



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

Size: **11.4KB**

Title: Add a title

Tags: Add a tag

Categories: Add a category


Related Dates


Last Modified: Today, 9:20 PM

Created: Yesterday, 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

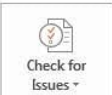
Close

Info

Book1



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Properties

Size: **11.4KB**

Title: Add a title

Tags: Add a tag

Comments: Add comments

Template: Add text

Status: Add text

Categories: Add a category

Subject:

Hyperlink Base: Add text

Company: Specify the company

QUESTION 2

Configure page layout options.

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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 3

Insert data from a text file.

Cell A1.

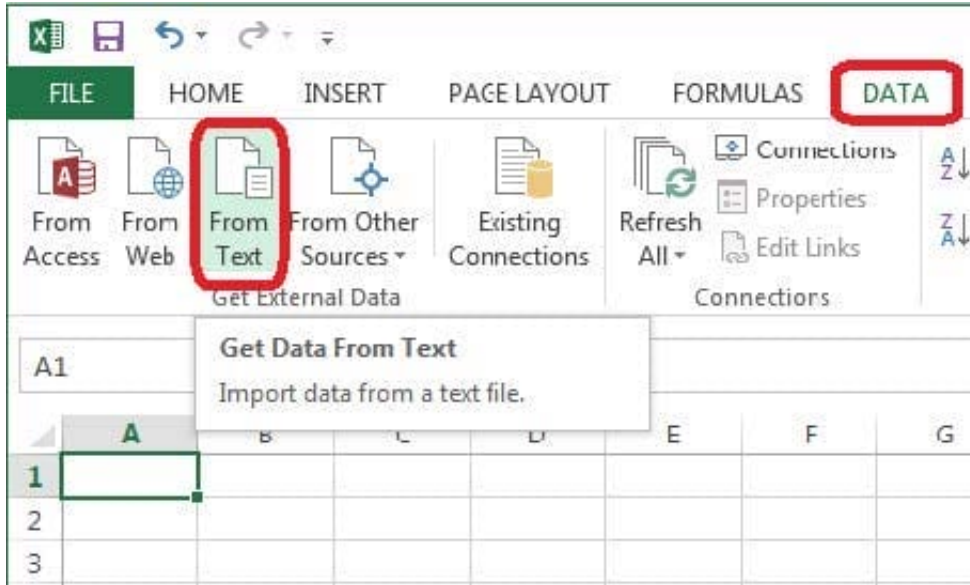
File source Autumn.txt

Tab-delimited

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

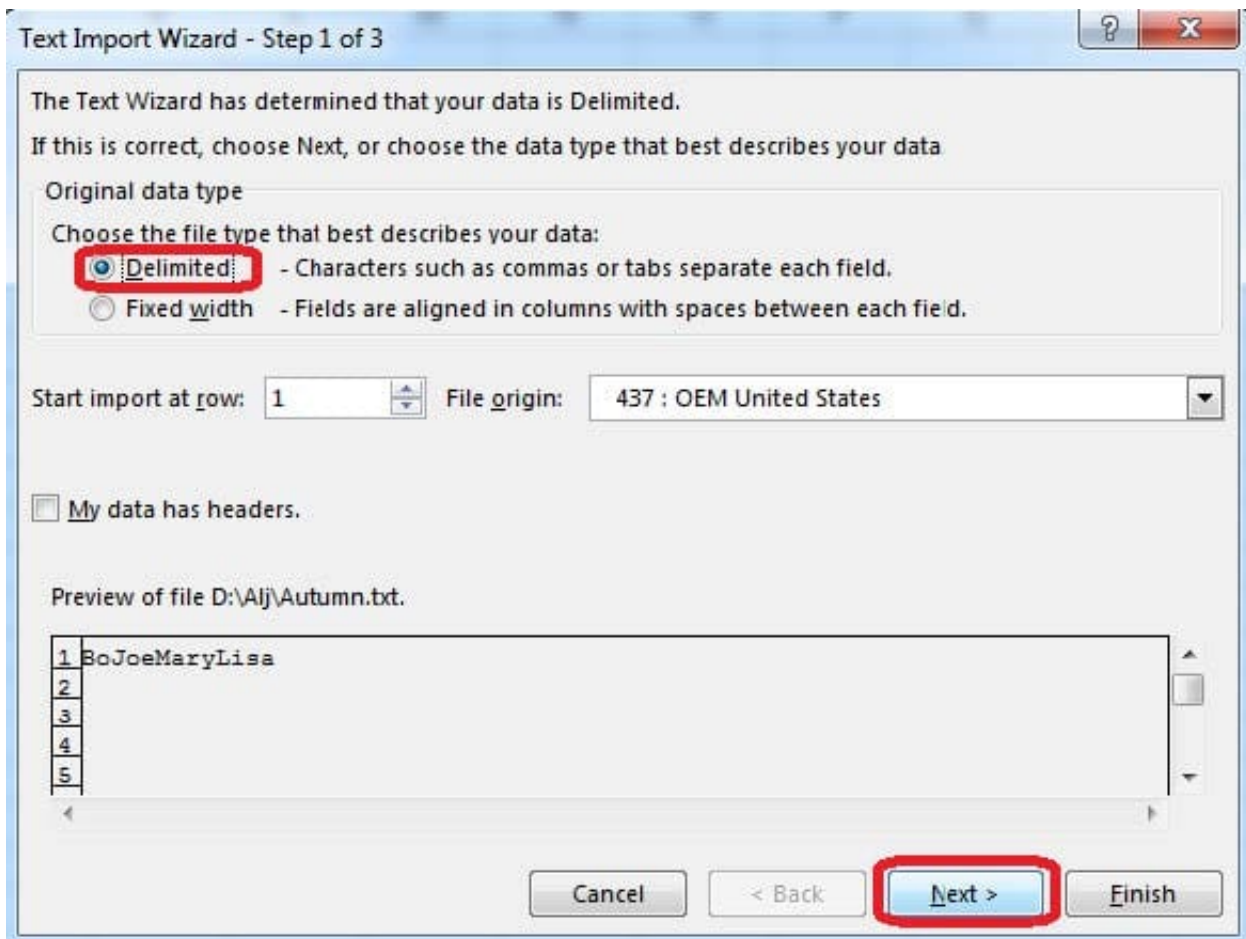
Step 1: Click cell A1.

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

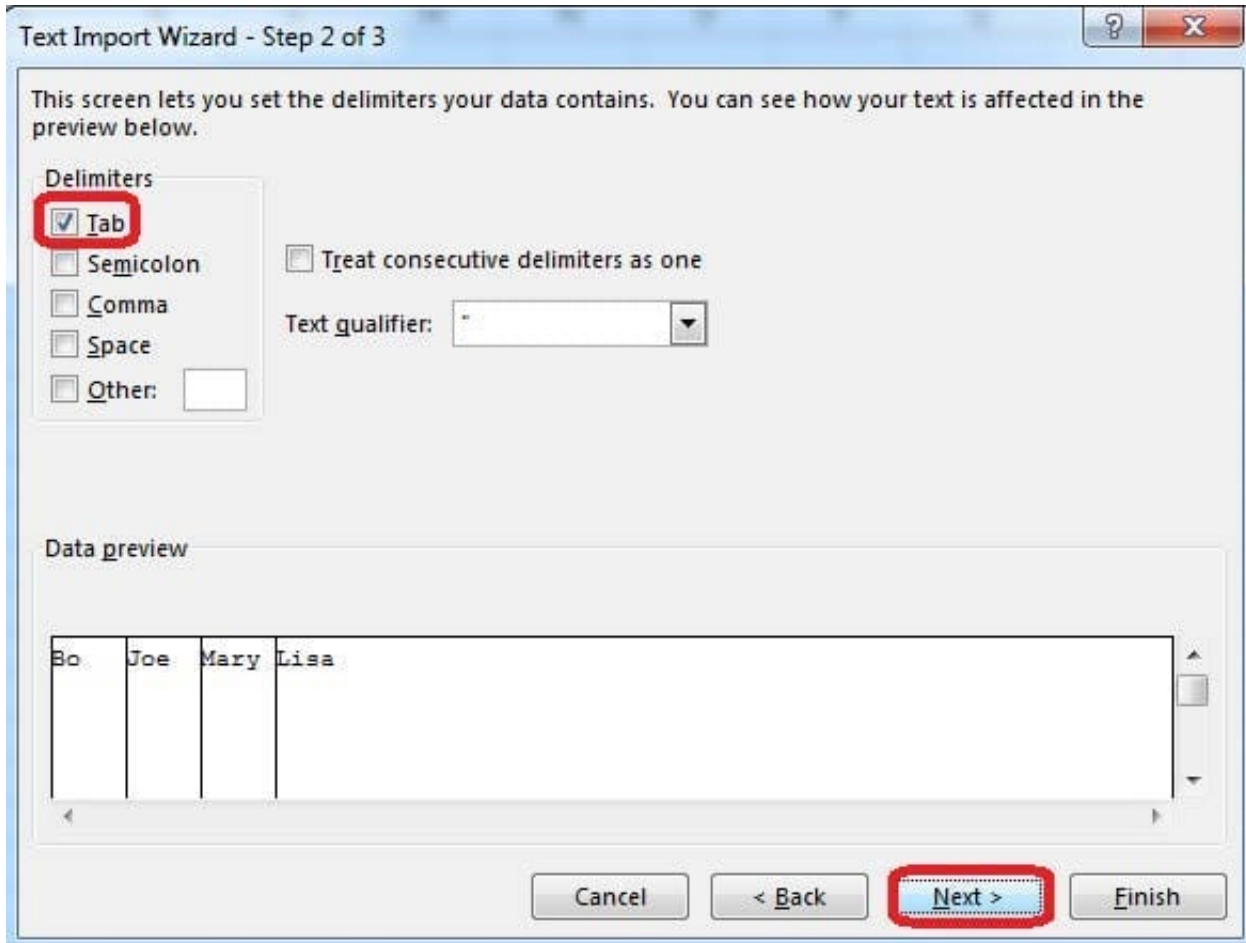


The Text Import Wizard starts.

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



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



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



QUESTION 4

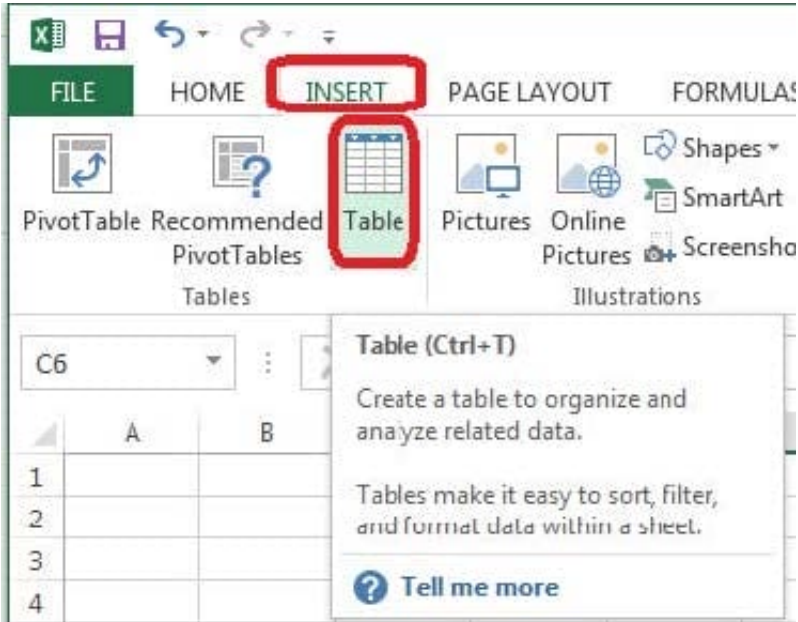
Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style



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.



QUESTION 5

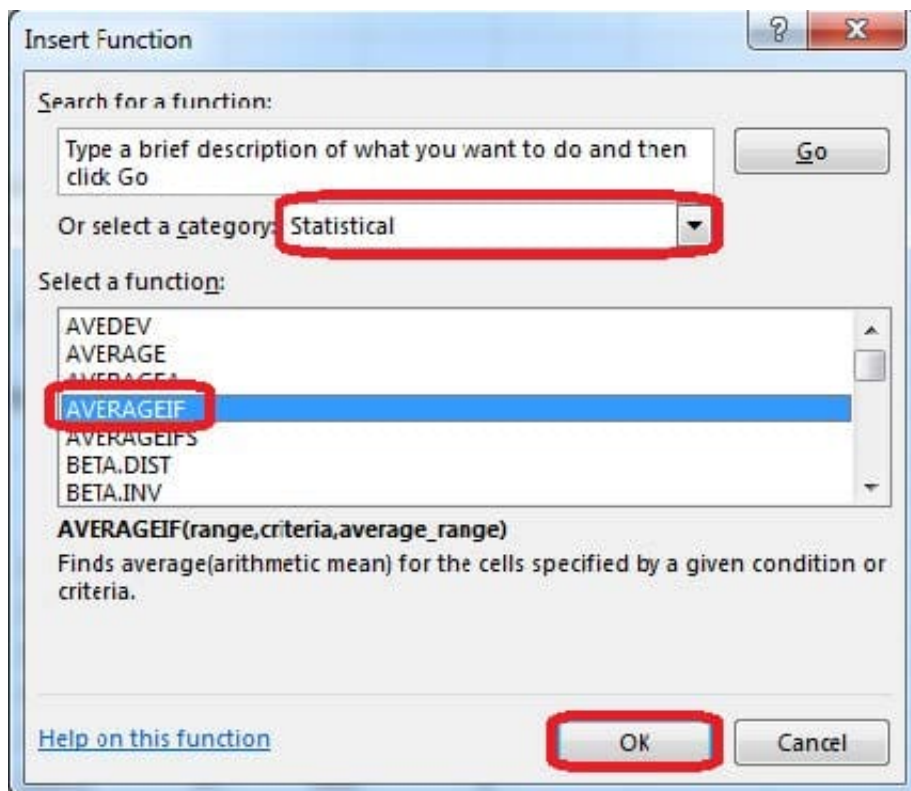
Formula Find the average score of all student ids without a zero homework score. Cell L2 Use Function AVERAGEIF
Range F7:F29 Criteria: "0" Average_range: "Homework"

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

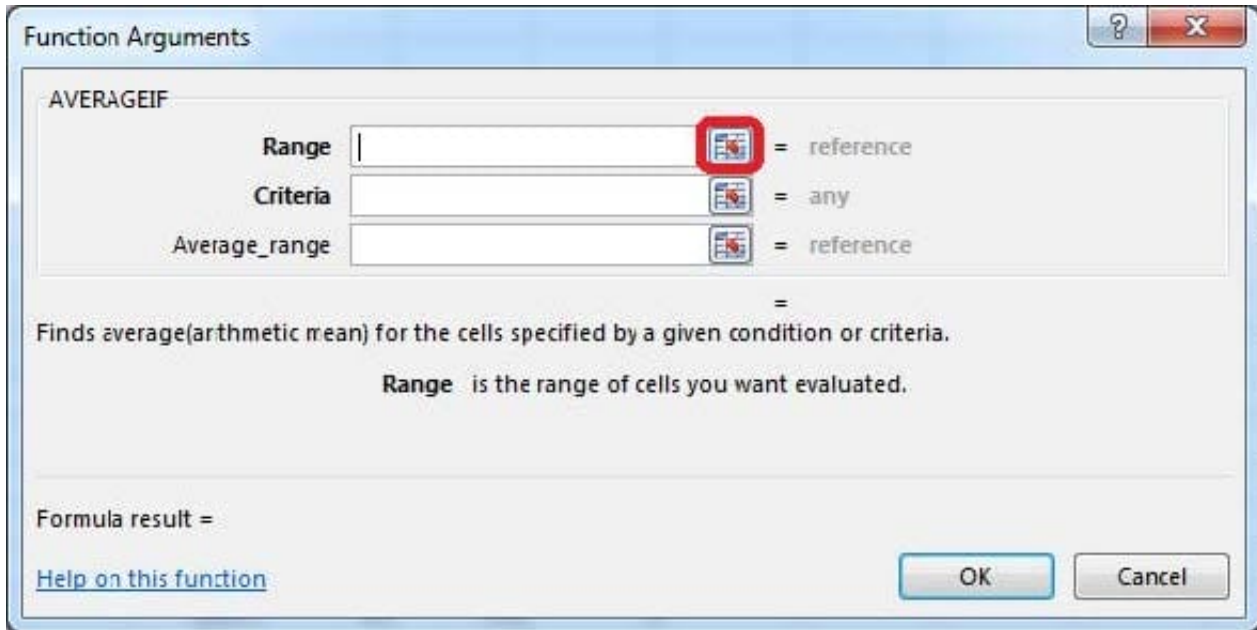
Step 1: Click cell L2, and then click the Insert Function Button.



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.

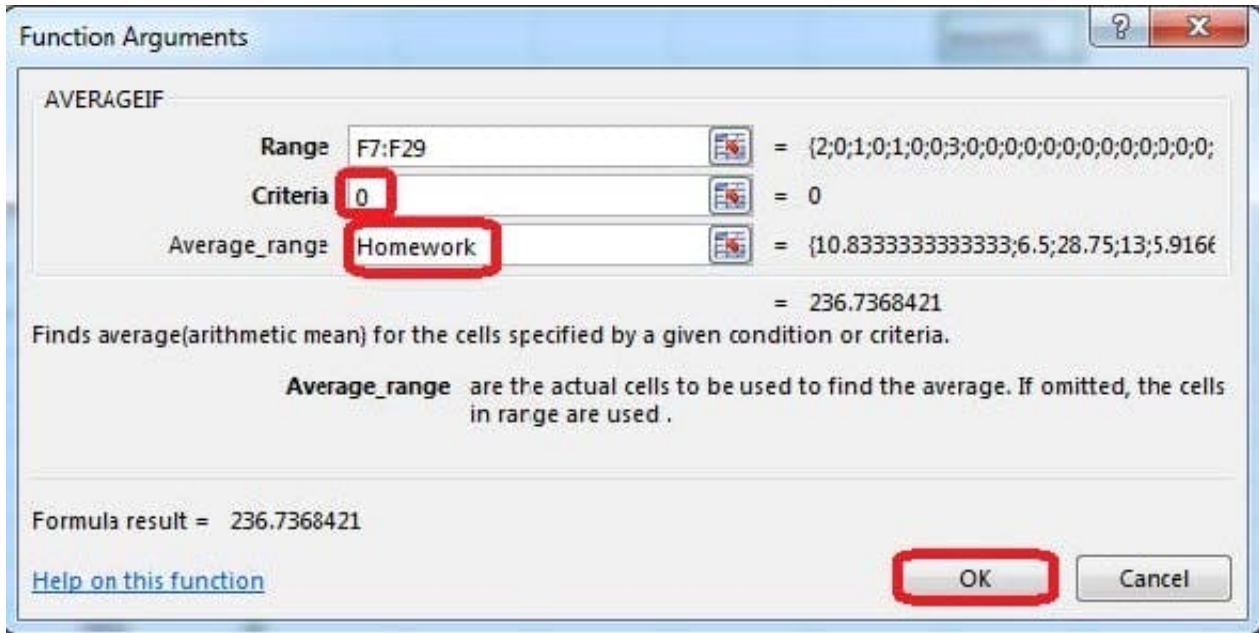


Step 4: Click cell F7, shift-click cell F29, and press the enter key. Step 5: In the Function Arguments dialog box in the Criteria box type: 0, in the Average_range box type: Homework, and click the OK button.



✕ ✓ *fx* =AVERAGEIF(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



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