

77-420^{Q&As}

Excel 2013

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QUESTION 1

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

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

Step 1: Open the correct worksheet(Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4:On the Home tab, under Format, choose Format Cells.

orm	In Fill ▼	Sort &
Cel	l Size	
1	Row <u>H</u> eight	
	AutoFit Row Height	
€→	Column <u>W</u> idth	
	AutoFit Column Widt	h
	<u>D</u> efault Width	
Visi	bility	
	Hide & <u>U</u> nhide	•
Org	janize Sheets	
	<u>R</u> ename Sheet	
	Move or Copy Sheet	
	<u>T</u> ab Color	۲
Рго	tection	
	Protect Sheet	
0	Lock Cell	

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.



Number	Alignment	Font	Border	Fill	Protection			
Category:								
General A Number Currency		Sample Del						
Accounti	ng	Type:						
Date Time Percentage Fraction Scientific Text Special		*3/14/2012 *Wednesday, March 14, 2012 3/14 3/14/12 03/14/12 14-Mar 14-Mar 14-Mar						
Custom		Locale (location)						
		English (United States)						
	-							
Date form an asteris operating	ats display da k (*) respond t system. Form	te and tim o change ats withou	e serial nun s in regiona it an asteris	ibers as o I date and k are not	late values. Date formats that b I time settings that are specified affected by operating system se	egin with I for the ttings.		

QUESTION 2

Formula.

Count the number of 0 homework scores for each student.

Cell range F7:F29

Use function COUNTIF

Range: all possible homework scores for each student on "Section 3" worksheet.

Criteria: 0

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

Step 1: Click cell F7, and the click the Insert Function Button.





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

nsert Function	8 X
Search for a function:	
Type a brief description of what you want to do a click Go	and then
Or select a <u>c</u> ategory Statistical Select a functio <u>n</u> :	
CONFIDENCE.T CORFEL COUNT COUNTA COUNTBLANK	•
COUNTIF	
COUNTIF(range,criteria) Counts the number of cells within a range that n	eet the given condition.
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).

	1			1
<.)	k.	Section 3	Sheet2	Ð
ř.			124	مرديه م

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.Press Enter.



В	С	D	E	F	G	Н	I	J	К	L	M	N
10274	2	4	6	0	10	12	14	16	0	20	22	2
10255	1	2	3	4	5	6	7	8	9	10	11	1
10431	5	10	15	20	25	30	35	40	0	50	55	6
unction Arc	uments				-		100	? X	18	20	22	1
									9	10	11	l.
COUNTIF					_				45	50	55	
		Range 3	!C2:N2+'Sectio	n 3'!C2:N2	=	{4,8,12,0,20,2	4,28,32,0,40,	44,48}	81	90	99	1
	(Criteria			=	any			117	130	0	1
					=				153	170	187	2
Counts the	number of a	ells within	a range that m	eet the give	n condition.				189	210	231	2
		Ra	nge is the rar	nge of cells f	rom which y	ou want to co	unt nonblar	nk cells.	225	250	275	3
									261	290	319	3
									297	330	363	3
Formula res	ult =								333	370	407	4
	1942.0564					_			369	410	451	4
Help on this	function						OK	Cancel	405	450	495	5

Step 5:In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step6: Copy cellF7 downwards until cellF29.

Function Arguments			8 X
COUNTIF Range Criteria	'Section 3'IC2:N2	= {2,4	,6,0,10,12,14,16,0,20,22,24}
Counts the number of cells wit	hin a range that meet the giv Criteria is the condition in t which cells will be c	= 2 en condition. he form of a numl counted.	ber, expression, or text that defines
Formula result = 2 <u>Help on this function</u>			OK Cancel



.4	А	В	C	D	E	F
1						
2						
3						
4			<u></u>			
5						
5			Average	Minimum	Maximum	0 Scores
7			10.83333	0		2
В			6.5	1	12	L
9			28.75	0	60	

Result will be like:

cores	laximum 0 Sc	Minimum	Average
2	<u></u>	0	10.83333
0	12	1	6.5
1	60	0	28.75
0	24	2	13
1	12	0	5.916667
0	60	.5	32.5
0	108	9	58.5
3	156	0	58.5
0	204	17	110.5
0	252	21	136.5
0	300	25	162.5
0	348	29	188.5
0	396	33	214.5
0	444	37	240.5
0	492	41	266.5
0	540	45	292.5
0	588	49	318.5
0	636	53	344.5
0	684	57	370.5
0	732	61	396.5
0	780	65	422.5
0	828	69	448.5
0	876	73	474.5

QUESTION 3



Apply a cell style Cell range A2:S2 Style 40% - Accent3

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

Step 1: Open the correct worksheet(Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4:On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.



QUESTION 4

Modify the text in the title.

Cell A1.

Text "Math 1080 - Section 3 Assignments"

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

Step 1:Click cell A1 Step 2:Change the text by typing to: Math 1080 - Section 3 Assignments

QUESTION 5

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 all cells based on t	heir volue	**				
- Form	at only cells that cont	ain					
Form	at only top or bottom	ranked	/alues				
- Form	at only values that are	e above o	or below average				
- Ike a	formula to determin	e which c	ells to format				
- osc a	Tormala to acterian	c which c	cons to ronnat				
dit the F	Rule Description:						
Format	all cells based on the	invalues					
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elect a P	Rule Typ	oe:					
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► Form	at only	top or bottom r	anked values				
► Form	at only	values that are a	above or belo	w average			
► Form	at only	unique or dupli	cate values				
► Use a	formu	la to determine	which cells to	format			
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