

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

Excel 2013

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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.



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- Form	at only cells that cont	ain			
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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 theInserttab, and click the Table button.



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Step 3:In the Create Table dialog box click OK.

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Step 4:In the Design tab, Table Styles select Table Style Medium 4.



Step 5:In the Design tab enable First Column.



VIEW	DESIGN									
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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.



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Horizontal		• · · .
Right (Indent) Indent:	т	· ·
Vertical:	e	Tert •
Bottom	X t	icat
Justify distributed		•
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Wrap text	0	Degrees
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Merge cells		
light-to-left		
Text direction:		
Context 💌		

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,

$\bigotimes$			Book1 - Excel	
Info New Open	Info Book1			
Save Save As Print	Protect Workbook *	Protect Workbook Control what types of changes people can make to this workbook.	Properties * Size Title Tags Categories	<b>11.4KB</b> Add a title Add a tag Add a category
Share Export Close	Check for Issues ~	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	Related Dates Last Modified Created Last Printed	Today, 9:20 PM Yesterday, 7:08 PM
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# Step 3:In the Subject textbox type: HomeWork and click theReturn button.

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	Info			
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1	BOOKT			
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### **QUESTION 5**



Formula.

Find themaximum homework score for each student.

Cell rangeE7: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 cellE7, and the click the Insert Function Button.



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

Insert Function	8 X
Search for a function:	
Type a brief description of what you want to do and then click Go	<u>G</u> o
Or select a category: Statistical	
Select a function:	
LOGNORM.DIST LOGNORM.INV MAX	^
MAXA MEDIAN MIN MINA	
MAX(number1,number2,)	
Returns the largest value in a set of values. Ignores logical va	lues and text.
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).





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.

027	2	4	6	8	10	12	14	16	18	20	22	24
0255	1	2	3	4	5	6	1	8	9	10	11	12
431	5	10	15	20	25	30	35	40	45	50	55	60
Function Arg	juments							8	x	20	22	24
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Mev.					(em)					50	55	60
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	Number2				- n	umber				130	143	156
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Formula res	ult = 24									530	583	636
Help on this	function					1	ОК	Cance		570	627	684
										610	671	722

Step 5: Copy cellE7 downwards until cellE29.



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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