



77-420^{Q&As}

Excel 2013

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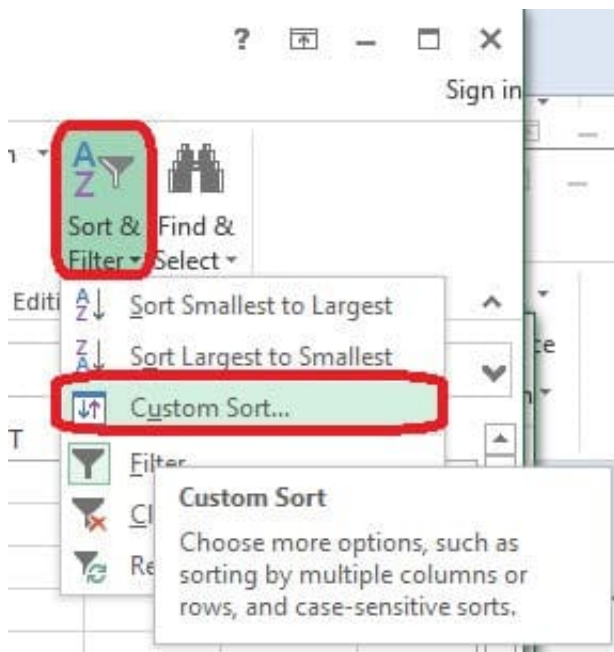
QUESTION 1

Sort and Filter. Apply a sort and a filter to the table. Cell range B6:F29 Sort Column Zero Scores Order Largest to Smallest Column IDs Order Smallest to Largest Filter Hide students ids with no zero scores.

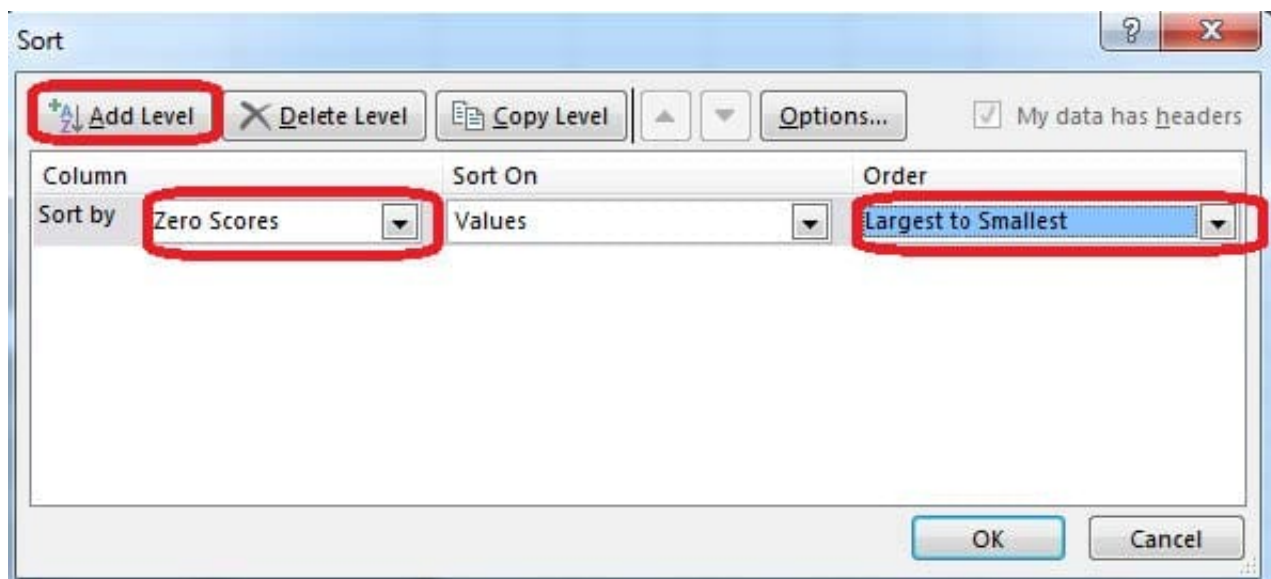
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click a cell in the table.

Step 2: On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).

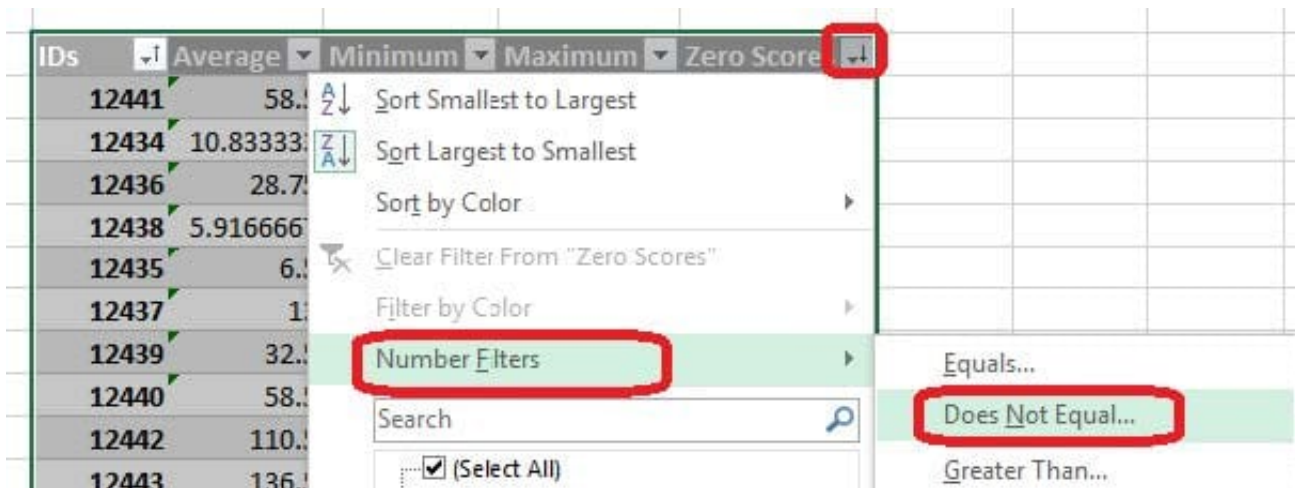
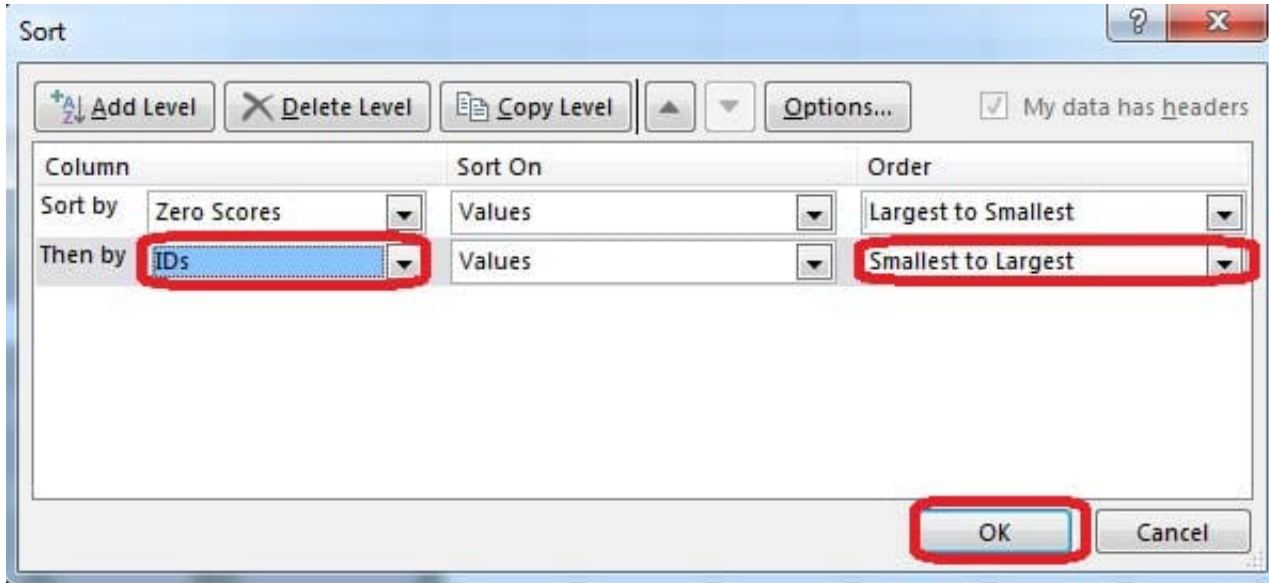


Step 3: In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.

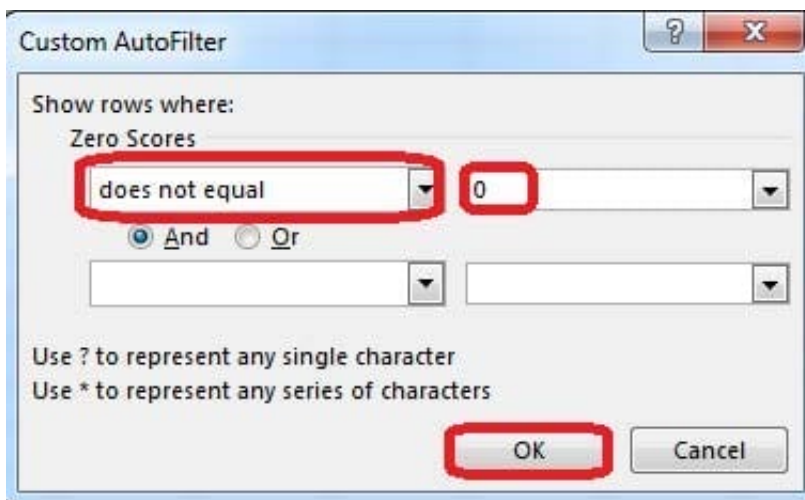




Step 4: Select then by: IDs, Order: Smallest to Largest, and click the OK button. Step 5: Click the Zero Scores column header arrow, select Number Filters, and click Does not Equal.



Step 6: In the Custom AutoFilter enter 0, and click OK





The result will look like:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6		IDs	Average	Minimum	Maximum	Zero Scores	
7		12441	58.5	0	156	3	
8		12434	10.8333333	0	24	2	
9		12436	28.75	0	60	1	
10		12438	5.9166667	0	12	1	
16		12443	126	0	252	1	
19		12446	198	0	396	1	
25		12452	332.5	0	684	1	
30							
31							

QUESTION 2

Formula.

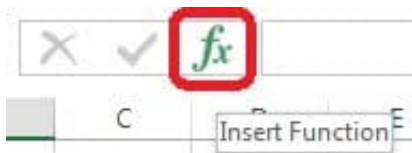
Find the minimum homework score for each student.

Cell range D7:D29

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

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

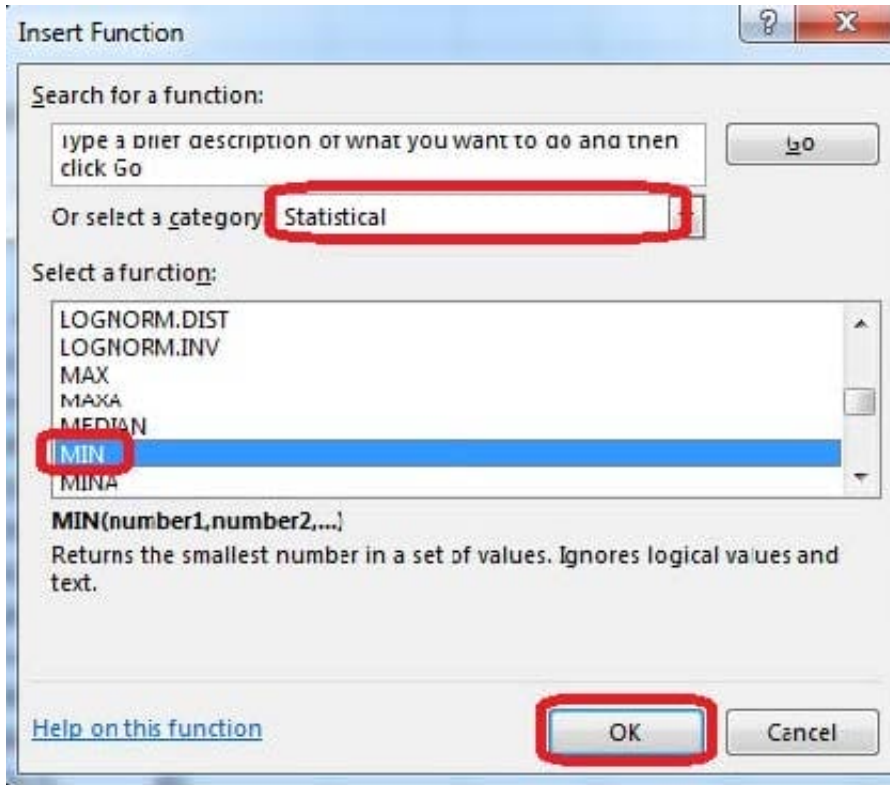
Step 1: Click cell D7, and the click the Insert Function Button.



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

Formula.

Find the minimum homework score for each student.



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

MIN

Number1: 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}

Number2: = number

= 2

Returns the smallest number in a set of values. Ignores logical values and text.

Number1: number1,number2,... are 1 to 255 numbers, empty cells, logical values, or text numbers for which you want the minimum.

Formula result = 2

[Help on this function](#) OK Cancel

Step 5: Copy cell D7 downwards until cell D29.

D7 : =MIN('Section 3'!C2:N2)

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

Result will be like:



Average	Minimum	Maximum
13	2	
6.5	1	
32.5	5	
13	2	
6.5	1	
32.5	5	
58.5	9	
84.5	13	
110.5	17	
136.5	21	
162.5	25	
188.5	29	
214.5	33	
240.5	37	
266.5	41	
292.5	45	
318.5	49	
344.5	53	
370.5	57	
396.5	61	
422.5	65	
448.5	69	
474.5	73	

QUESTION 3

Configure page layout options.

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 4

Create a new named range.

Cell range C7:C29.

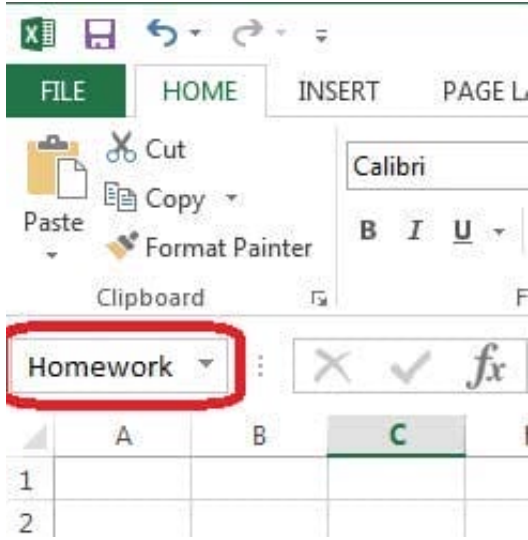
Name: "Homework"

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

Step 1: Click cell C7, and then Shift-click cell C29

Step 2: Click the Name box at the left end of the formula bar.

Step 3: Type: Homework. Press ENTER.



QUESTION 5

Modify the cell alignment settings.

Cell range B3:B25

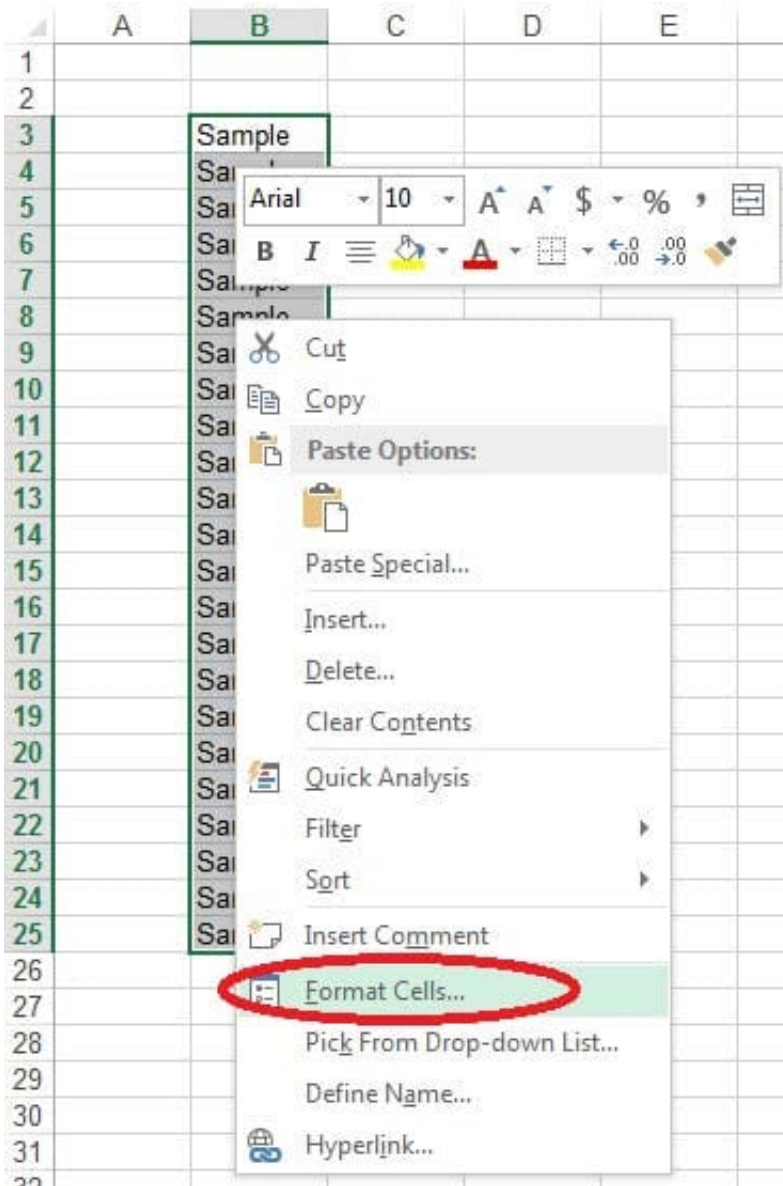
Horizontal: Right (Indent)

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

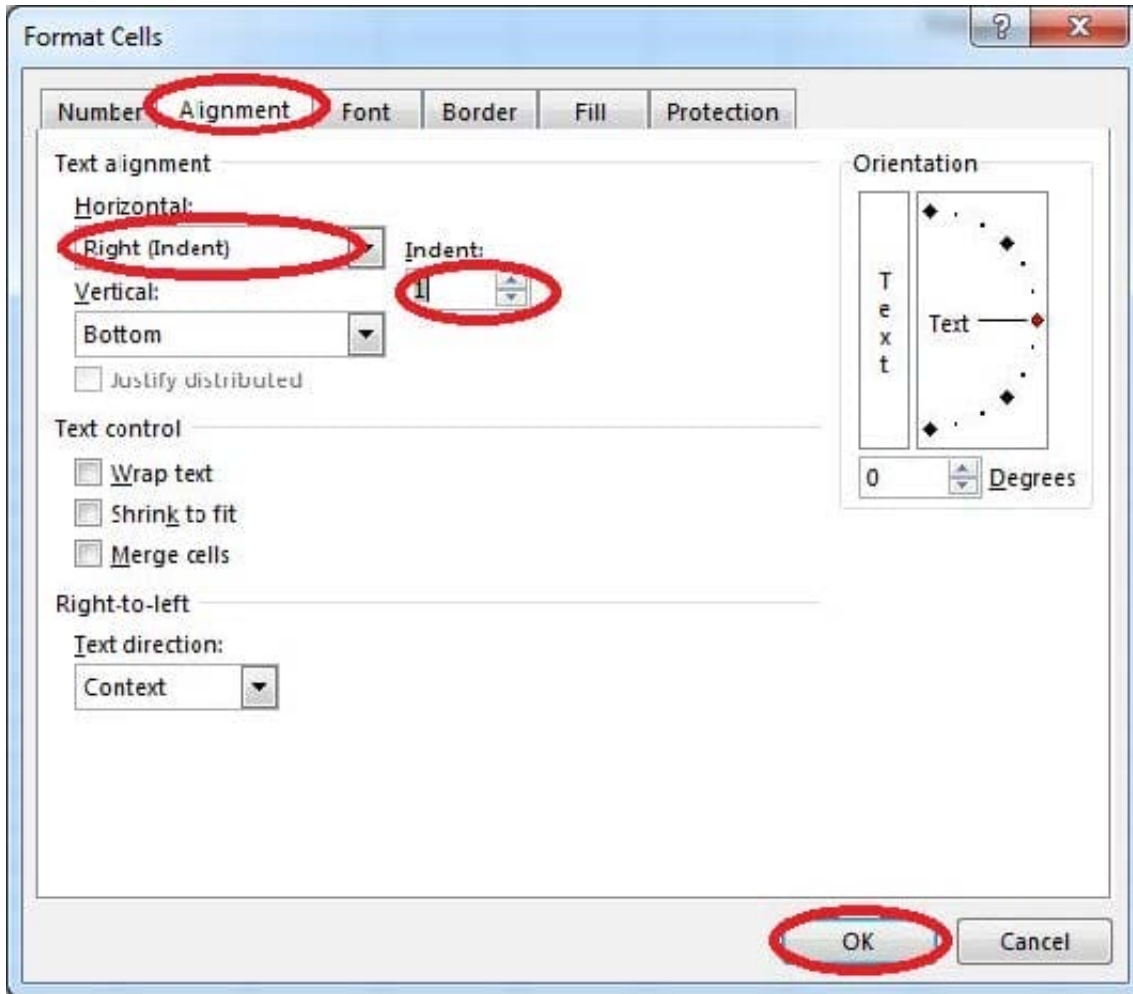
Step 1: Click cell B3.

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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