



77-420^{Q&As}

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QUESTION 1

Create a hyperlink to another worksheet.

Cell A2.

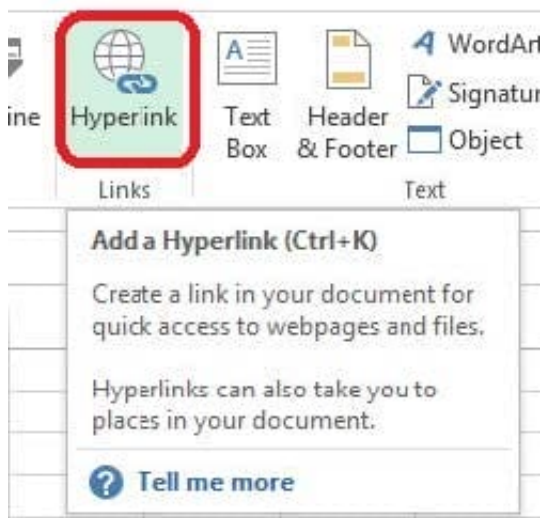
Cell reference "A3"

Sheet reference "Section 3" worksheet.

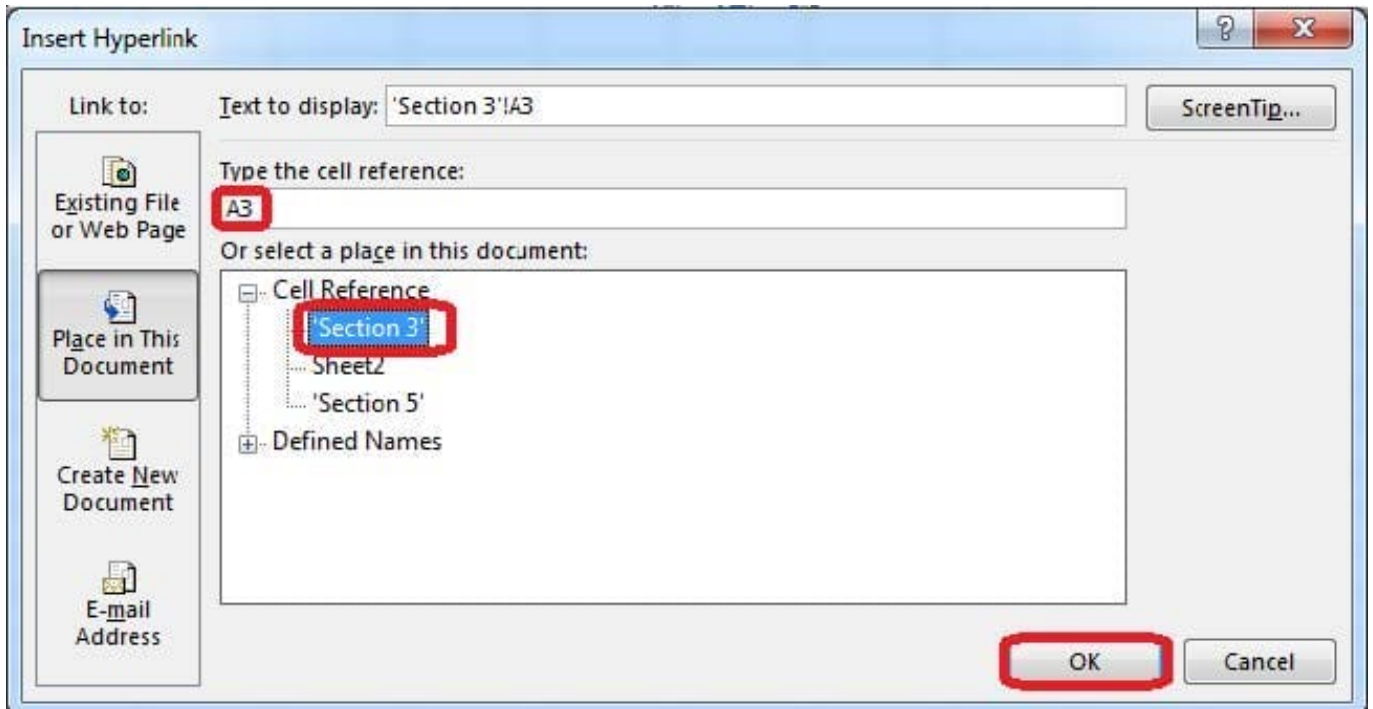
Correct Answer: Use the following steps to complete this task in explanation:

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 2

Apply a style to the chart.

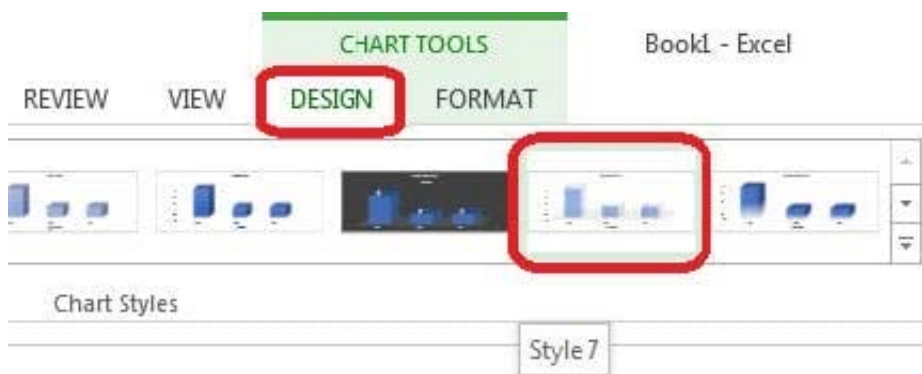
Chart.

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 the Style 7 chart style.



QUESTION 3

Crop the picture.



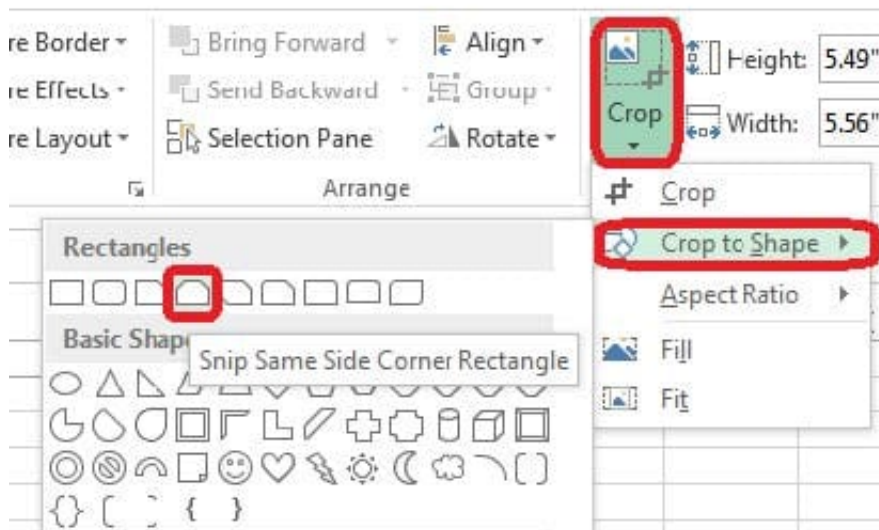
Books.jpg

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 4

Formula. Find the average of each student's homework scores.

Cell range C7:C29

Use Function AVERAGE

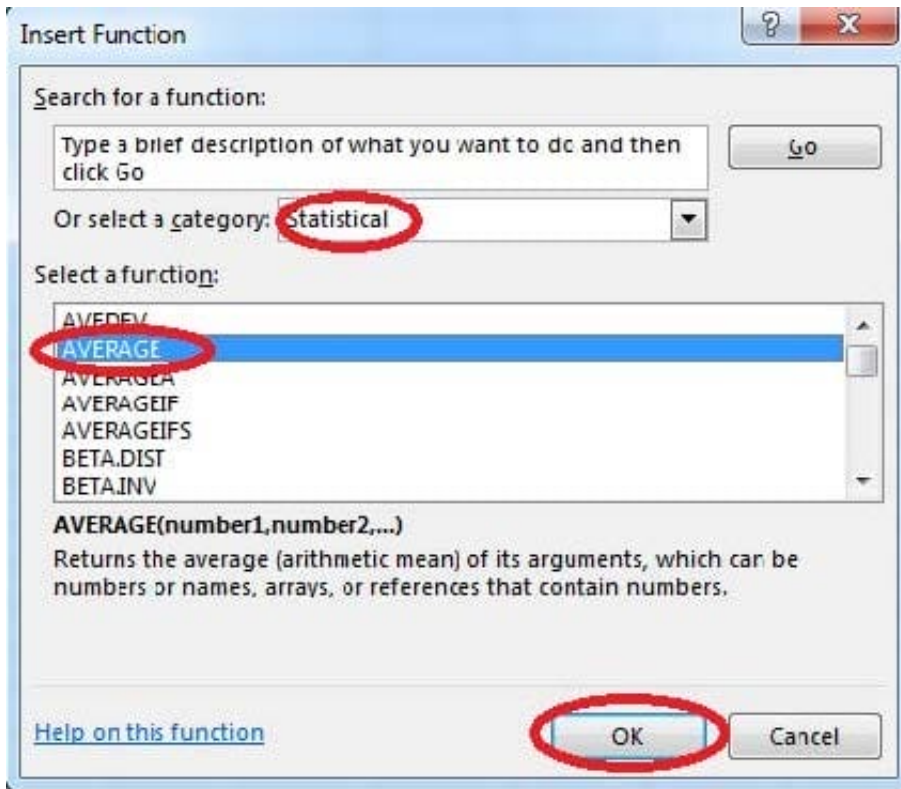
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

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

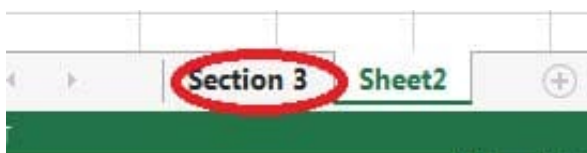
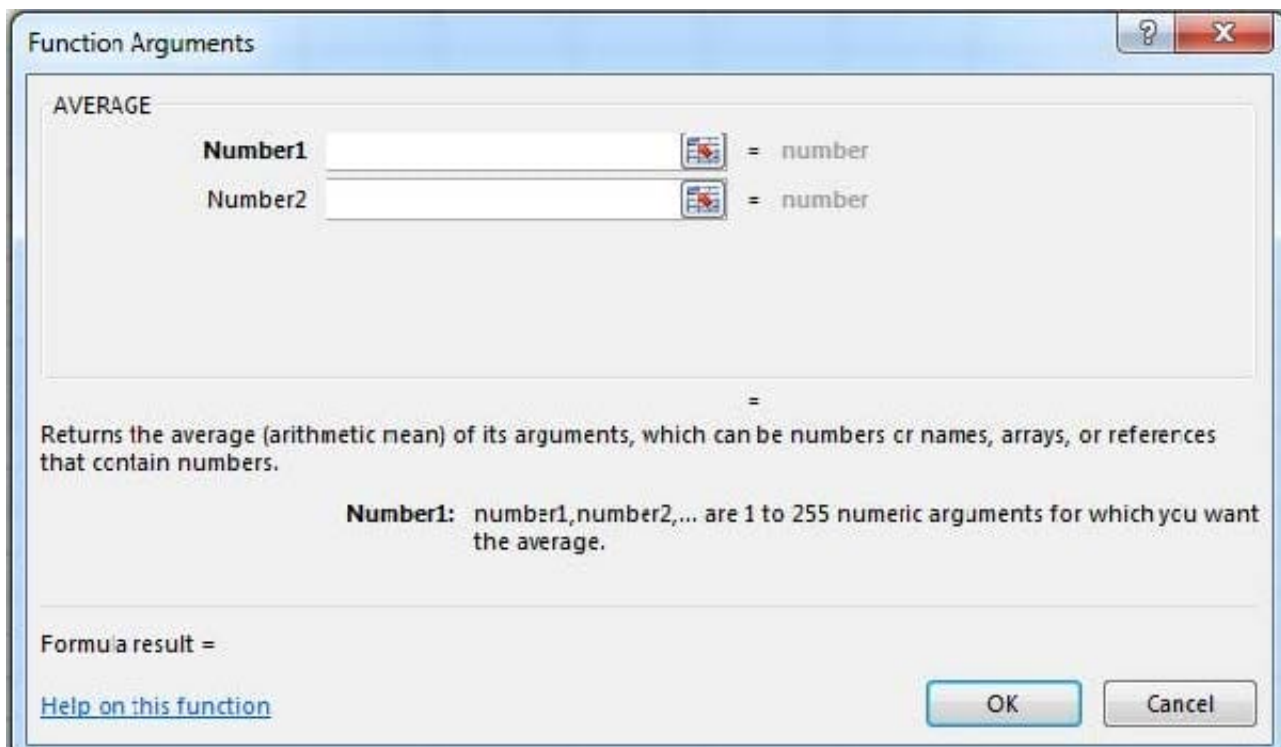
Step 1: Click cell C7, and then click the Insert Function Button.



Step 2: In the Insert Function dialog box select Category Statistical, select function AVERAGE, 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. Then click the OK button.

Formula bar: `=AVERAGE('Section 3'!C2:N2)`

	B	C	D	E	F	G	H	I	J	K	L	M	N
10274		2	4	6	8	10	12	14	16	18	20	22	24
10255		1	2	3	4	5	6	7	8	9	10	11	12
10431		5	10	15	20	25	30	35	40	45	50	55	60

Function Arguments

AVERAGE

Number1: 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}

Number2: = number

= 13

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 13

[Help on this function](#)

OK Cancel

Step 5: Copy cell C7 downwards until cell C29.

	A	B	C
1			
2			
3			
4			
5			
6			Average
7			13
8			

Result will be like:



Average
13
6.5
32.5
13
6.5
32.5
58.5
84.5
110.5
136.5
162.5
188.5
214.5
240.5
266.5
292.5
318.5
344.5
370.5
396.5
422.5
448.5
474.5

QUESTION 5

Create a new named range.

Cell range C7:C29.

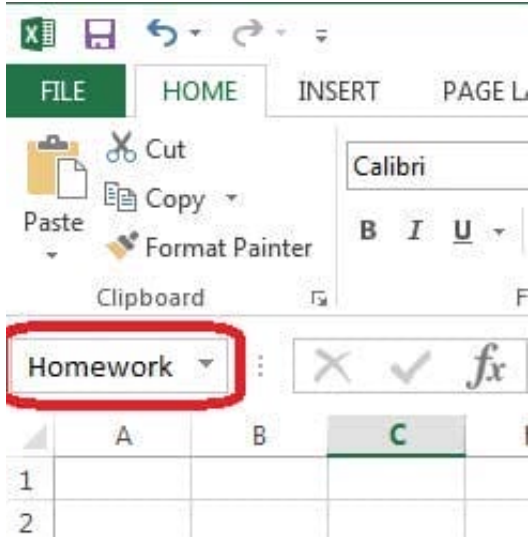
Name: "Homework"

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

Step 1: Click cell C7, and then Shift-click cell C29

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

Step 3: Type: Homework. Press ENTER.



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