



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

Excel 2013

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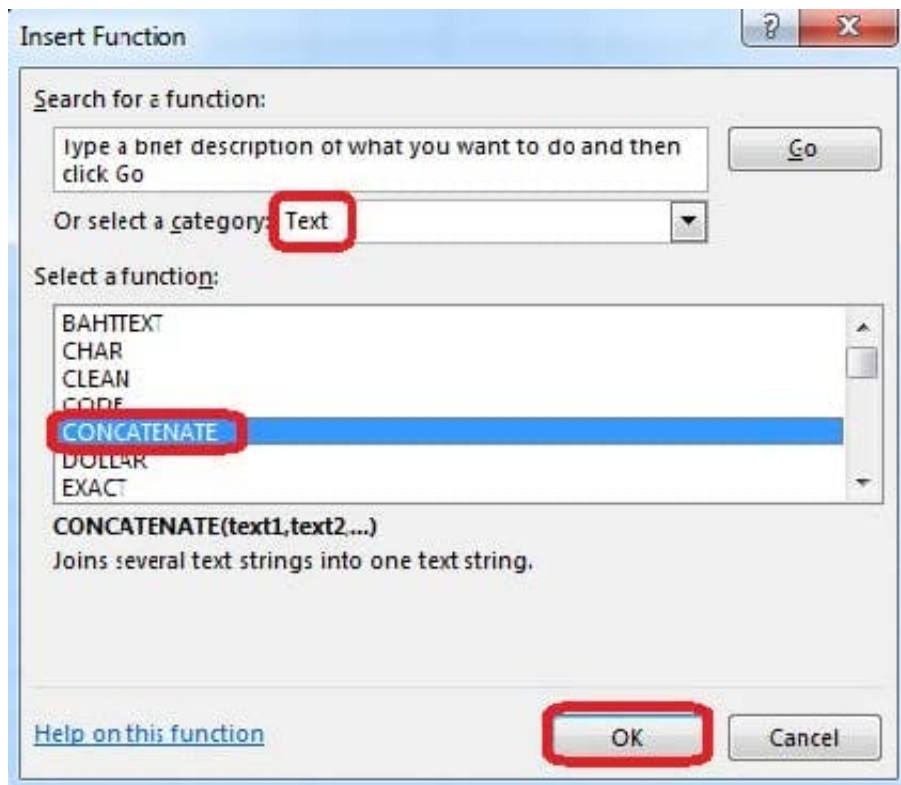
### QUESTION 1

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

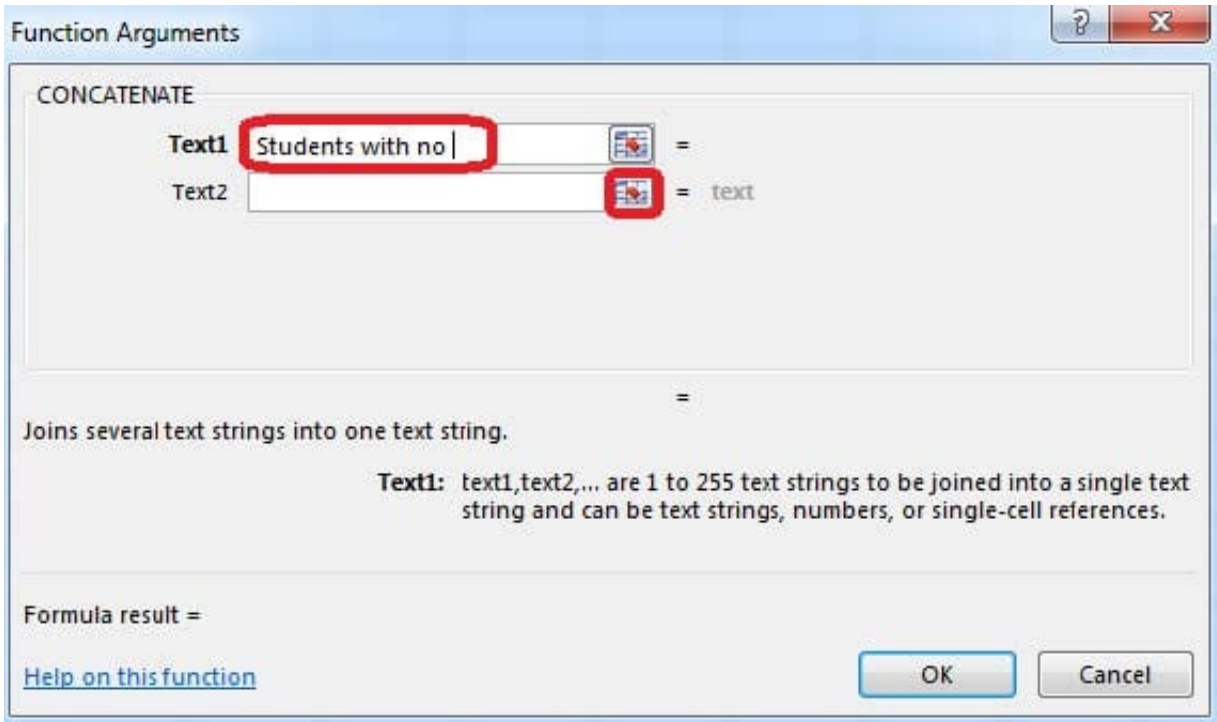
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click K2 and click on the insert function button.

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



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



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

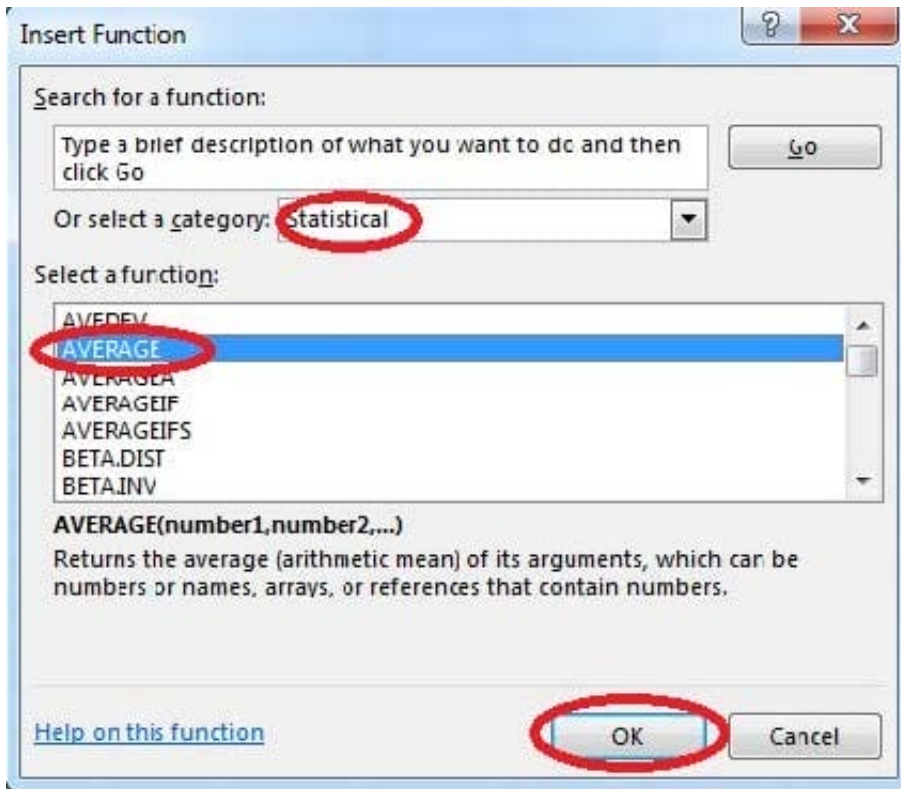
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

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

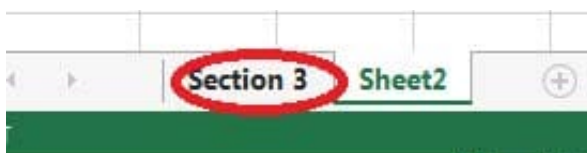
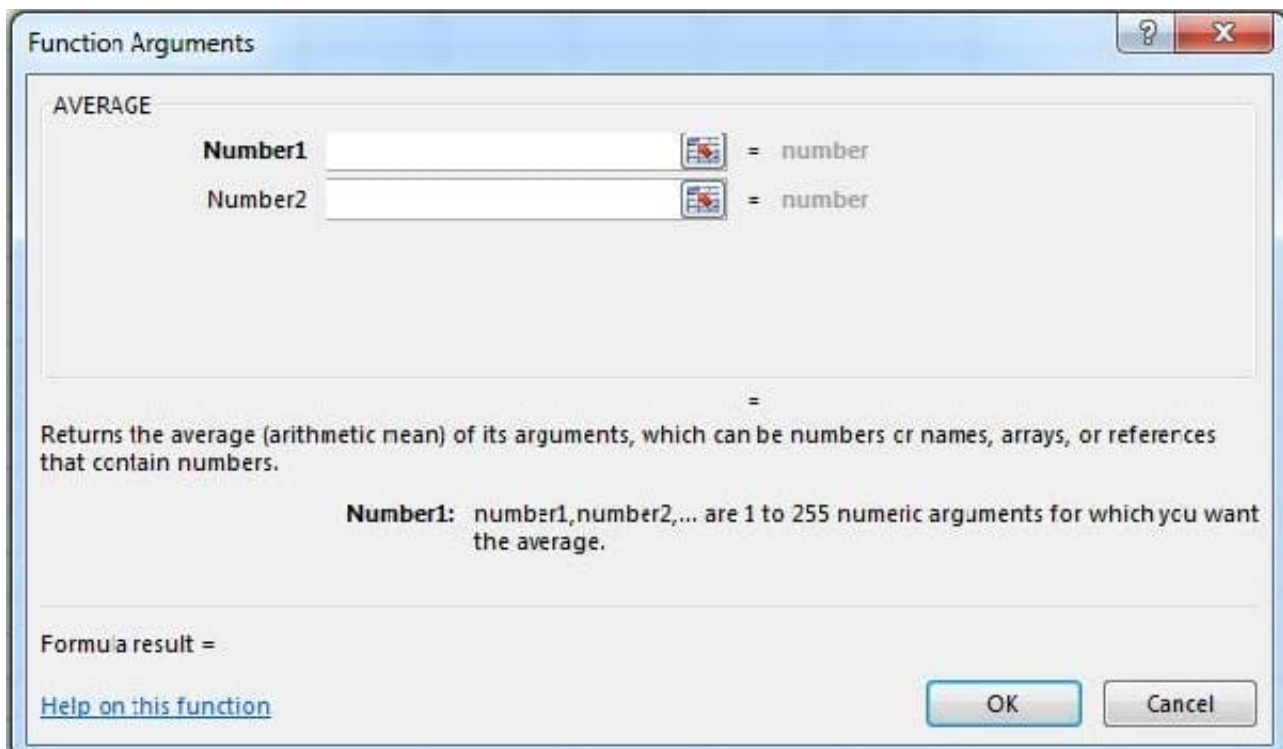
Step 1: Click cell C7, and then click the Insert Function Button.



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.

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.

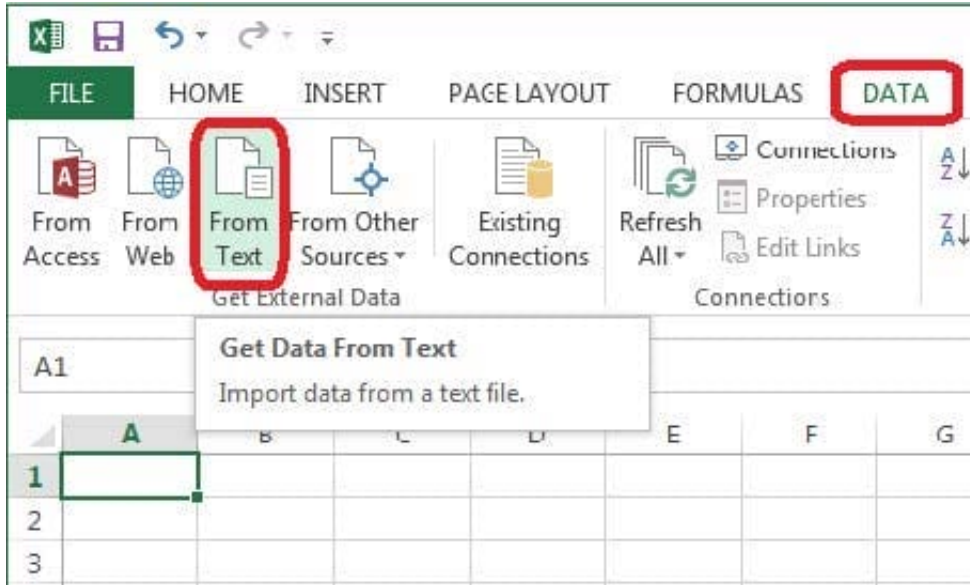
File source Autumn.txt

Tab-delimited

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

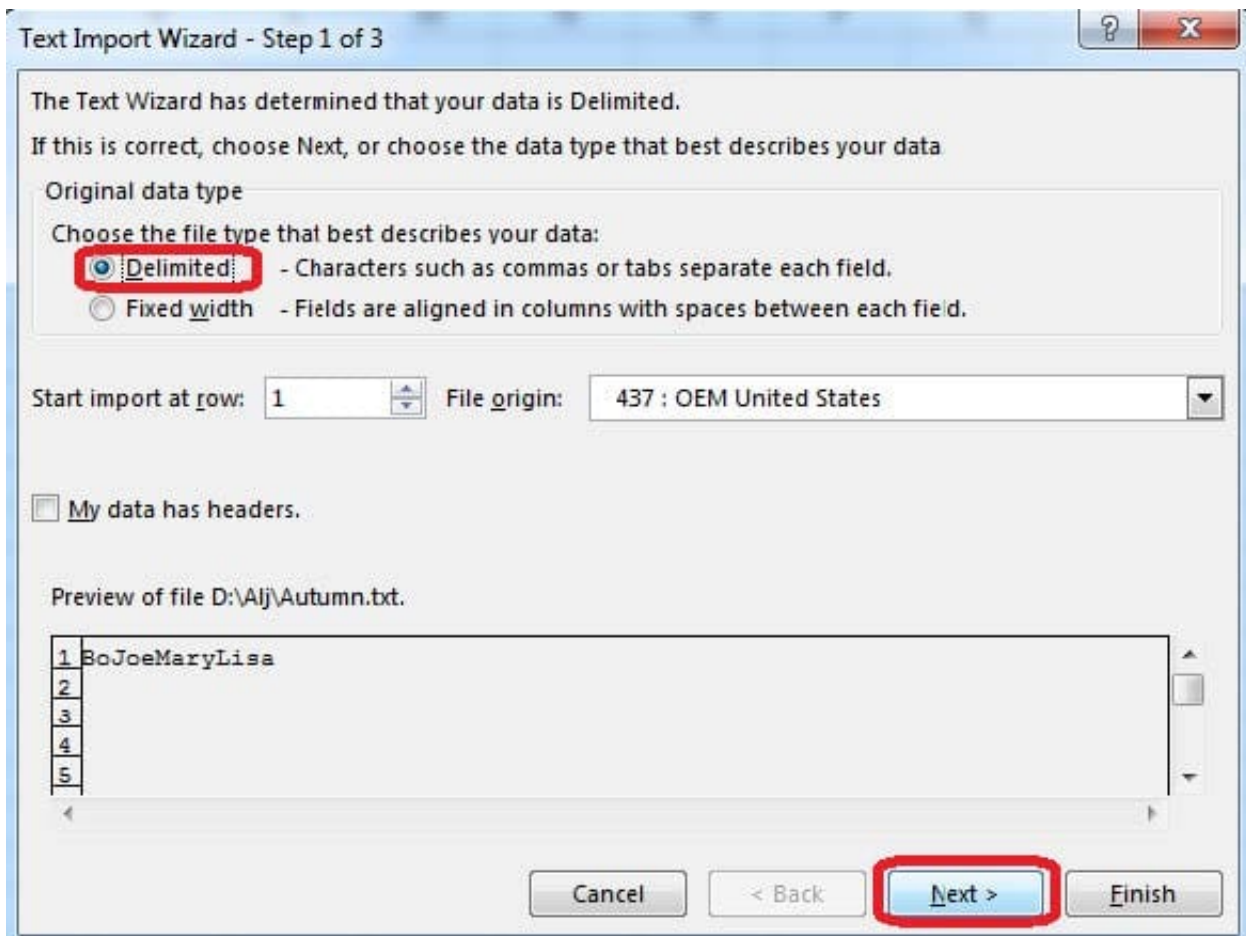
Step 1:Click cell A1.

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

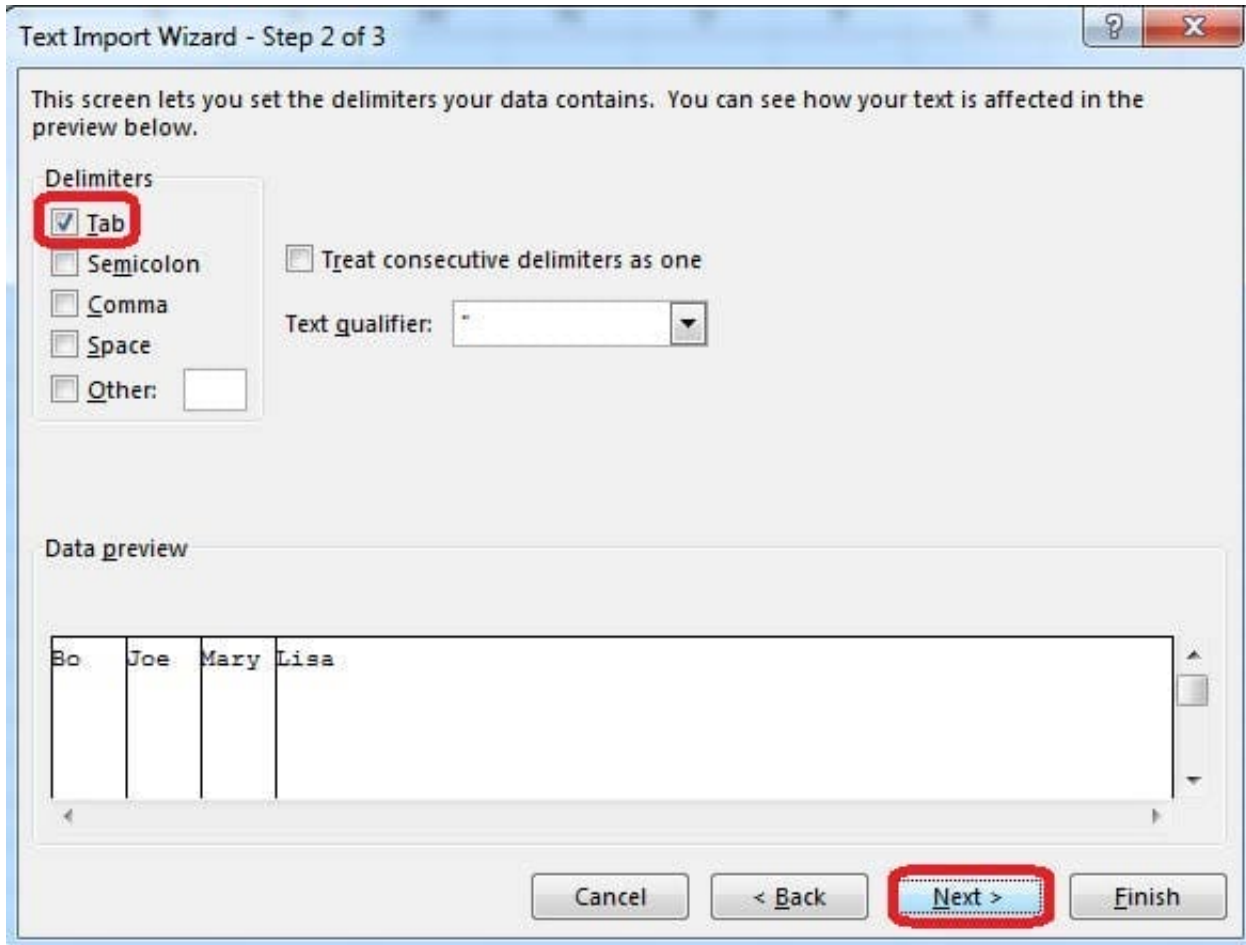


The Text Import Wizard starts.

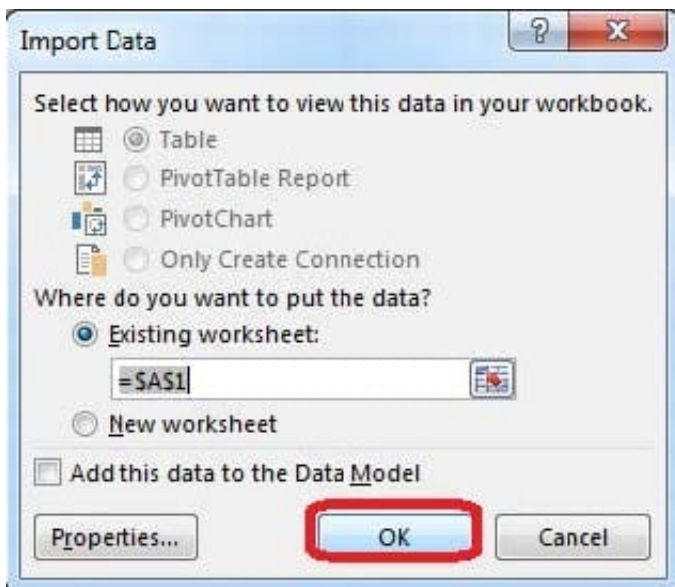
Step 3: Make sure Delimited is selected, and click Next.



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



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



#### QUESTION 4

Crop the picture.





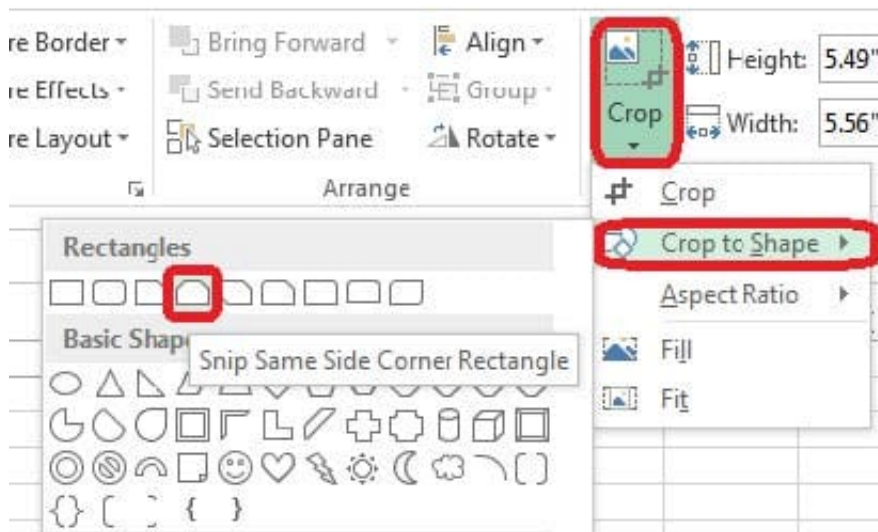
Books.jpg

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.



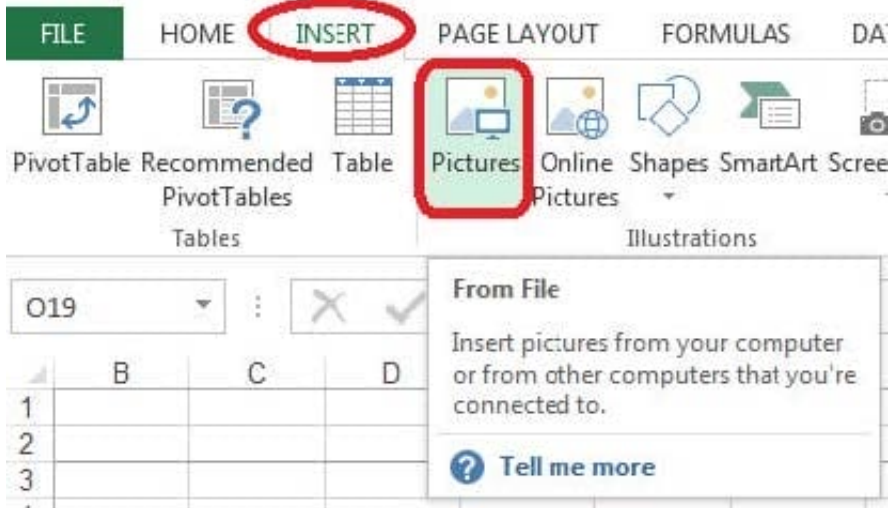
### QUESTION 5

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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