



77-420^{Q&As}

Excel 2013

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QUESTION 1

Modify the cell alignment settings.

Cell range B3:B25

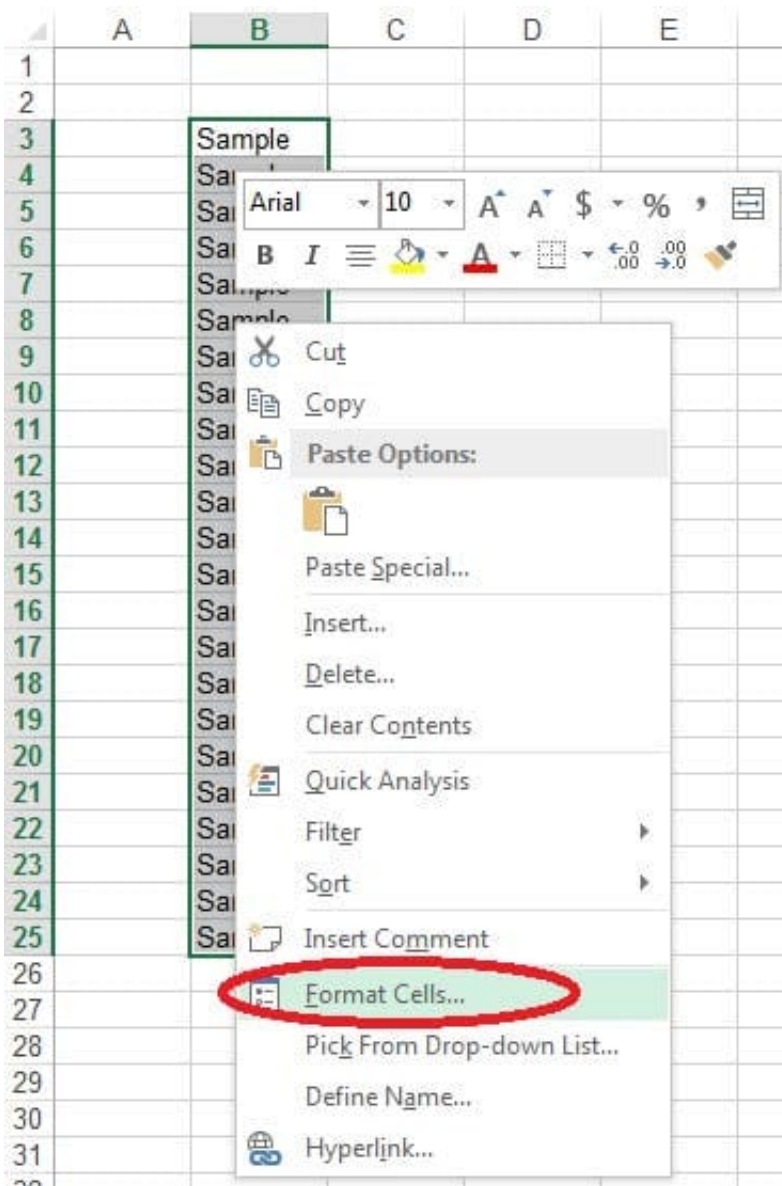
Horizontal: Right (Indent)

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

Step 1: Click cell B3.

Step 2: Shift-click cell B25

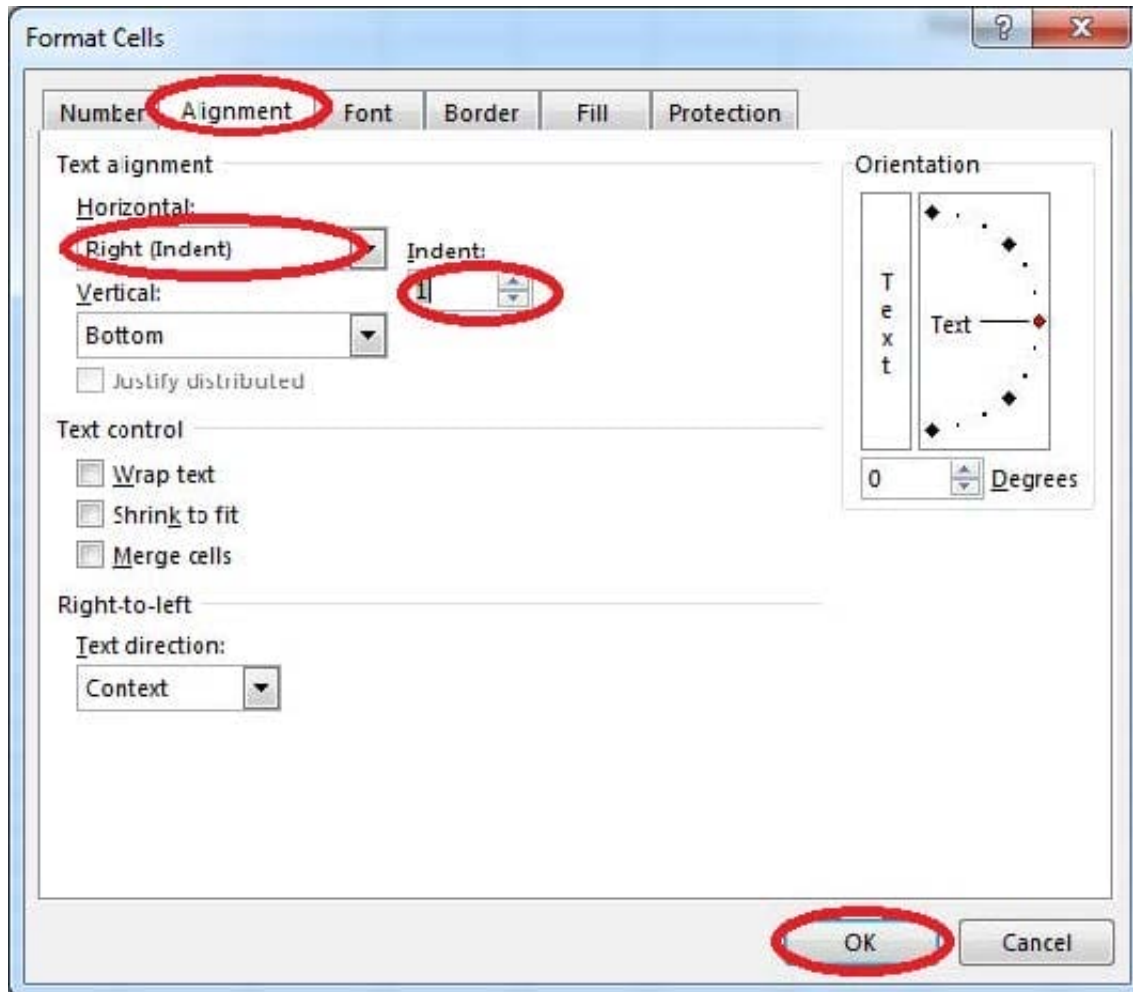
Step 3: Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.



Step 4: In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1,



and then click the OK button.



QUESTION 2

Create a new named range.

Cell range C7:C29.

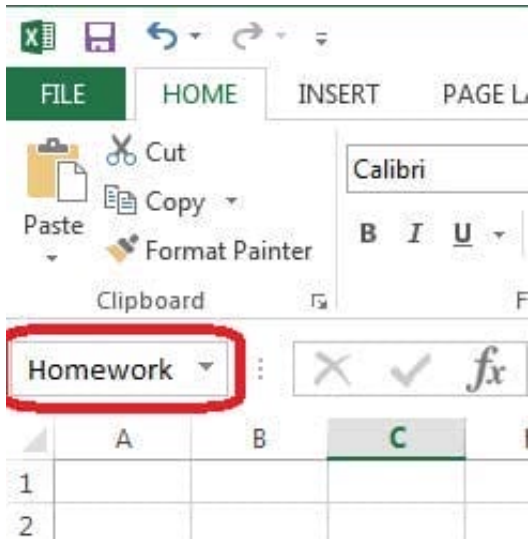
Name: "Homework"

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.

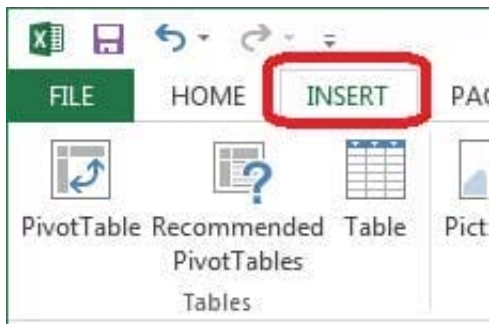


QUESTION 3

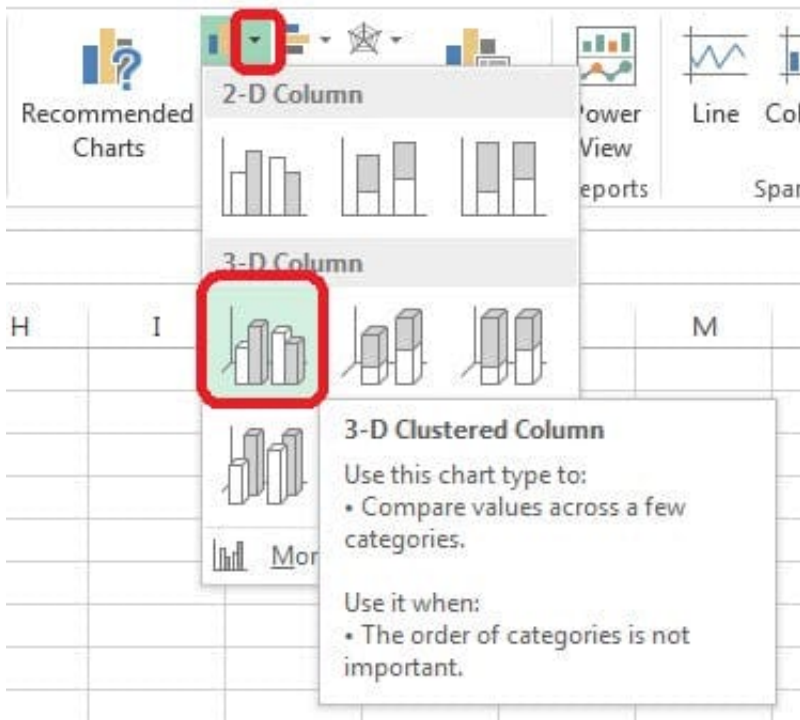
Create a chart. To the right of the data Chart 3-D Clustered Column Exclude all filtered rows Horizontal Axis Labels: "IDs" column in table Series 1: "Zero Scores" column in table.

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

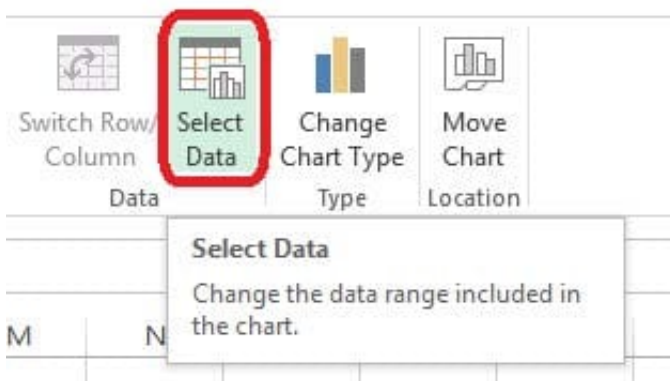
Step 1: Click in a cell in the data table, and then click on the INSERT tab.



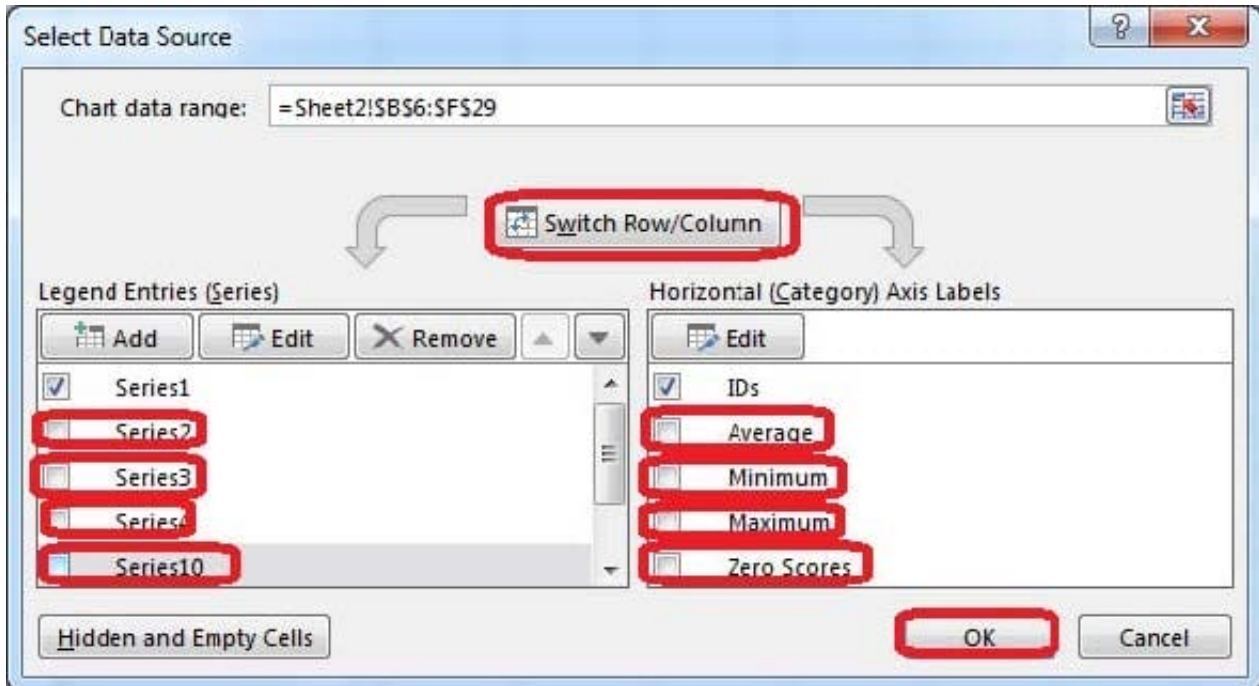
Step 2: Click Insert Column Chart, and select 3-D Clustered Column.



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.



QUESTION 4

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



QUESTION 5

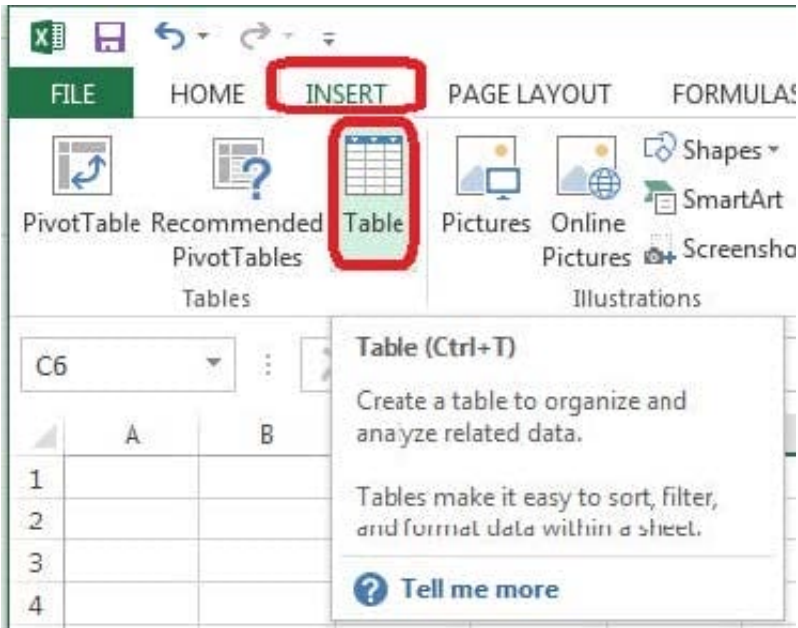
Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style

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 the Insert tab, 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.



VIEW DESIGN

Header Row **First Column** Filter Button
 Total Row Last Column
 Banded Rows Banded Columns

Table Style Options

Table Styles

First Column
Display special formatting for the first column of the table.

H	I	M	N	O	P	Q	R	S	T
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