

77-420^{Q&As}

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.

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 the 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.



Insert Function	8 X
Search for a function:	
type a prier description of what you want to do and then click Go	<u></u>
Or select a category Statistical	
Select a function:	
LOGNORM.DIST LOGNORM.INV MAX MAXA MEDIAN	•
MINA	+
MIN(number1,number2,) Returns the smallest number in a set of values. Ignores logica text.	al values and
Help on this function OK	Cancel

The function Arguments Dialog box appears:

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

}	1. C	Section 3	Sheet2	÷

Step 4: Locate the data for the first student. This well be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.



В	С	D	E	F	G	Н	I	J	K	L	М	N
1027	2	4	6	8	10	12	14	16	18	20	22	
10255	1	2	3	4	5	6	7	8	9	10	11	
10431	5	10	15	20	25	30	35	40	45	50	55	
unction	Arguments							8	× 18	20	22	
MIN									9	10	11	
11111					(E) (2)			242	45	50	55	
	Numbe	Section	13 (C2:N2		= {2,	4,0,0,10,12,14	+,10,18,20,22,	,24}	81	90	99	1
	Numbe	r2			= nt	ımbei			17	130	143	1
									53	170	187	1
									89	210	231	2
									25	250	275	2
					- 7				61	290	319	3
Returns	the smallest n	imper in a s	et of values.	Ignores logi	ical values ar	nd text.			97	330	363	3
		Numb	arti numb	rt number?	are 1 to 7	55 numbers	ampty calls 1	o airal value	33	370	407	4
		Nume	text nu	mbers for w	hich you wa	int the minim	um.	ogical value	69	410	451	4
									05	450	495	5
									41	490	539	5
Formula	result = 2								77	530	583	6
						_	2/2/0	1 30,850,77		2200	607	3/6
Help on	this function						OK	Cance	1 13	570	627	t

Step 5: Copy cell D7 downwards until cell D29.

D7		•	:	\times	¥ .	<i>fx</i>	=MI	N('Section	n 3'!C2:N2)
	A		в		с	0)	E	F
1									
2							1		
3									
4									
5									
6				Aver	age	Minin	num	Maximum	1
7					13 🚯		2		
8					6.5		C		
9					32.5				

Result will be like:



Av	rage	Minimum	Maximum
	() L3	2	
0	6.5	1	
1	32.5	5	L
	13	2	
	6.5	1	l
	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	3

QUESTION 3

Rename a table. Cell range B6:F29 Name: "Overview"

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 Name box at the left end of the formula bar.

Step 3: Type: Overview. Press ENTER.





QUESTION 4

Insert data from a text file.

Cell A1.

File source Autumn.txt

Tab-delimited

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

Step 1:Click cell A1.

Step 2:Click the Data tab, and click the From Text button.

	5	• 👌	·				-
FILE	H	OME	INSERT	PAGE LAYOU	t fori	MULAS D	ATA
From Access	From Web	From Text Get Ex	From Other Sources + ternal Data	Existing Connections	Refresh All +	Connection Properties Edit Links nnections	rs AJ ZJ
Al		Get D	D <mark>ata From Te</mark> rt data from a	xt text file.			
2	Α	в	L.	U	E	F	G
1					1	1	
2	-95 -						
3					1	11	

The Text Import Wizard starts.

Step 3:Make sure Delimited is select, and click Next.



Text Import Wizard - Step 1 of 3	<u>२</u> ×
The Text Wizard has determined that your data is D If this is correct, choose Next, or choose the data ty	elimited. pe that best describes your data
Original data type Choose the file type that best describes your data Original data type Choose the file type that best describes your data - Characters such as commas Fixed width - Fields are aligned in column	a: or tabs separate each field. ns with spaces between each field.
Start import at <u>r</u> ow: 1 🚔 File <u>o</u> rigin:	437 : OEM United States
Preview of file D:\Alj\Autumn.txt.	
1 BoJoeMaryLisa 2 3 4 5	*
< 	ancel < Back <u>N</u> ext > <u>F</u> inish

Step 4:Make sure Delimiters: Tab is selected. Then click Next.



Delimiters Image: Streen rets you review below. Delimiters Image: Streen rets you rets you review below. Image: Streen rets you review rev	set the delimiters your data contains. You can see how your text is affected in the Treat consecutive delimiters as one Text gualifier:	
Data <u>p</u> review Bo Joe Ma	ry Lisa	<u> </u>

Step 5: Finish the wizard by click the Finish Button. Step 6: Confirm with OK in the Import Data dialog box.



QUESTION 5

Sort and Filter. Apply a sort and a filter to the table. Cell range B6:F29 Sort Column Zero Scores Order Largest to



Smallest Column IDs Order Smallest to Largest Filter Hide students ids with no zero scores.

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

Step 1:Click a cell in the table.

Step 2:On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).



Step 3:In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.

lumn	*	Sort On	•	Order	
rt by Zero S	cores	▼ Values		▼ Larges	t to Smallest 🗸 🗸
2210 3	cores	Values		▼ Larges	

Step 4:Select then by: Ids, Order: Smallest to Largest, and click the OK button. Step 5:Click the Zero Scores column header header arrow, select Number Filters, and clickDoes not Equal.



Column Sort On Order	
Sort by Zero Scores 💽 Values 💽 Largest to Smalles	t 💌
Then by IDs 🗸 Values 🗸 Smallest to Larges	t 🚽

12441 58	Al Sort Smallest to Largest		
12434 10 83333			
12434 10.03333	Sort Largest to Smallest	53.	
12438 5.916666	Sor <u>t</u> by Color		
12435 6.	📡 🚊 Lear Filter From "Zero Scores"		
12437 1	Filter by Color	- E.	
12439 32.	Number <u>Filters</u>	•	<u>E</u> quals
12440 58.	Search	0	Does Not Equal
12442 110.	Search	~	Con Heredonin
12443 136.	····· 🗹 (Select All)		<u>Greater Than</u>

Step 6: In the Custom AutoFilter enter 0, and click OK

o Scores			
loes not equal	- 0		-
And Or			
	•		
o represent any sing o represent any serie	le character s of characters		
	o Scores loes not equal <u>And</u> <u>O</u> r o represent any sing o represent any serie	o Scores	o scores loes not equal And O Or represent any single character o represent any series of characters

The result will look like:



4	А	В	С	D	E	F	G
1							
2							
3							
4							
5							
6		IDs 🚽	Average 💌	Minimum 🖬	Maximum 💌	Zero Scores 📭	1
7		12441	58.5	0	156	3	
8		12434	10.833333	0	24	2	1
9		12436	28.75	0	60	1	
10		12438	5.9166667	0	12	1	01
16		12443	126	0	252	1	
19		12446	198	0	396	1	01
25		12452	332.5	0	684	1	6
30							12
31							

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