

77-420^{Q&As}

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

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.



2.6	- -					
HOME	INSERT	PAGE LAYOUT	FORMULAS			
Recommer PivotTab Tables	nded Table les	Pictures Online Pictures Illustr	Shapes *			
*	Table	e (Ctrl+T)				
В	Crea analy	te a table to organize /ze related data.	e and			
	Table	es make it easy to so	rt, filter,			
	and	ormat data within a	sheet.			
	0	⑦ Tell me more				
	HOME Recommer PivotTab Tables	HOME INSERT Recommended PivotTables Tables Tables Table B Table Analy Table Orea Analy Table	HOME INSERT PAGE LAYOUT Recommended Table Pictures Online Pictures Online Pictures Ullustr Tables Tables Illustr Table (Ctrl+T) Create a table to organize analyze related data. Tables make it easy to so and format data within a Tables make it easy to so			

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

reate l'able	
<u>W</u> here is the data for y	our table?
=\$8\$6:\$F\$29	1
My table has he	aders

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



Step 5:In the Design tab enable First Column.



	Concernence -									
VIEW	DESIGN									
☑ He □ To ☑ Bai	ader Row tal Row nded Rows	First Column Filter Button Last Column Banded Columns								· · · · · · · · · · · · · · · · · · ·
		Table Style Options				Tabl	e Styles			
		First Column Display special formatting for the								
Н	I	first column of the table.	M	N	0	Р	Q	R	S	Т

QUESTION 3

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 theStyle 7chart style.



QUESTION 4

Insert the instructor\\'s name for column B.

Cell B5.

Use Function RIGHT

Text: B2

Absolute reference

Num_chars: "16"



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

Step 1:Open the correct worksheet (Summary Worksheet).

Step 2:Click in cell B5.

Step 3:Click on the insert function button.



Step 4:In the Insert Function Dialog box select the Category Text, scroll down and click on the function RIGHT, and click OK.

earch for a function:	
lype a brief description of what you want to do and the click Go	n <u>G</u> o
Or select a category Text	-
select a functio <u>n</u> :	
NUMBERVALUE PROPER REPLACE	
RIGHT	
SUBSTITUTE	ſ
RIGHT(text,num_chars) Returns the specified number of characters from the end	of a text string.
Help on this function OK	Cancel

Step 5:In the Function Arguments Dialog box in the Text box type B2, in the Num_chars type 16, and click OK.



(SE)	
= 16	
= T	
n the end of a text string.	
s how many characters you want to extract,	1 if omitted.
1	= = n the end of a text string. es how many characters you want to extract,

QUESTION 5

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 K2andClick on the insert function button.

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

earch for a function:	
Type a brief description of what you want to do and then click Go	<u>G</u> o
Or select a category: Text	
ielect a function:	
BAHTTEXT	*
CHAR	
CODE	
CONCATENATE	
EXACT	+
CONCATENATE(text1_text2)	
Joins several text strings into one text string.	



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

Function Arguments				3 X
CONCATENATE Text1 Students Text2	with no	=		
Joins several text strings into o	one text string.	=		
	Text1: text1,text2 string and	2, are 1 to 255 text s I can be text strings, i	trings to be joined i numbers, or single-c	nto a single text cell references.
Formula result =				
Help on this function			ОК	Cancel

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

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