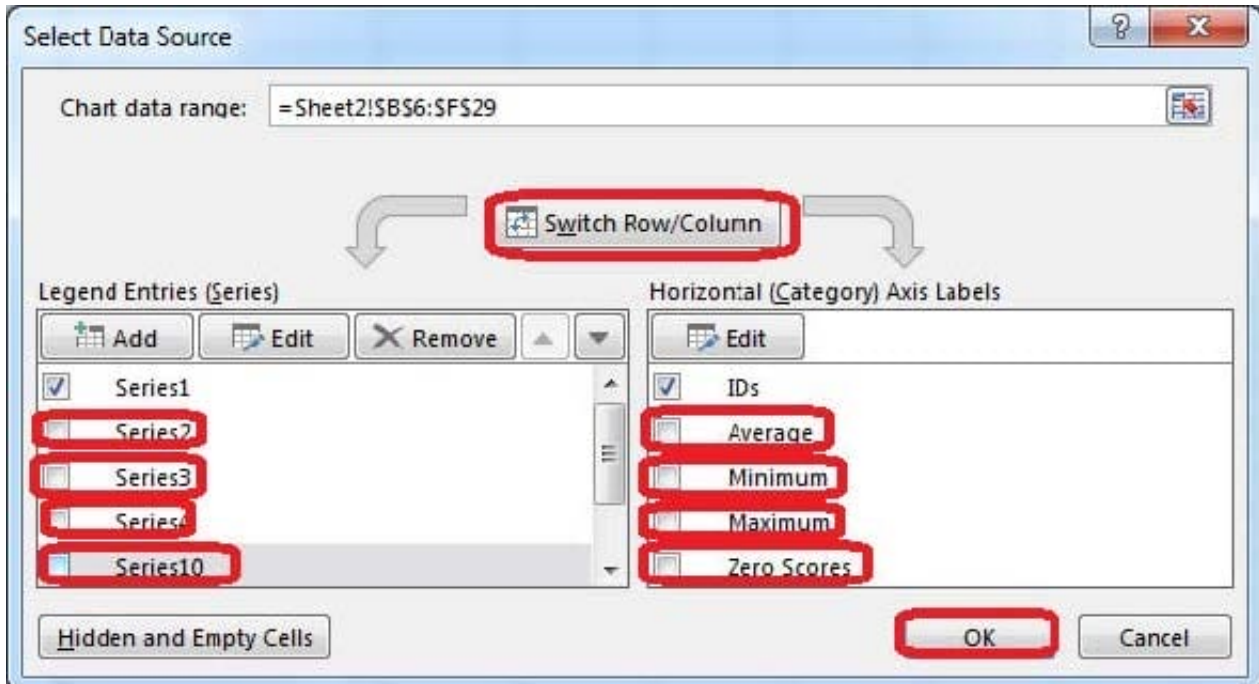
Step 2: Click Insert Column Chart, and select 3-D Clustered Column.



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.



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