77-420 Q&As

Excel 2013

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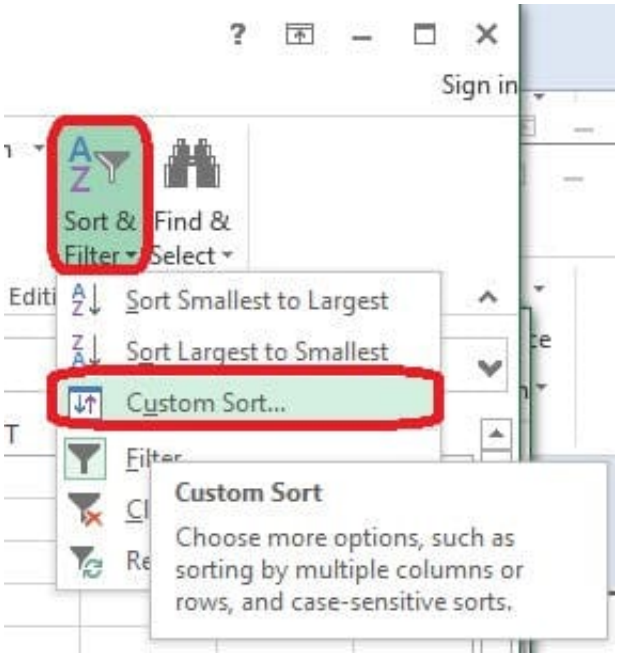
QUESTION 1

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.

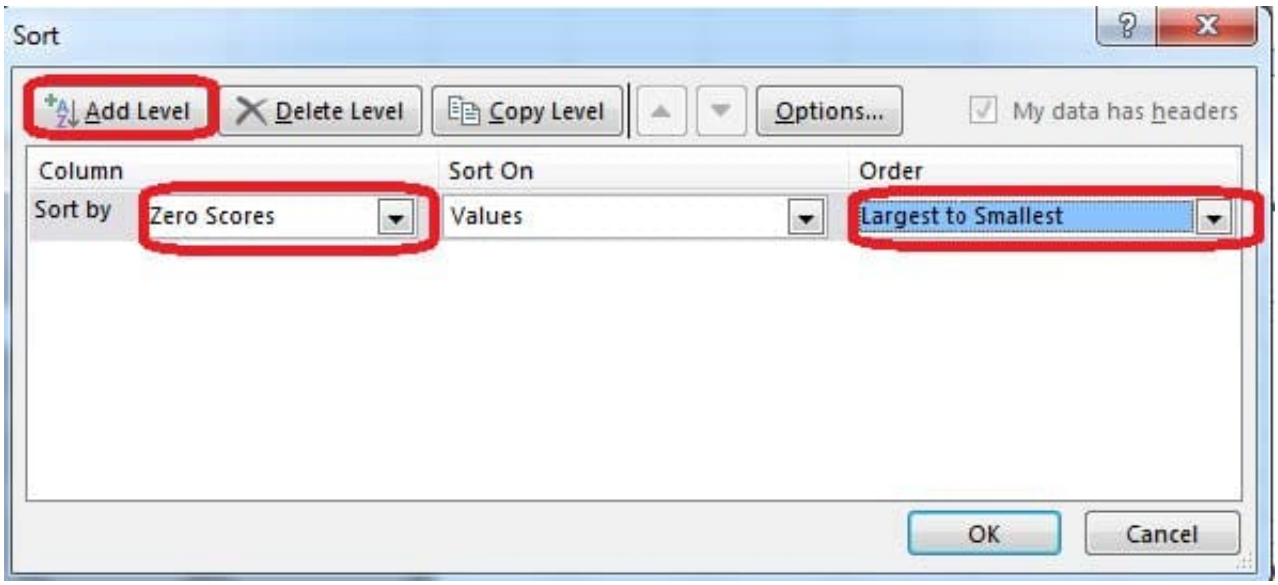
Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click a cell in the table.

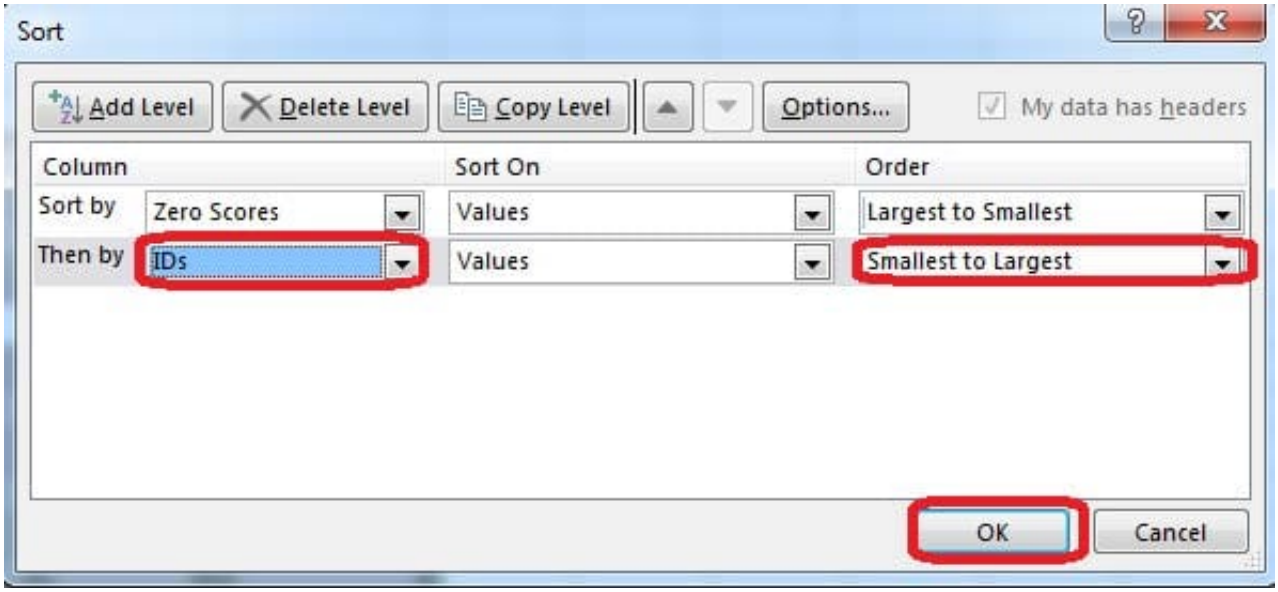
Step 2:On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).

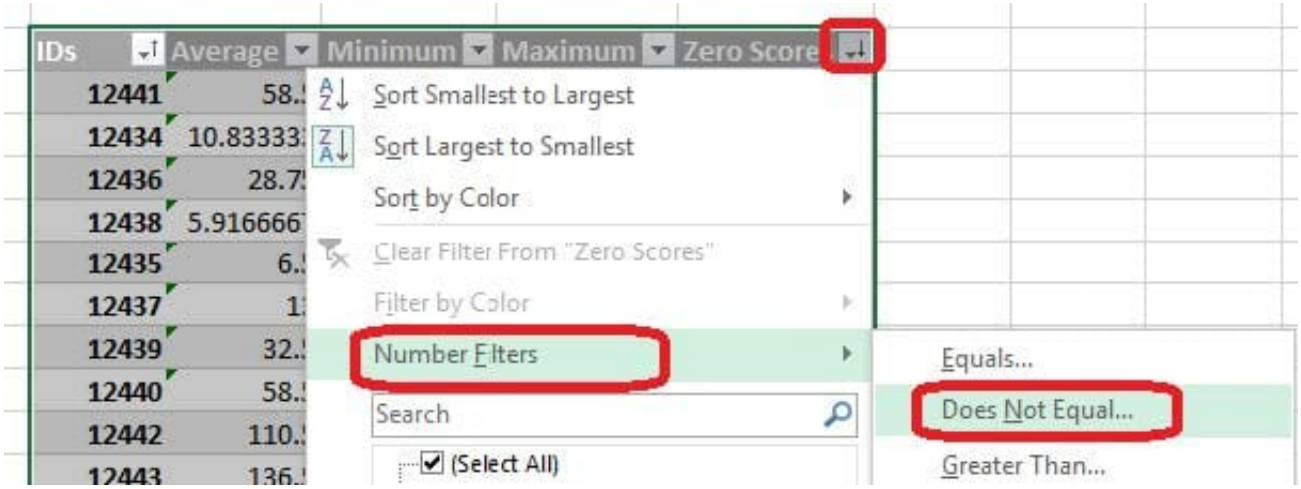


Step 3:In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.



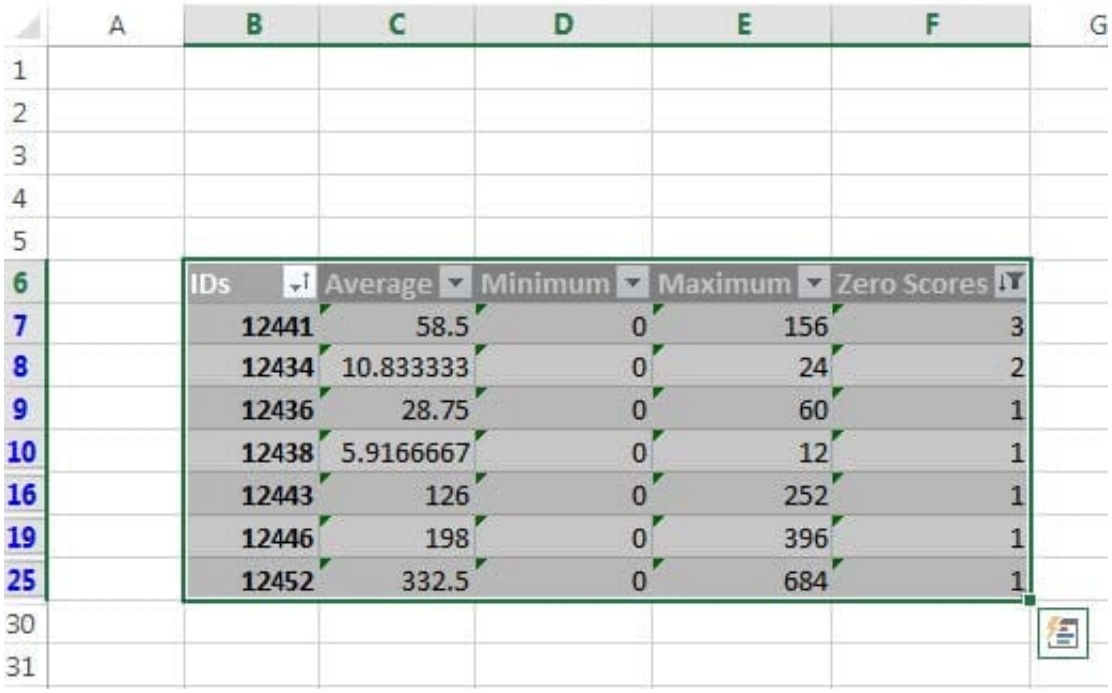
Step 4:Select then by: Ids, Order: Smallest to Largest, and click the OK button. Step 5:Click the Zero Scores column header header arrow, select Number Filters, and clickDoes not Equal.





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

The result will look like:



IDs	Average	Minimum	Maximum	Zero Scores
12441	58.5	0	156	3
12434	10.833333	0	24	2
12436	28.75	0	60	1
12438	5.9166667	0	12	1
12443	126	0	252	1
12446	198	0	396	1
12452	332.5	0	684	1

QUESTION 2

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.

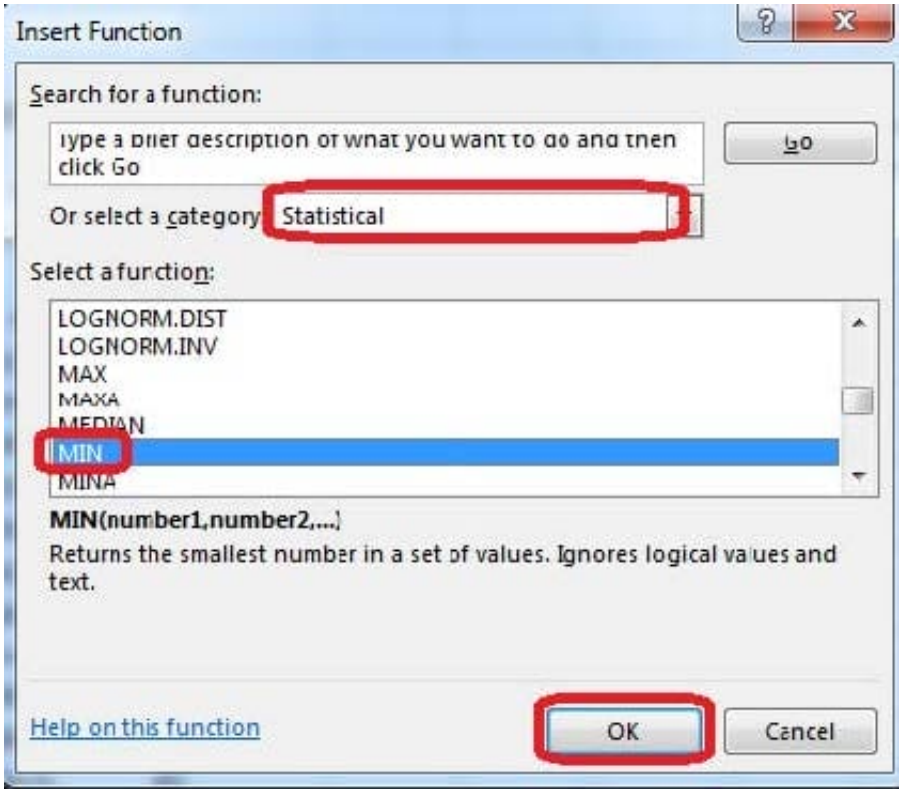
Correct Answer: Use the following steps to complete this task in explanation:

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

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

Formula.

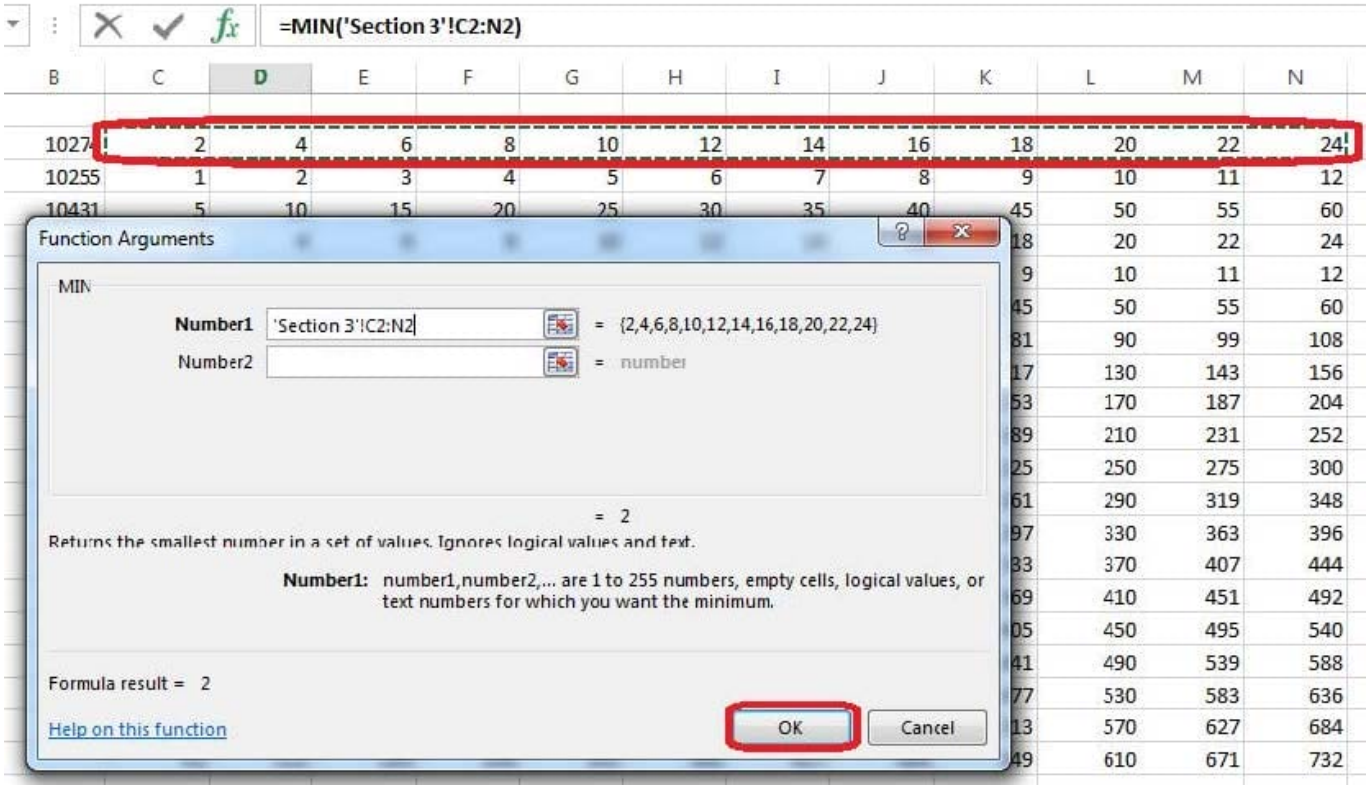
Find the minimum homework score for each student.



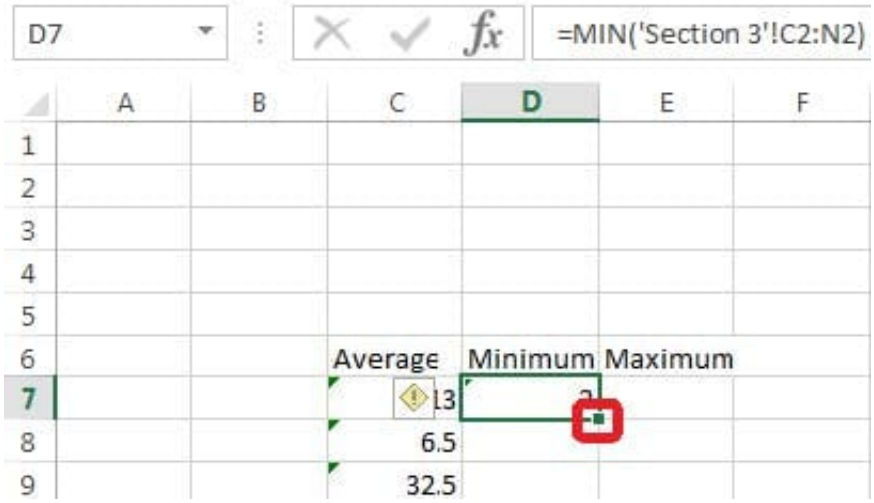
The function Arguments Dialog box appears:

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

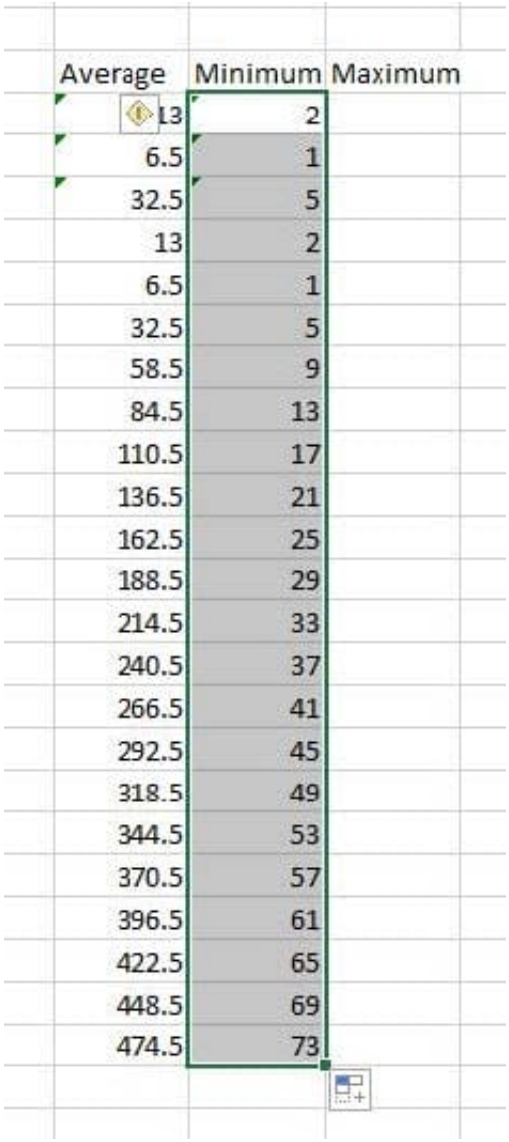
Step 4: Locate the data for the first student. This well be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.



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	

QUESTION 3

Create a hyperlink to another worksheet.

Cell A2.

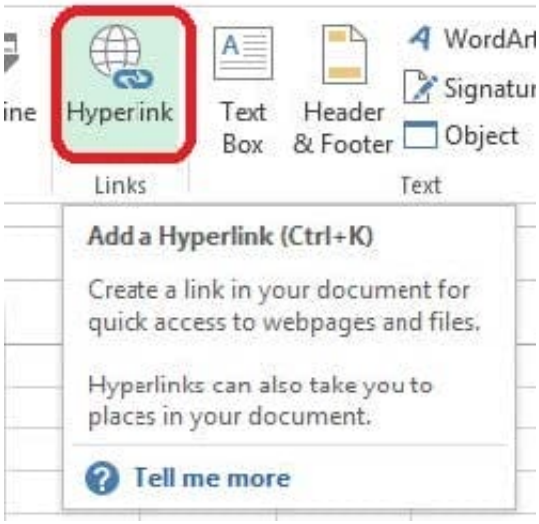
Cell reference "A3"

Sheet reference "Section 3" worksheet.

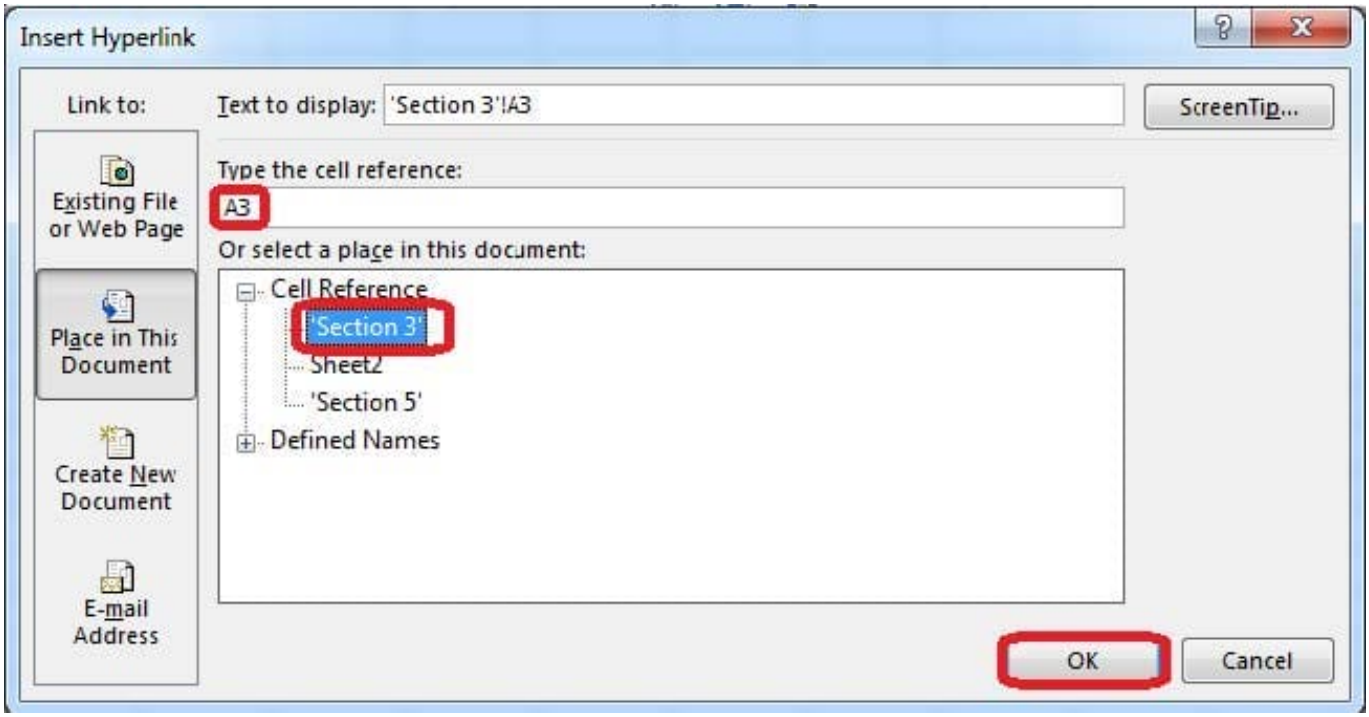
Correct Answer: Use the following steps to complete this task in explanation:

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.



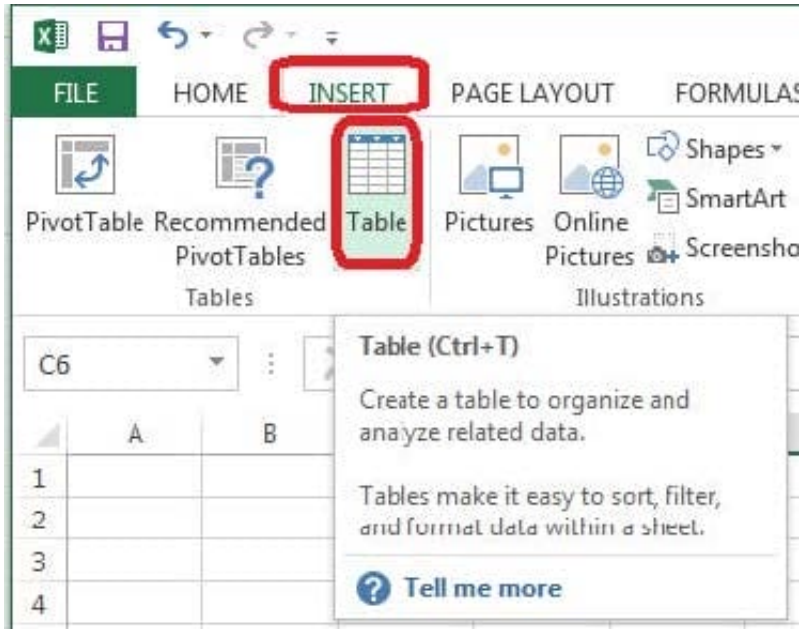
QUESTION 4

Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style

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 theInserttab, and click the Table button.



Step 3:In the Create Table dialog box click OK.

Step 4:In the Design tab, Table Styles select Table Style Medium 4.

Step 5:In the Design tab enable First Column.

QUESTION 5

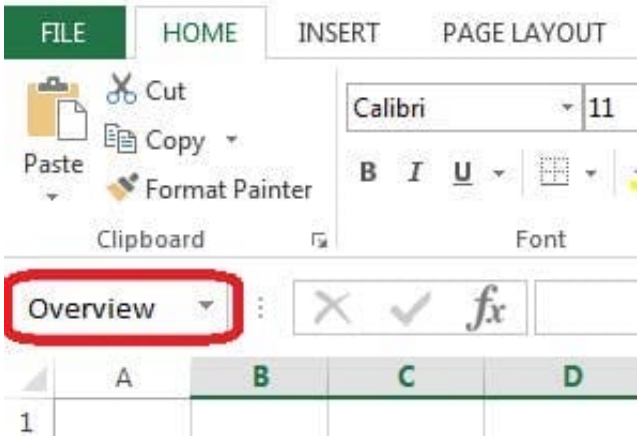
Rename a table. Cell range B6:F29 Name: "Overview"

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.



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