



77-420^{Q&As}

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QUESTION 1

Apply a style to the chart.

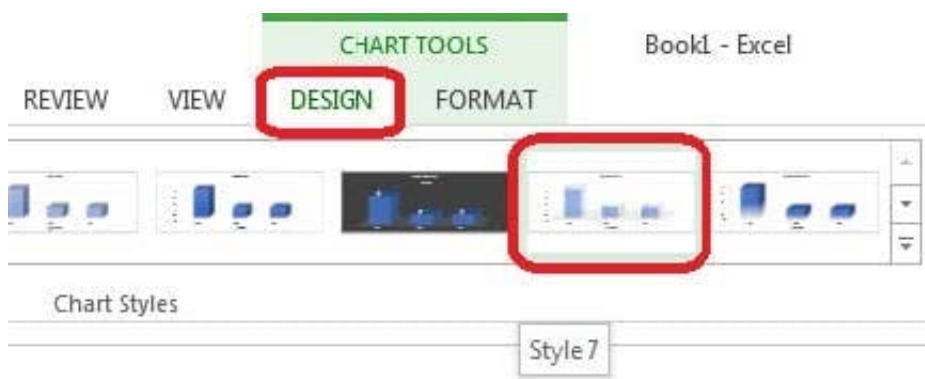
Chart.

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 the Style 7 chart style.



QUESTION 2

Formula. Find the average of each student's homework scores.

Cell range C7:C29

Use Function AVERAGE

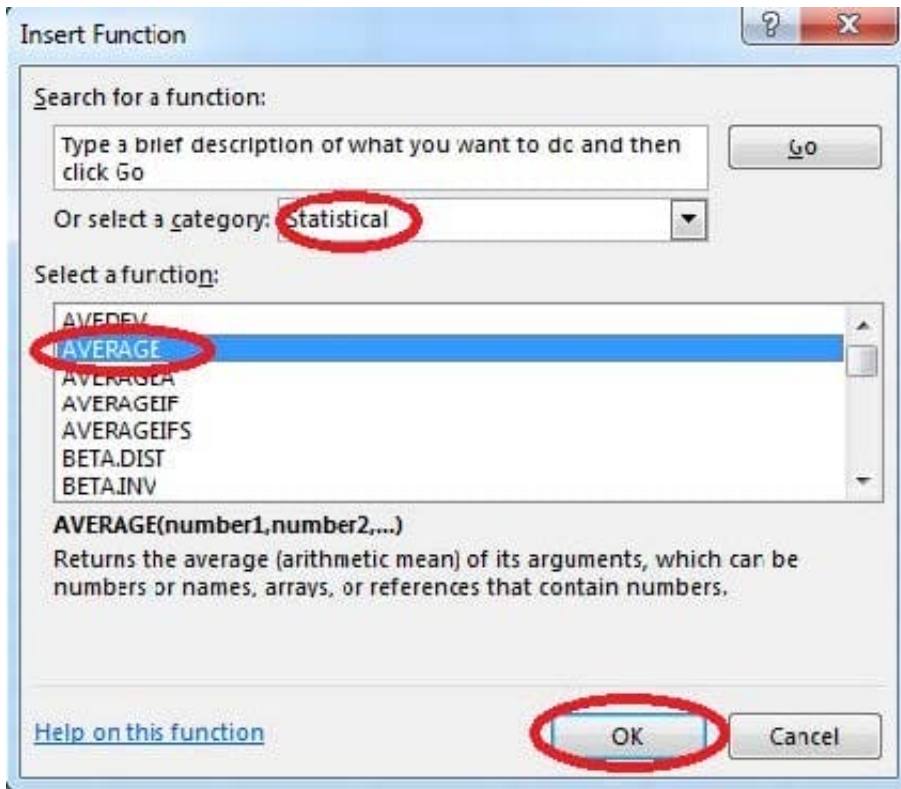
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

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

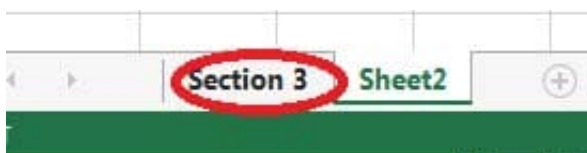
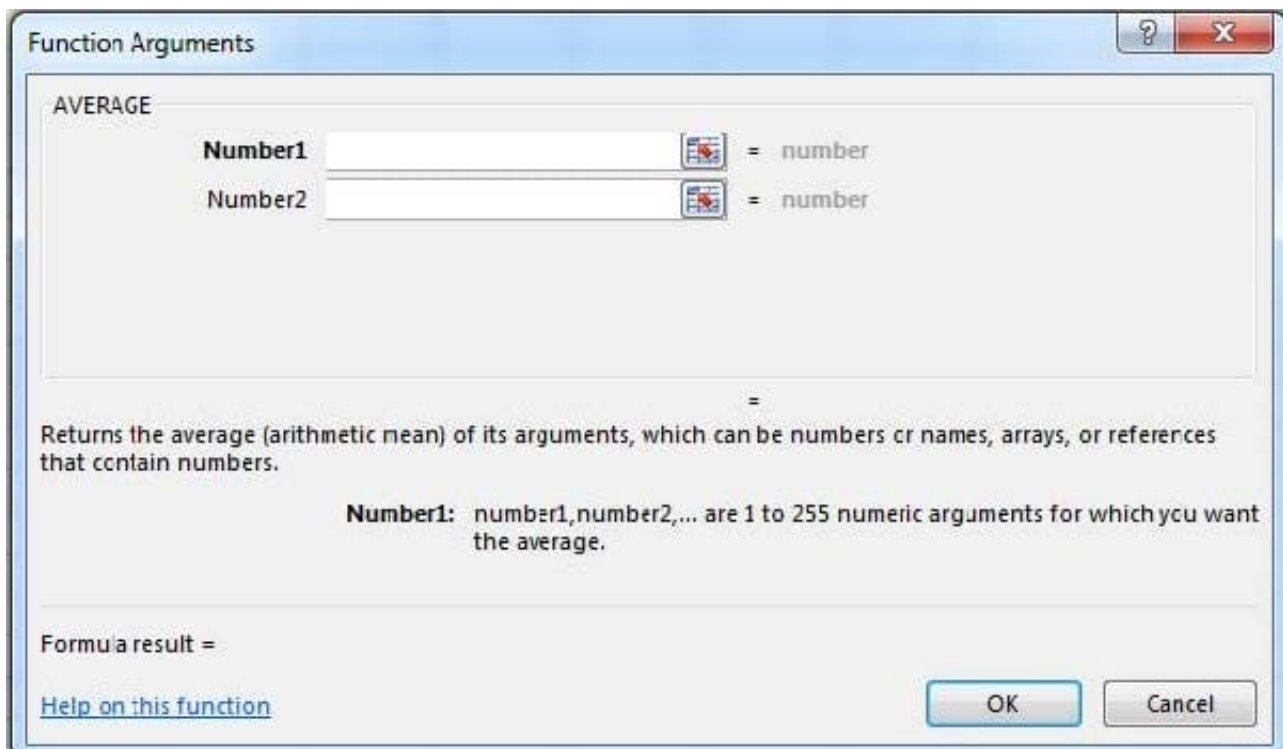
Step 1: Click cell C7, and then click the Insert Function Button.



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



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.

Function Arguments

AVERAGE

Number1: 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}

Number2: = number

= 13

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 13

[Help on this function](#)

OK Cancel

Step 5: Copy cell C7 downwards until cell C29.

	A	B	C
1			
2			
3			
4			
5			
6			Average
7			13
8			

Result will be like:



Average
13
6.5
32.5
13
6.5
32.5
58.5
84.5
110.5
136.5
162.5
188.5
214.5
240.5
266.5
292.5
318.5
344.5
370.5
396.5
422.5
448.5
474.5

QUESTION 3

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

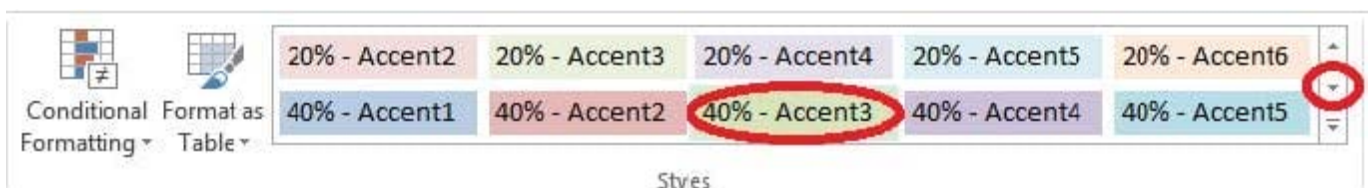
Correct Answer: Use the following steps to complete this task in explanation:

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 4

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:

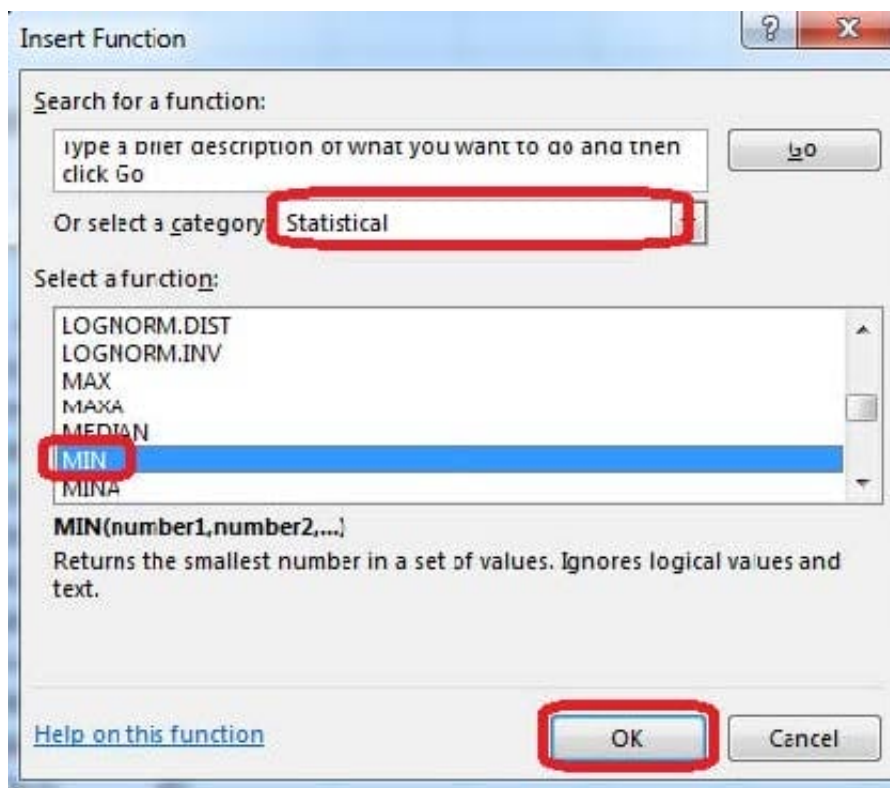
Step 1: Click cell D7, and then click the Insert Function Button.



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

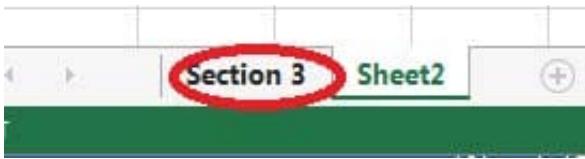
Formula.

Find the minimum homework score for each student.

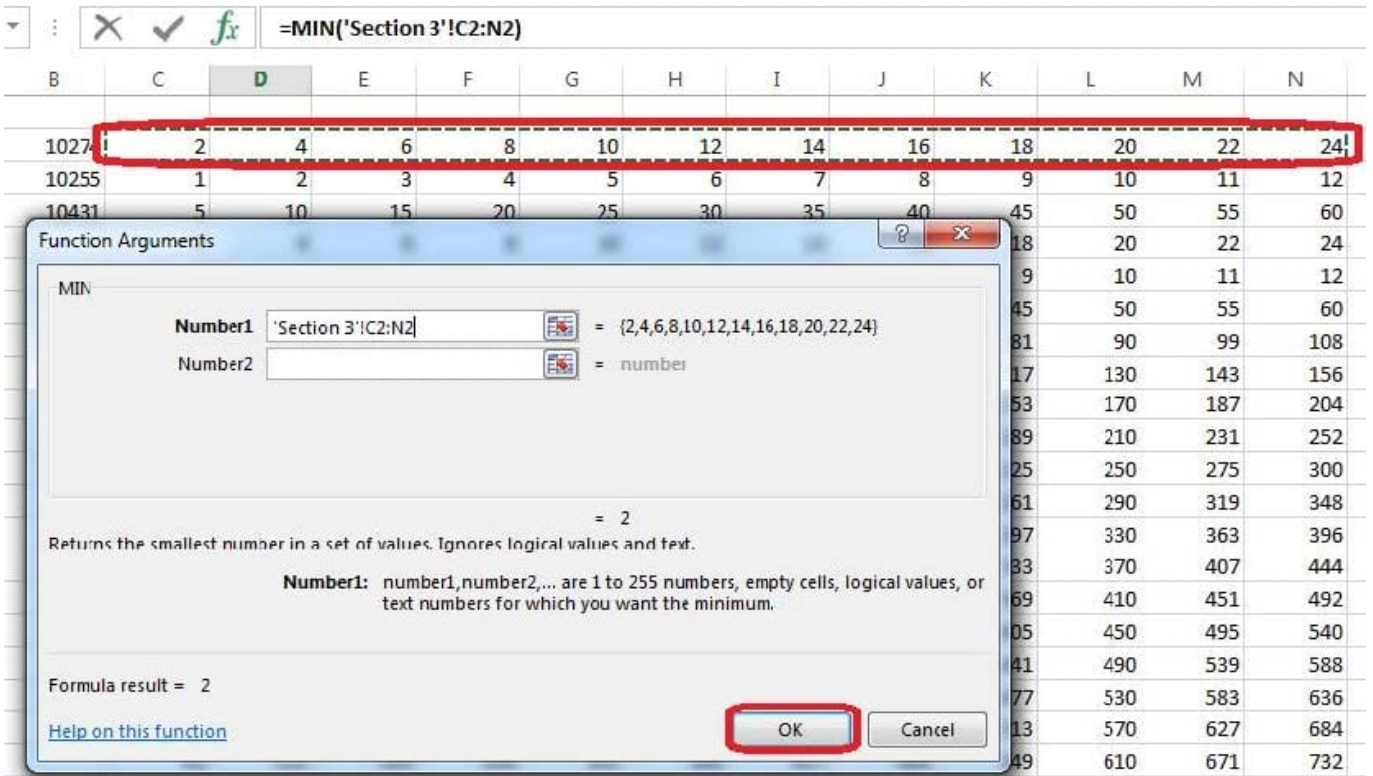


The function Arguments Dialog box appears:

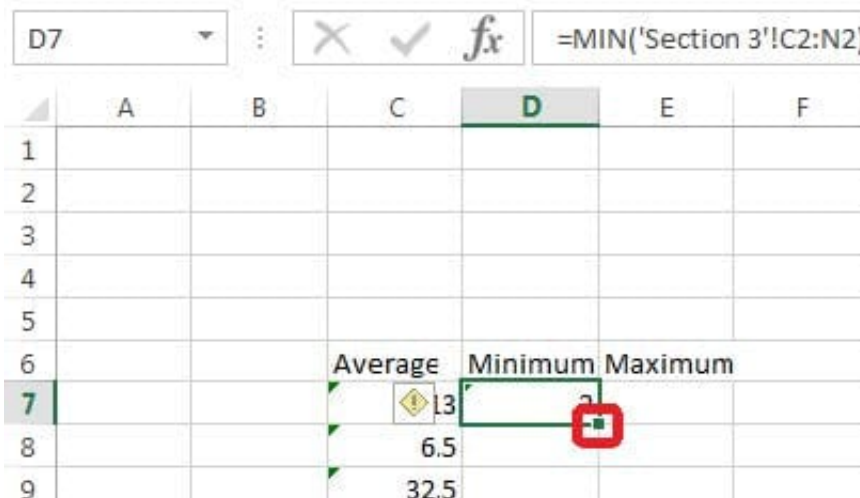
Step 3: Click on the Section 3 tab (left bottom part of the window).



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 5

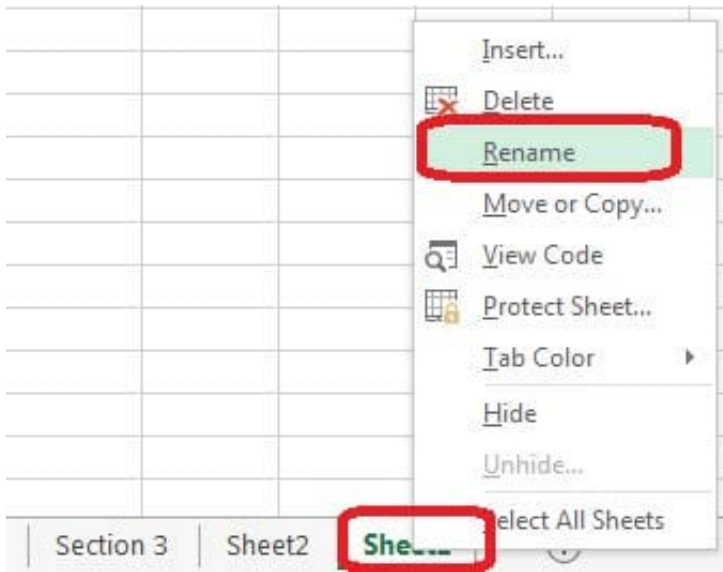
Add a worksheet After other worksheets Rename "Section 5"

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

Step 1: Click on the New sheet button (in the left bottom corner).



Step 2: Right-click on the new worksheet, and click Rename from the context menu.



Step 3:Type: Section 5 Step 4:Press the enter key.

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