

77-420^{Q&As}

Excel 2013

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QUESTION 1

Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of column F Absolute Reference

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

Step 1:Click K2andClick on the insert function button.

Step 2:Select Category: Text, the CONCATENATE function, and click OK.

Search for a function:	
lype a brief description of what you want to do and then click Go	<u>G</u> o
Or select a <u>c</u> ategory. Text	
BAHTTEXT CHAR CLEAN CODE	^
DOLLAR EXACT	
CONCATENATE(text1,text2) Joins several text strings into one text string.	
Help on this function OK	Cancel

Step 3:In the Function Arguments dialog box in the Text1 box type: Students with no , and then click the Text2 reference button, and click on the header of column F in the worksheet, press the enter Key



Function Arguments		3 ×
CONCATENATE Text1 Students Text2	with no 📧 =	= text
Joins several text strings into o	= ne text string.	-
_	Text1: text1,text2, are 1 to 2 string and can be text	255 text strings to be joined into a single text strings, numbers, or single-cell references.
Formula result =		
Help on this function		OK Cancel

Step 4:Press the OK button in the Function Arguments dialog box.

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 the click the Insert Function Button.



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



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nsert Function	8 X
Search for a function:	
Type a bilef description of what you want to do and then click Go	<u>6</u> 0
Or select a category: Statistical	
Select a functio <u>n</u> :	
AVEDEX	
AVERAGE	
AVERAGEA AVERAGEIF AVERAGEIFS BETA.DIST BETA.INV	•
AVERAGE(number1,number2,)	
Returns the average (arithmetic mean) of its arguments, which numbers or names, arrays, or references that contain number	n can be s,
Help on this function	Cancel

The function Arguments Dialog box appears: Step 3:Click on the Section 3 tab (left bottom part of the window).

AVERAGE	
Number1	Esi = number
Number2	E number
	and the second
eturns the average (arithmetic mean) of its	= arguments, which can be numbers or names, arrays, or references
Returns the average (arithmetic mean) of its hat contain numbers.	= arguments, which can be numbers cr names, arrays, or references
leturns the average (arithmetic mean) of its hat contain numbers.	arguments, which can be numbers or names, arrays, or references
Returns the average (arithmetic mean) of its hat contain numbers. Number1: nur the	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which you wa average.
eturn <mark>s the</mark> average (arithmetic mean) of its hat contain numbers. Number1: nur the	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which you wa average.
leturns the average (arithmetic mean) of its hat contain numbers. Number1: nur the	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which you wa average.
leturns the average (arithmetic mean) of its hat contain numbers. Number1: nur the	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which you wa average.
eturns the average (arithmetic mean) of its hat contain numbers. Number1: nur the ormula result =	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which you wa average. OK Cancel
Returns the average (arithmetic mean) of its hat contain numbers. Number1: nur the formula result = <u>Help on this function</u>	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which ycu wa average. OK Cancel
teturns the average (arithmetic mean) of its hat contain numbers. Number1: nur the ormula result = telp on this function	= arguments, which can be numbers cr names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which ycu wa average. OK Cancel
Returns the average (arithmetic mean) of its hat contain numbers. Number1: nur the Formula result = Help on this function	= arguments, which can be numbers or names, arrays, or references nber1,number2, are 1 to 255 numeric arguments for which you wa average. OK Cancel



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.

: X	$\checkmark f_x$	=AVER	AGE('Sec	tion 3'!C2	:N2)							
В	C I	D	E	F	G	Н	I	J	К	L	М	N
10274	2	4	6	8	10	12	14	16	18	20	22	24
10255	1	2	3	4	5	6	7	8	9	10	11	12
10431	5	10	15	20	25	30	35	40	45	50	55	60
Function A	rguments			_				8	×			
	Number2				 = nu	umber						
Returns th that conta	ne average (arith in numbers.	nmetic mean	n) of its arg r1: numbe the ave	juments, wi er1,number2 erage.	= 13 nich can be n 2, are 1 to 2	umbers or na 55 numeric a	ames, arrays, v rguments for	or reference: which you y	s want			
Formula re	esult = 13											
Help on th	nis function						ОК	Cance				

Step 5:Copy cell C7 downwards until cell C29.

4	А	В	С
1			
2			
3			
4			
5			
6			Average
7			12
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

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.



) · ?					
FILE	HOME	INSERT	PAGE LAYOU	T FORM	IULAS DA	ATA
From From Access Web	From Text Get Ex	From Other Sources +	Existing Connections	Refresh All + Con	Connection Properties Edit Links nections	> 2↓ ∡↓
A1	Get I Impo	D <mark>ata From Te</mark> ort data from a	xt text file.			
A	в	L	υ	E	F	G
1				([]	
2	20.5 ml,					
3					1	

The Text Import Wizard starts.

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

Text Import Wizard -	Step 1 of 3	-				8 X
The Text Wizard has	determined th	hat your data is D	elimited.			
If this is correct, cho	ose Next, or cl	hoose the data ty	pe that be	st describes you	ur data	
Original data type						
Choose the file typ	e that best de	escribes your data	3: ortabs ser	harate each fiel	d	
Fixed width	- Fields are	aligned in colum	ns with spa	ices between e	ach field.	
Start import at <u>r</u> ow:	1	File <u>o</u> rigin:	437 : OE	M United State	S	•
Preview of file D:\4	ders. Nj\Autumn.txt					
1 BoJoeMaryLis 2 3	18					Î
4						•

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



ext Import Wizard - This screen lets you : preview below.	Step 2 of 3 set the delimiters you	ur data contains. Yo	ou can see how y	our text is affected	d in the
Delimiters Image: Tab Semicolon Comma Space Other:	Treat consecut Text <u>q</u> ualifier:	ive delimiters as on	e		
Data <u>p</u> review Bo Joe Mary	/ Lisa				
		Cancel	< <u>B</u> ack	Next >	• • <u>F</u> inish

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



QUESTION 4

Crop the picture.



Books.jpg

Crop to Shape Snip Same Side Corner Rectangle.

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

Step 1:Click on the picture.

Step 2:In the Format menu (which is displayed automatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.



QUESTION 5

Insert a picture. To the right of the data File source Books.jpg

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

Step 1:Click in a cell to the right of the data.

Step 2:Click the INSERT tab, and then the Pictures command.



Step 3:From the Insert Picture dialog box select the Books.jpg file.

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