



77-420^{Q&As}

Excel 2013

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QUESTION 1

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

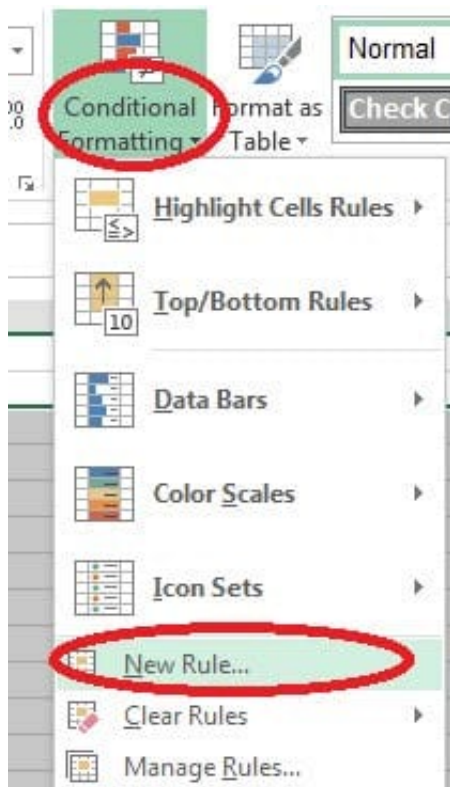
Maximum: Number, "25"

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

Step 1: Click cell C3

Step 2: Shift-Click cell S25.

Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green. Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.



New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format all cells based on their values:

Format Style: 3-Color Scale

	Minimum	Midpoint	Maximum
Type:	Lowest Value	Percentile	Highest Value
Value:	(Lowest value)	50	(Highest value)
Color:	[Red]	[Yellow]	[Green]

Preview

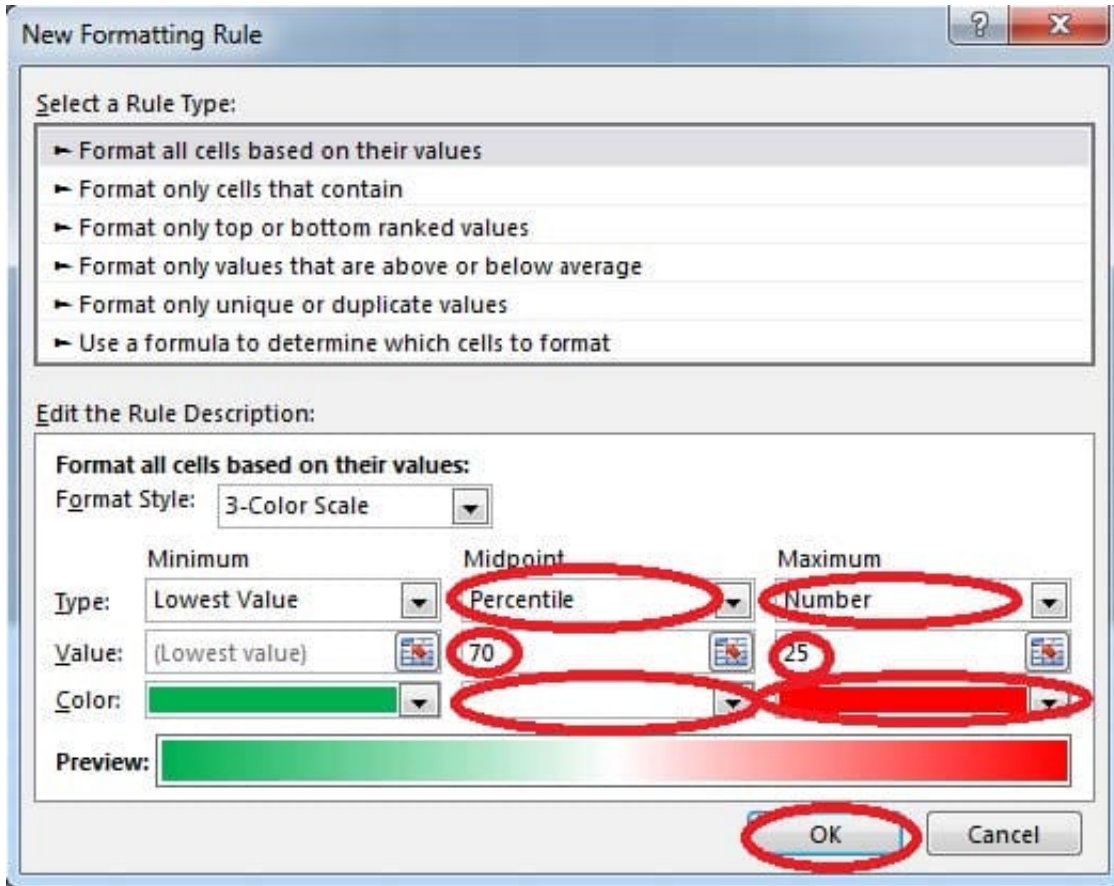
Theme Colors

Standard Colors

More Colors

Green

OK Cancel



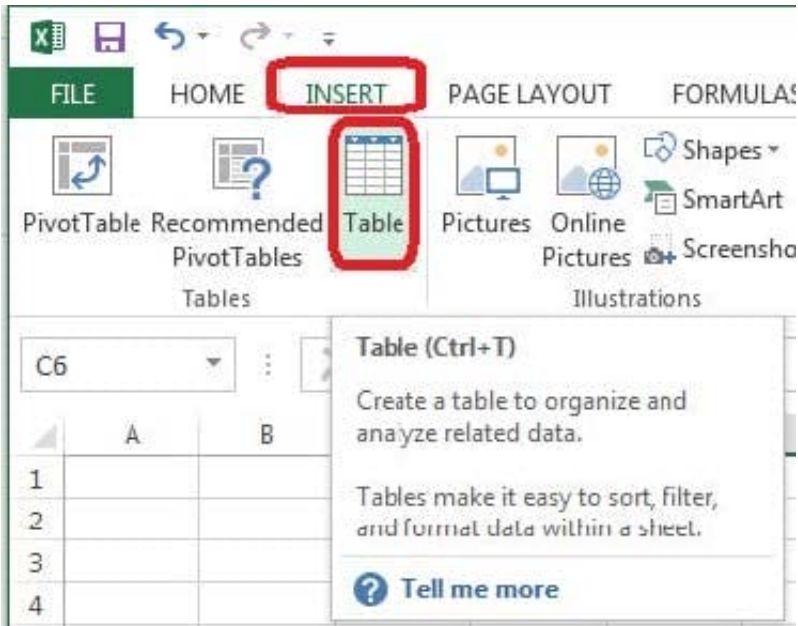
QUESTION 2

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 3

Modify the cell alignment settings.

Cell range B3:B25

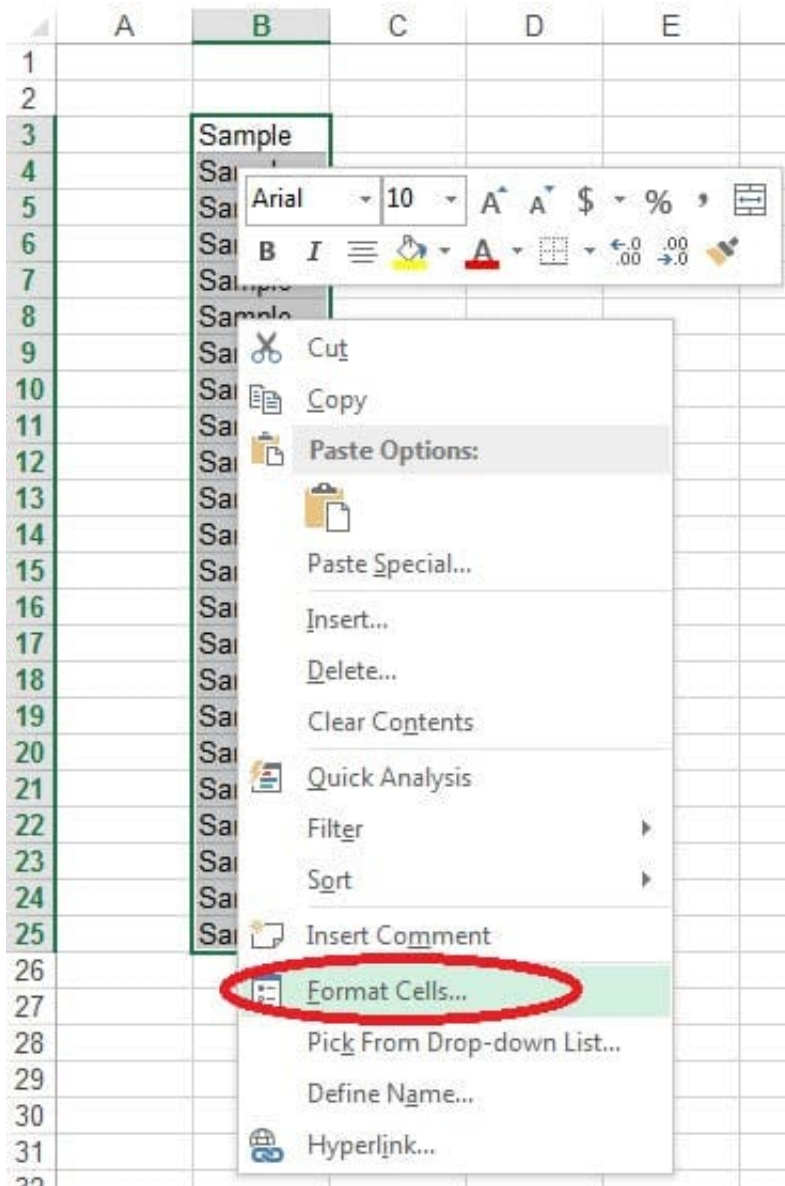
Horizontal: Right (Indent)

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

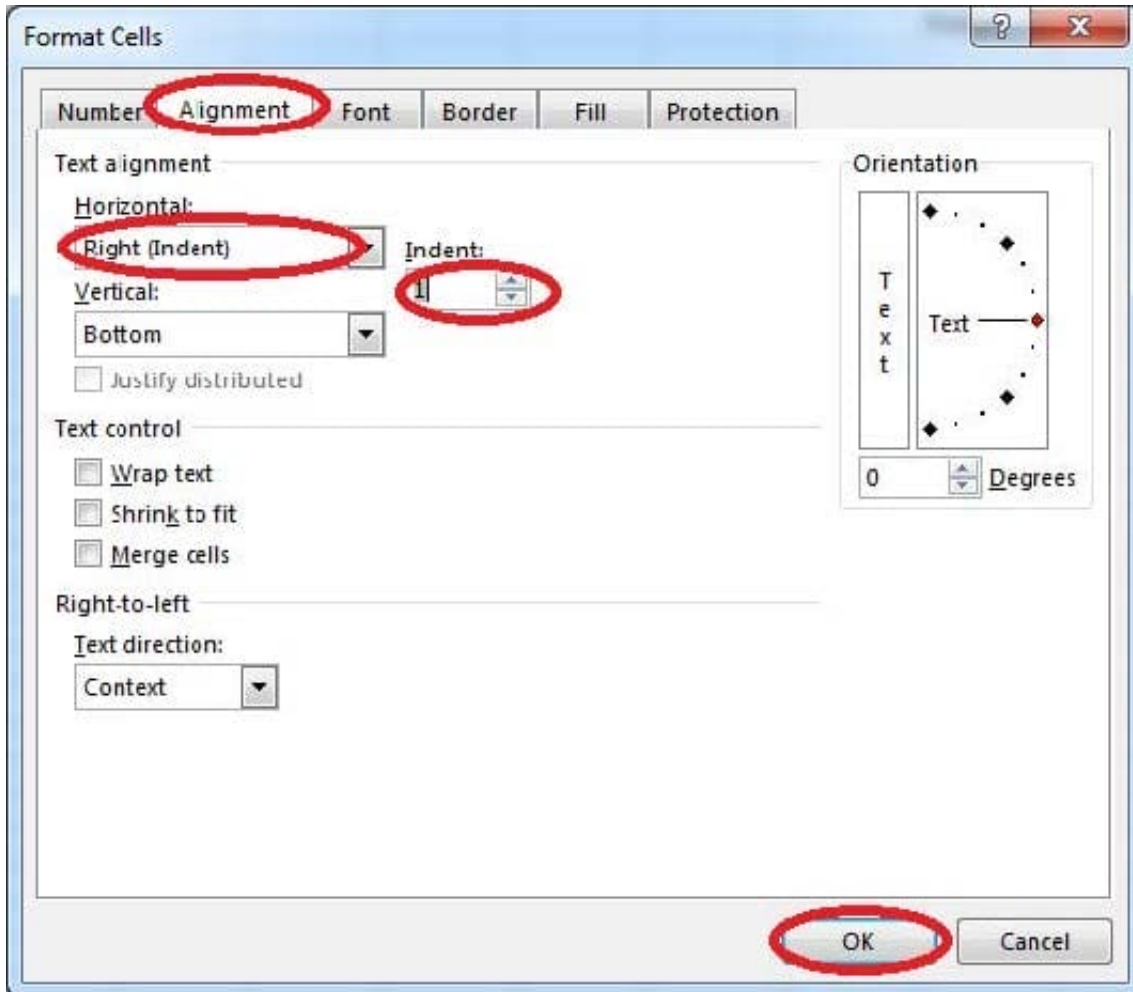
Step 1:Click cell B3.

Step 2:Shift-click cell B25

Step 3:Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.



Step 4: In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1, and then click the OK button.



QUESTION 4

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

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

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

Properties

Size: 11.4KB
Title: Add a title
Tags: Add a tag
Comments: Add comments
Template:
Status: Add text
Categories: Add a category
Subject: HomeWork
Hyperlink Base: Add text
Company: Specify the company

QUESTION 5



Formula.

Find the maximum homework score for each student.

Cell range E7:E29

Use Function MAX

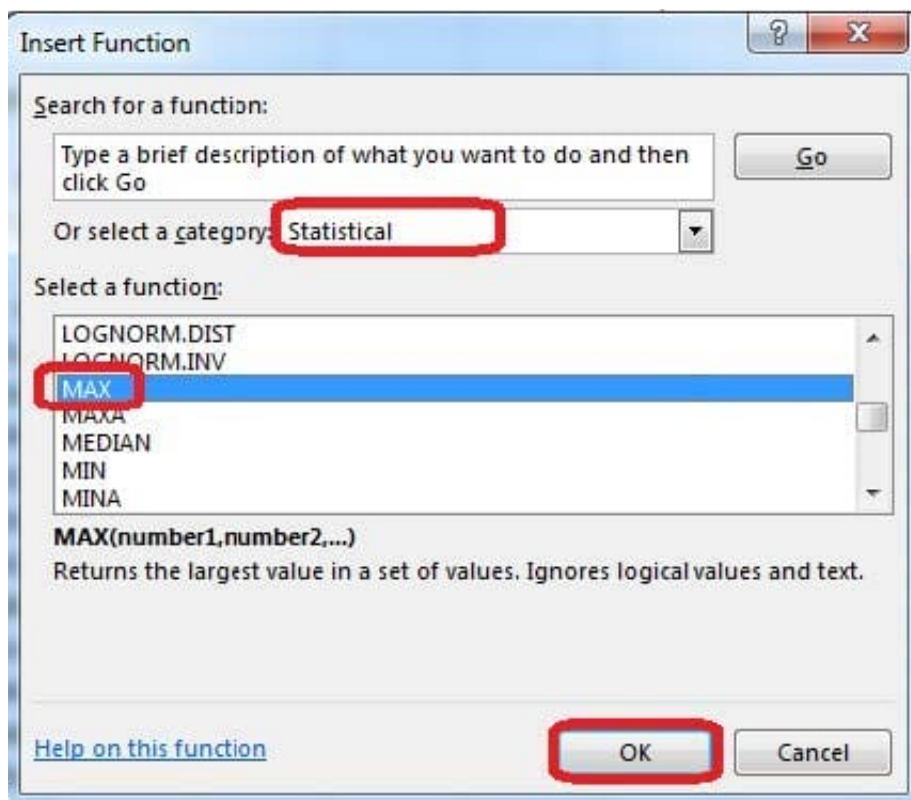
Number 1: maximum homework score for each student on "Section 3" worksheet.

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

Step 1: Click cell E7, and then click the Insert Function Button.

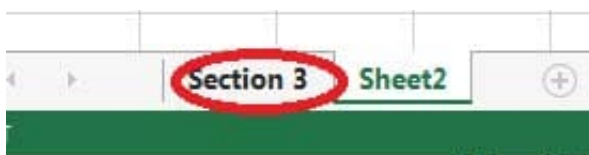


Step 2: In the Insert Function dialog box select Category Statistical, select function MAX, and click OK.



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.

The screenshot shows an Excel spreadsheet with a grid of numbers. A red dashed box highlights the range C2:N2 in the second row. Overlaid on the spreadsheet is the 'Function Arguments' dialog box for the MAX function. The dialog box shows the following details:

- Function: MAX
- Number1: 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}
- Number2: = number
- Formula result = 24
- Help on this function link
- OK and Cancel buttons, with the OK button highlighted by a red box.

Step 5: Copy cell E7 downwards until cell E29.

The screenshot shows the Excel spreadsheet with the formula bar at the top displaying `=MAX('Section 3'!C2:N2)`. The spreadsheet grid shows the following data:

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	
7			13	2	24	
8			6.5	1		
9			32.5	5		

A red box highlights the value 24 in cell E7.

Result will be like:



Average	Minimum	Maximum
13	2	24
6.5	1	12
32.5	5	60
13	2	24
6.5	1	12
32.5	5	60
58.5	9	108
84.5	13	156
110.5	17	204
136.5	21	252
162.5	25	300
188.5	29	348
214.5	33	396
240.5	37	444
266.5	41	492
292.5	45	540
318.5	49	588
344.5	53	636
370.5	57	684
396.5	61	732
422.5	65	780
448.5	69	828
474.5	73	876

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