



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

Excel 2013

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### QUESTION 1

Apply a cell style Cell range A2:S2 Style 40% - Accent3

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

Step 1: Open the correct worksheet(Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4:On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.



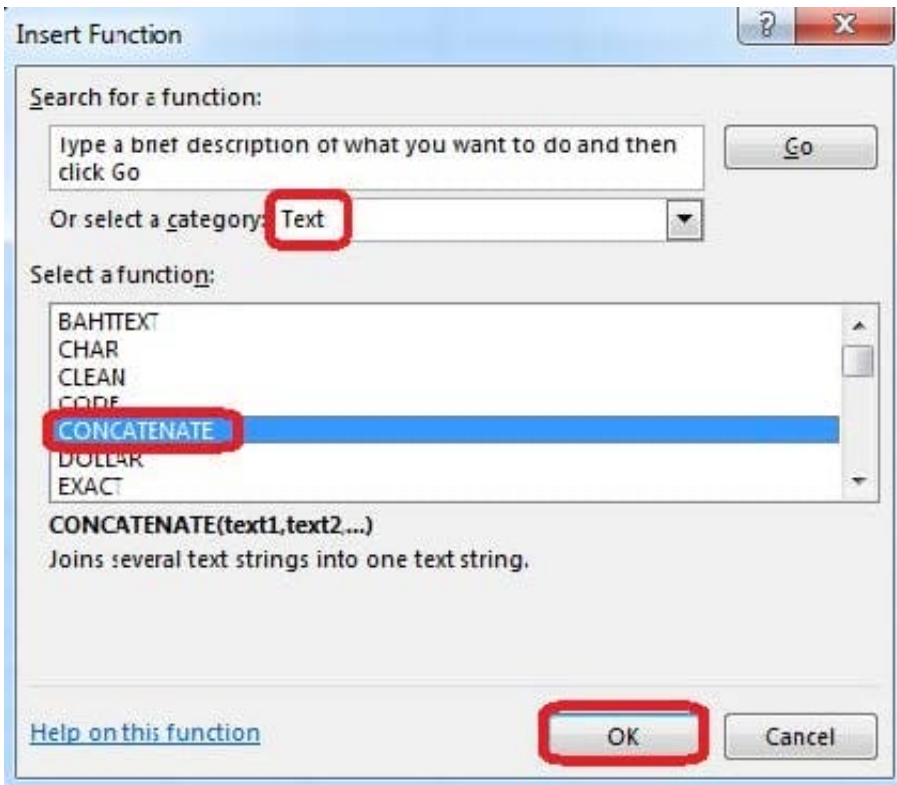
### QUESTION 2

Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of column F Absolute Reference

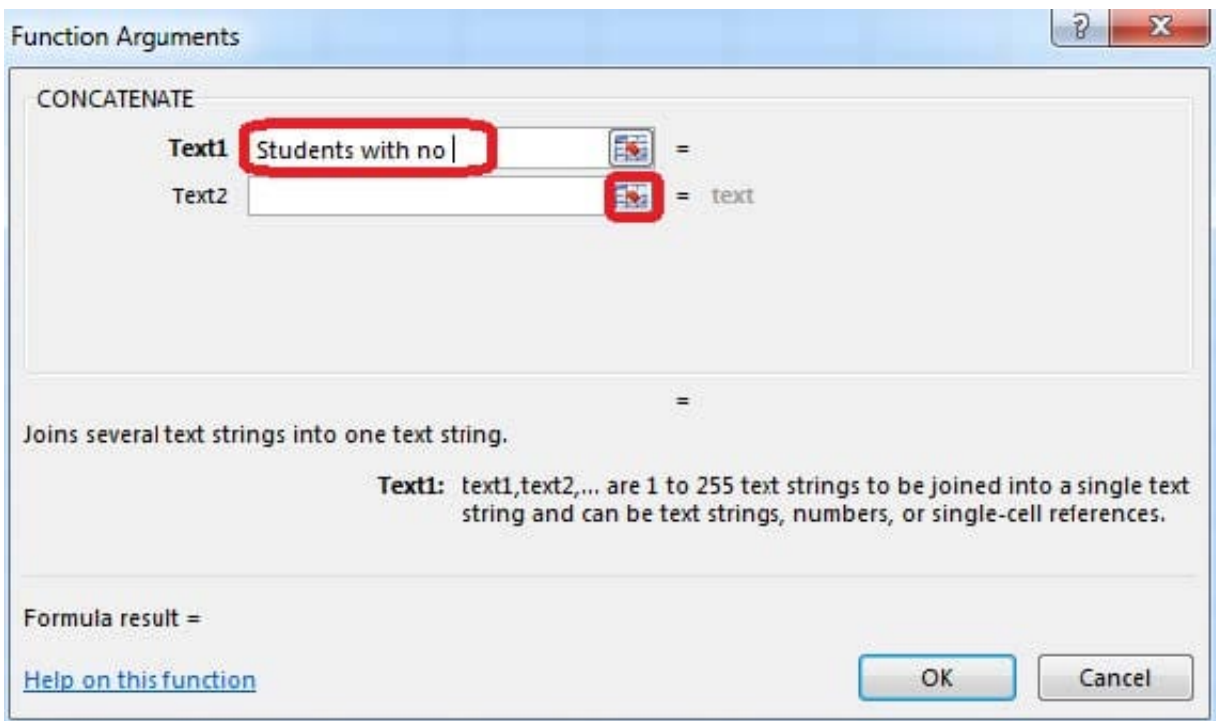
Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click K2andClick on the insert function button.

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



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



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

### QUESTION 3



Modify the text in the title.

Cell A1.

Text "Math 1080 - Section 3 Assignments"

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

Step 1:Click cell A1 Step 2:Change the text by typing to: Math 1080 - Section 3 Assignments

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#### QUESTION 4

Change the color theme. MathTracker.xlsx Slipstream

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

Step 1:Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.



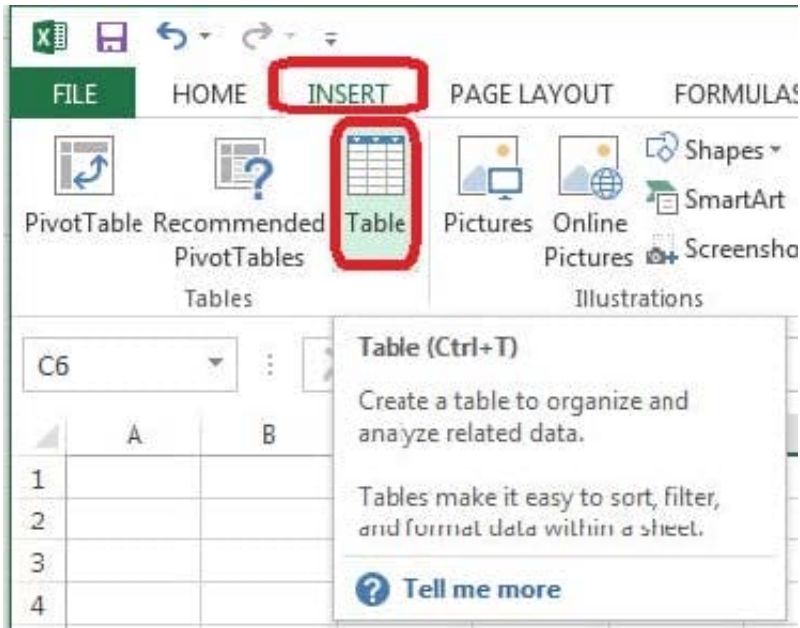
### QUESTION 5

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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