



77-420^{Q&As}

Excel 2013

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QUESTION 1

Modify the document property.

MathTracker.xlsx

Subject "Homework"

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

Step 1: Click the File menu.



Step 2: Select Info (if necessary) and click Show All Properties,



Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Book1

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path
- Hidden rows
- Active Filters
- Content that people with disabilities are unable to read

Versions

- Today, 9:20 PM (autosave)
- Today, 9:08 PM (autosave)
- Today, 8:50 PM (autosave)
- Today, 8:38 PM (autosave)
- Today, 6:44 PM (autosave)

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties

Size11.4KB

TitleAdd a title

TagsAdd a tag

CategoriesAdd a category

Related Dates

Last ModifiedToday, 9:20 PM

CreatedYesterday, 7:08 PM

Last Printed

Related People

Author

Admin

Add an author

Last Modified By

Admin

Related Documents

Open File Location

Show All Properties

Step 3: In the Subject textbox type: HomeWork and click the Return button.

Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Info

Book1

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- Content that people with disabilities are unable to read

Properties

Size11.4KB

TitleAdd a title

TagsAdd a tag

CommentsAdd comments

Template

StatusAdd text

CategoriesAdd a category

SubjectHomeWork

Hyperlink BaseAdd text

CompanySpecify the company

QUESTION 2

Create a hyperlink to another worksheet.



Cell A2.

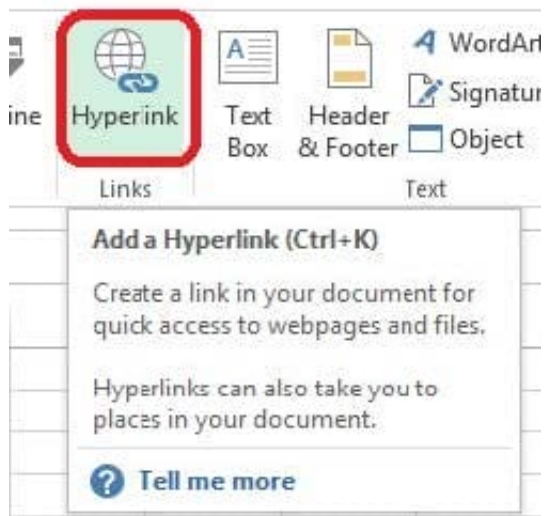
Cell reference "A3"

Sheet reference "Section 3" worksheet.

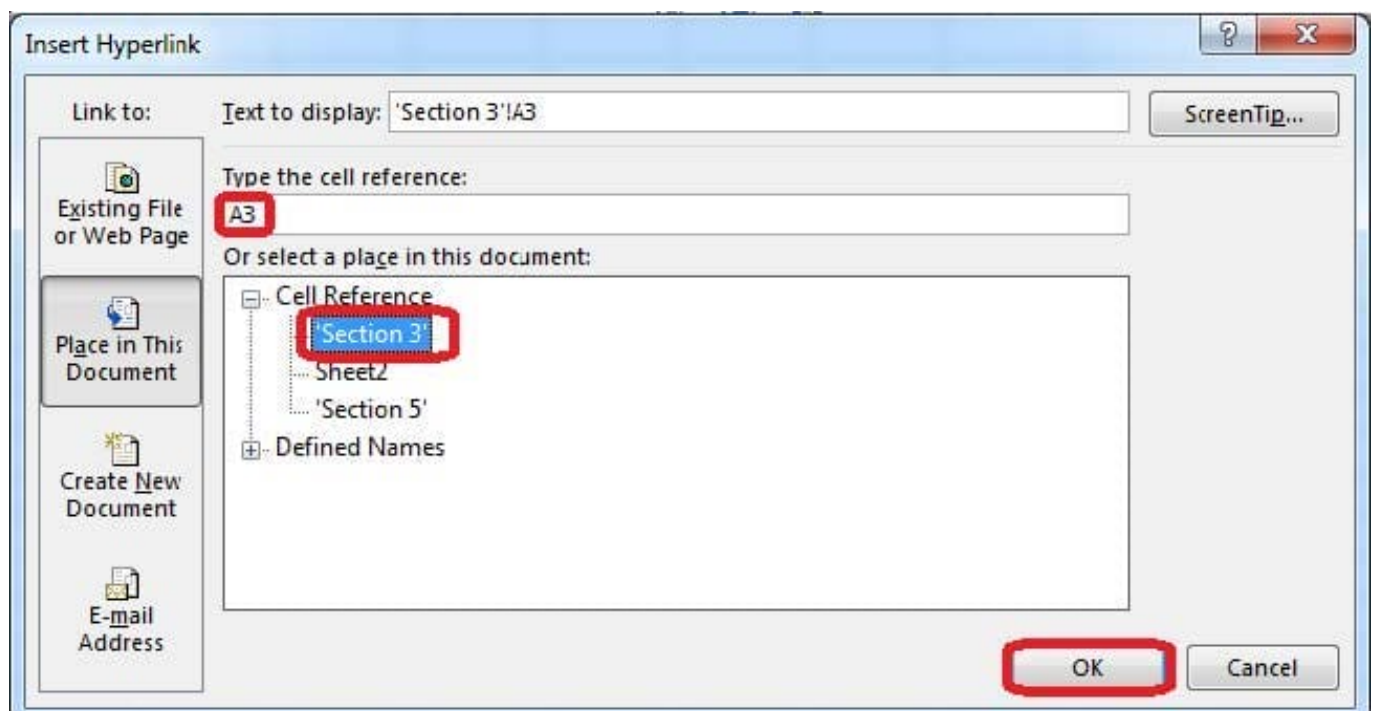
Correct Answer: Use the following steps to complete this task in explanation:

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 3

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:

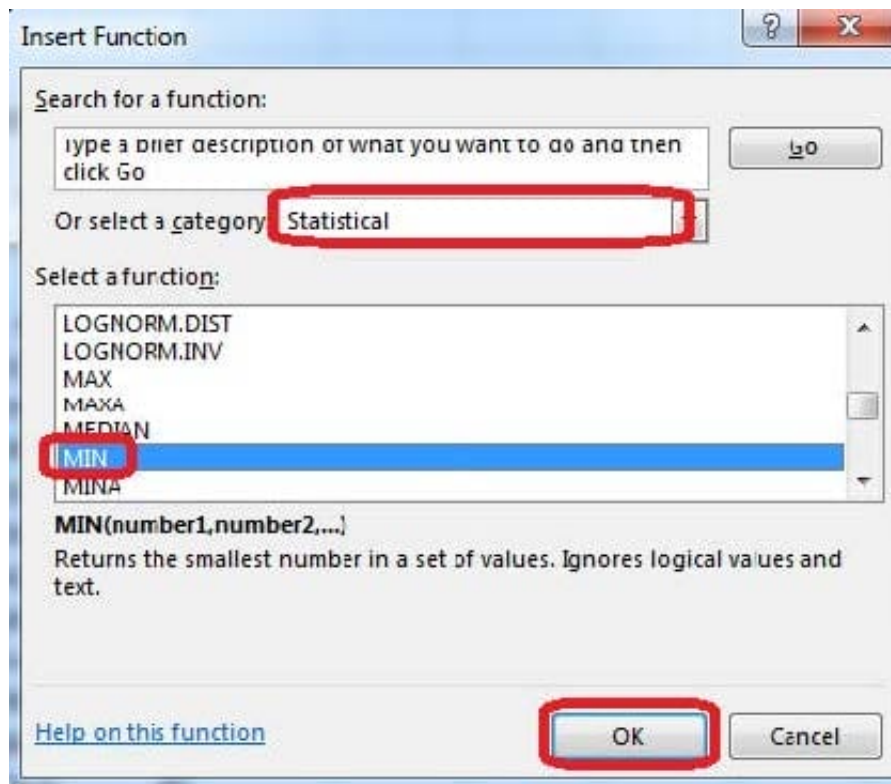
Step 1: Click cell D7, and then click the Insert Function Button.



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

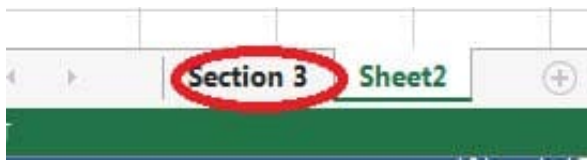
Formula.

Find the minimum homework score for each student.

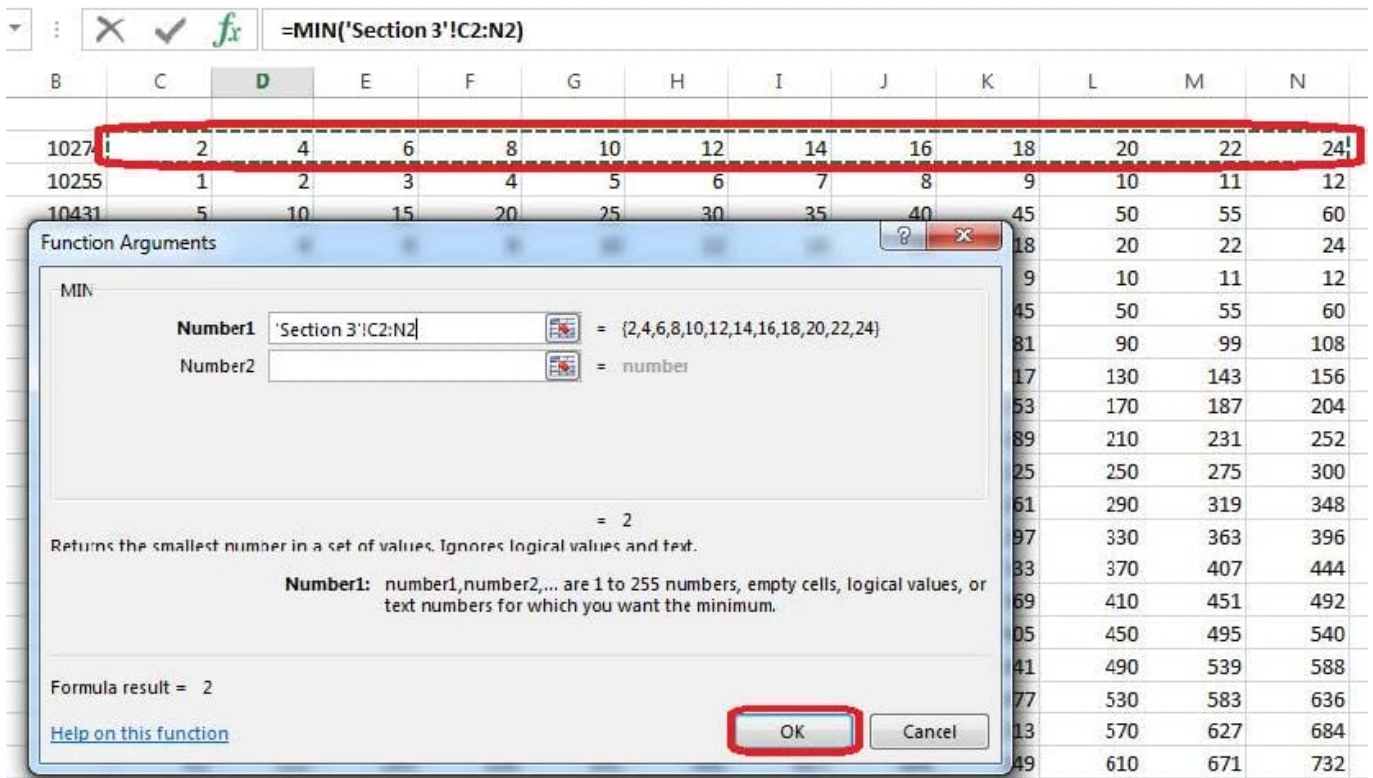


The function Arguments Dialog box appears:

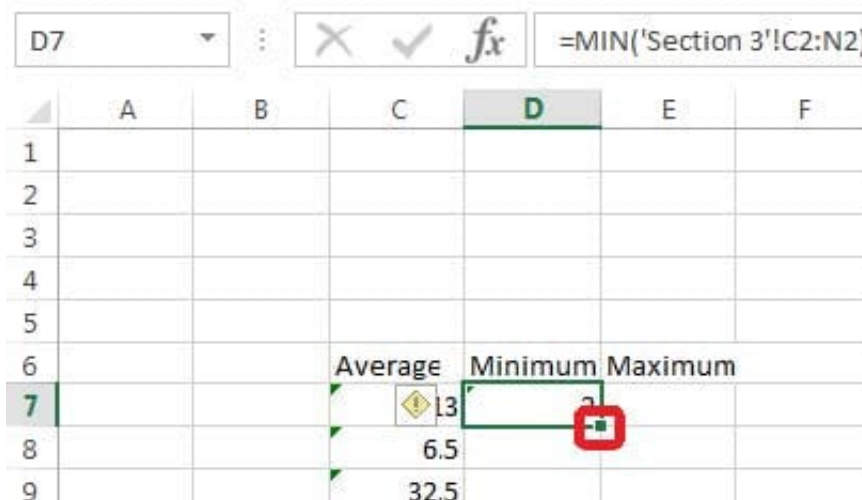
Step 3: Click on the Section 3 tab (left bottom part of the window).



Step 4: Locate the data for the first student. This will 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 4

Add a header and the date for each of the columns (assignments) in the range.

Cell B2.

Text "Date".

Cell Range C2: S2

Text: "22-Aug, 29-Aug,

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

Step 1: Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 4: Click cell C2, then shift-click cell D2.



	A	B	C	D	E
1					
2		Date	22-Aug	29-Aug	
3					
4					

Step 5: Copy until cell S2 (by dragging from cell D2 to cell S2).

I	J	K	L	M	N	O	P	Q	R	S	T
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	

QUESTION 5

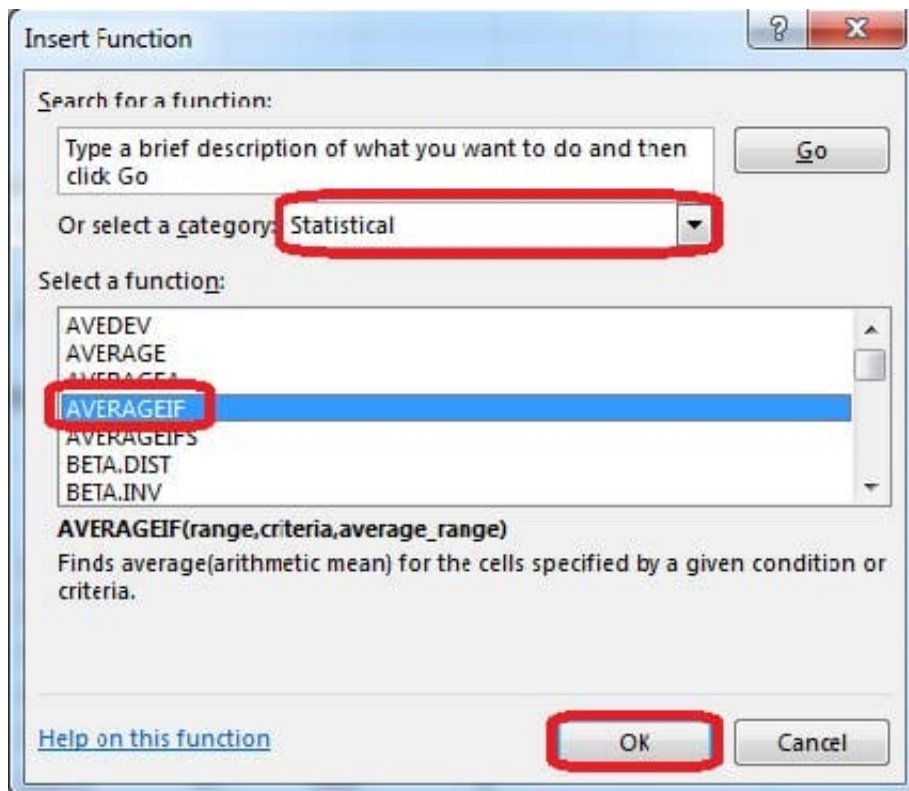
Formula Find the average score of all student ids without a zero homework score. Cell L2 Use Function AVERAGEIF
Range F7:F29 Criteria: "0" Average_range: "Homework"

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

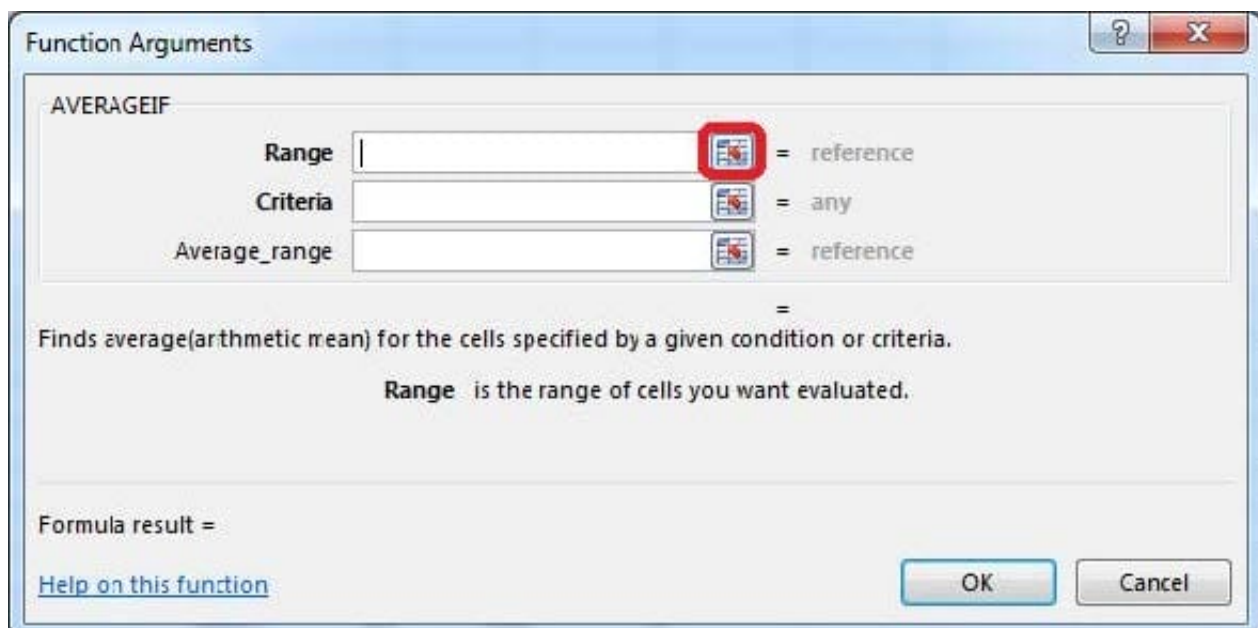
Step 1: Click cell L2, and then click the Insert Function Button.



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



Step 3: In the function Arguments dialog box click the reference button.



Step 4: Click cell F7, shift-click cell F29, and press the enter key. Step 5: In the Function Arguments dialog box in the Criteria box type: 0, in the Average_range box type: Homework, and click the OK button.



X ✓ <i>fx</i> =AVERAGEIF(F7:F29)					
C	D	E	F	G	H
Function Arguments					
F7:F29					
Average	Minimum	Maximum	0 Scores		
10.33333	0	24	2		
6.5	1	12	0		
28.75	0	60	1		
13	2	24	0		
5.916667	0	12	1		
32.5	5	60	0		
58.5	9	108	0		
58.5	0	156	3		
110.5	17	204	0		
136.5	21	252	0		
162.5	25	300	0		
188.5	29	348	0		
214.5	33	396	0		
240.5	37	444	0		
266.5	41	492	0		
292.5	45	540	0		
318.5	49	588	0		
344.5	53	636	0		
370.5	57	684	0		
396.5	61	732	0		
422.5	65	780	0		
448.5	69	828	0		
474.5	73	876	0		

The screenshot shows the "Function Arguments" dialog box for the AVERAGEIF function. The arguments are as follows:

Argument	Value	Description
Range	F7:F29	= {2;0;1;0;1;0;0;3;0;0;0;0;0;0;0;0;0;0;0;0;0;0}
Criteria	0	= 0
Average_range	Homework	= {10.8333333333333;6.5;28.75;13;5.9166666666667}

The formula result is displayed as 236.7368421.

Average_range are the actual cells to be used to find the average. If omitted, the cells in range are used .

Formula result = 236.7368421

[Help on this function](#)

Buttons: OK, Cancel

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