



# 77-420<sup>Q&As</sup>

Excel 2013

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## QUESTION 1

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 2

Crop the picture.

Books.jpg

Crop to Shape Snip Same Side Corner Rectangle.

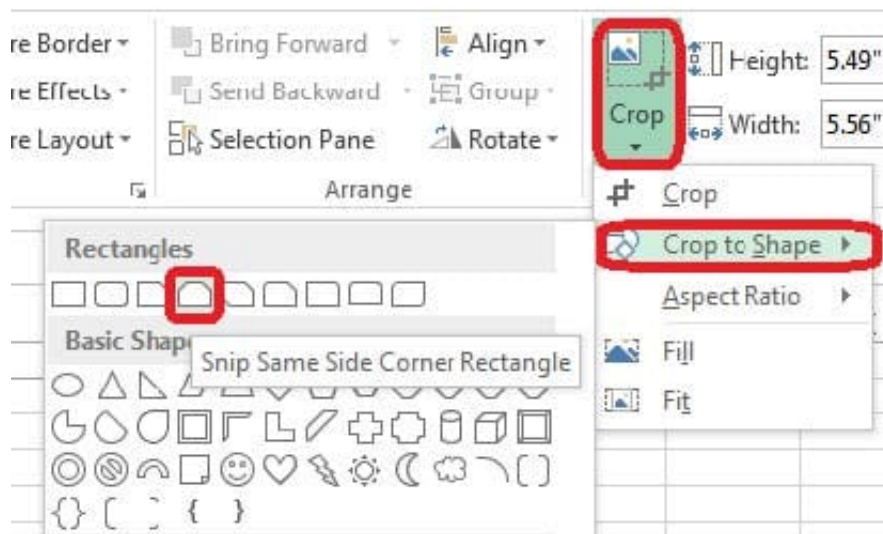
Correct Answer: Use the following steps to complete this task in explanation:

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

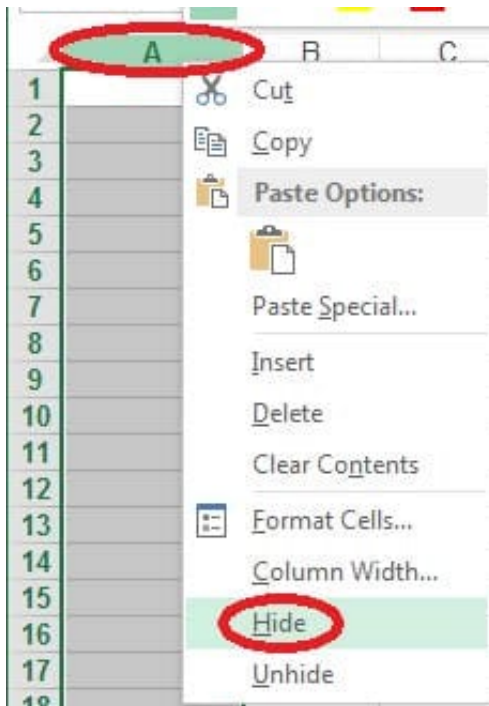
Hide columns.

Column A.

Columns O through R.

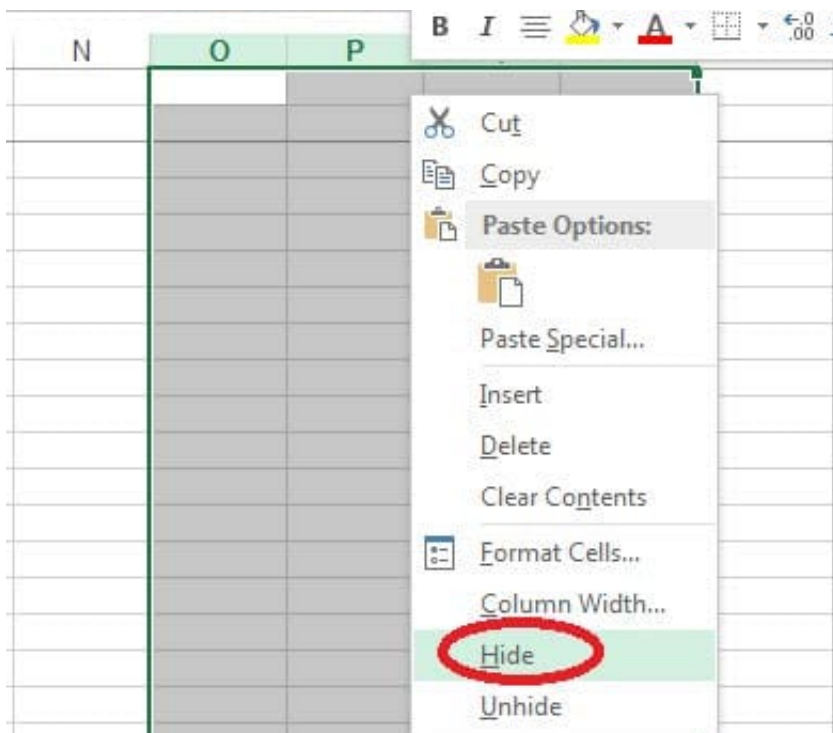
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Right-click on the A column header, and select Hide from the context menu.



Step 2: Click on the O columns header, and then Shift-click on the R Column Header.

Step 3: Right-click in one of the cells in the high-lighted area, and select Hide from the Context menu.



#### QUESTION 4

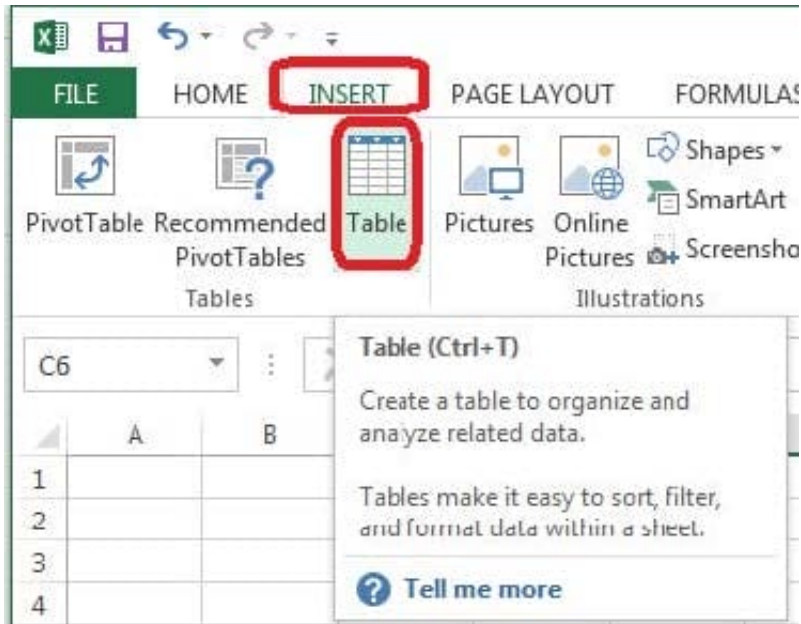
Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style



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 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.



### 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: Change by typing the title to: All Zero Scores



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