



77-420^{Q&As}

Excel 2013

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QUESTION 1

Formula.

Find the maximum homework score for each student.

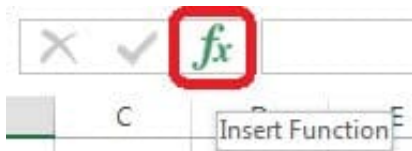
Cell range E7:E29

Use Function MAX

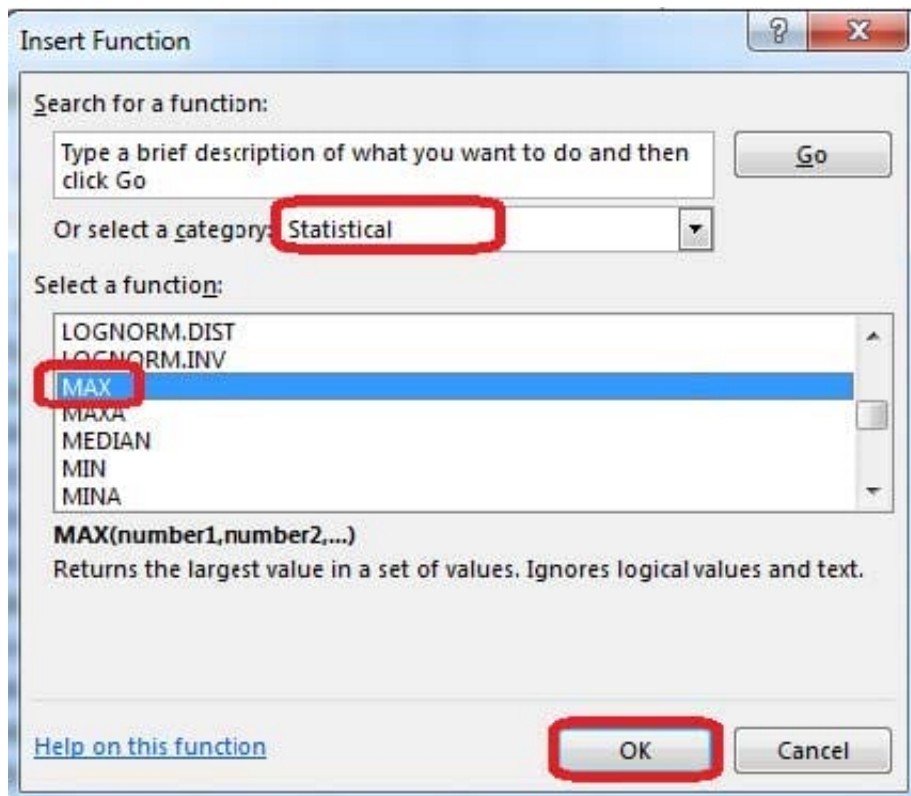
Number 1: maximum homework score for each student on "Section 3" worksheet.

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

Step 1: Click cell E7, and then click the Insert Function Button.

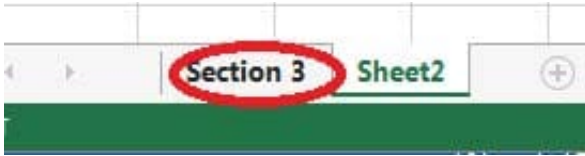


Step 2: In the Insert Function dialog box select Category Statistical, select function MAX, and click OK.

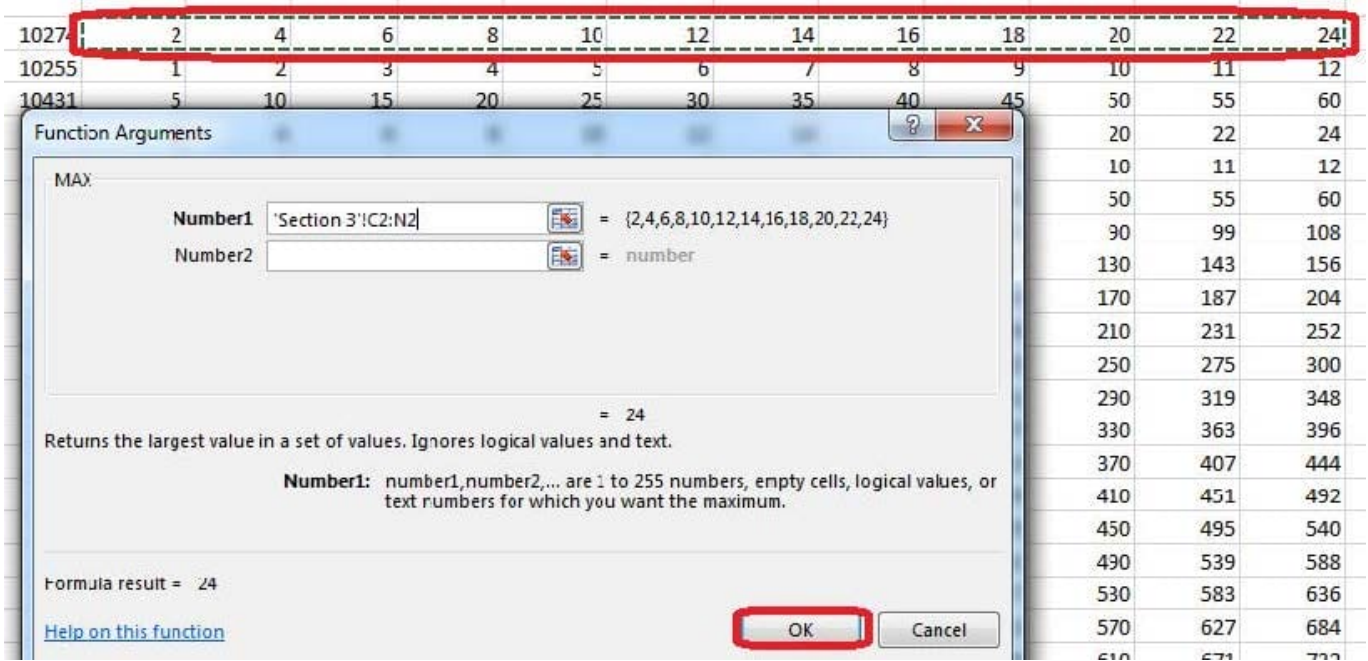


The function Arguments Dialog box appears:

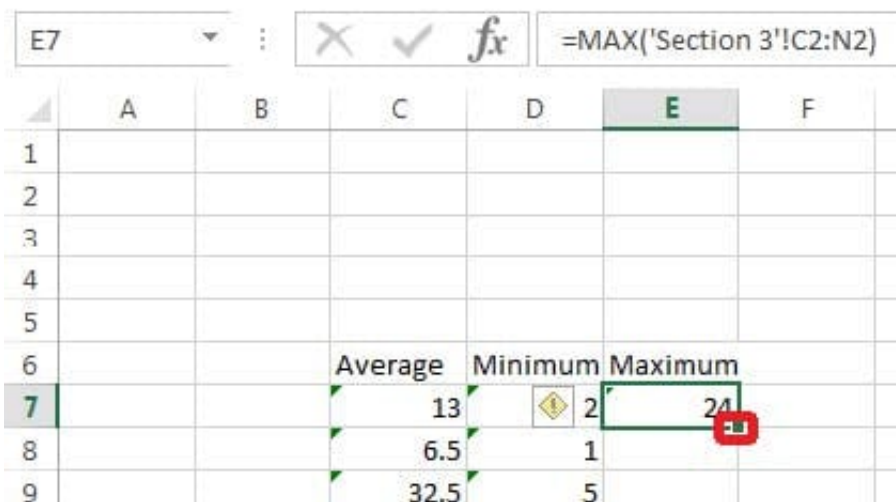
Step 3: Click on the Section 3 tab (left bottom part of the window).



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.



Step 5: Copy cell E7 downwards until cell E29.



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

QUESTION 2

Add a header and the date for each of the columns (assignments) in the range.

Cell B2.

Text "Date".

Cell Range C2: S2

Text: "22-Aug, 29-Aug,

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

Step 1: Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 4: Click cell C2, then shift-click cell D2.



	A	B	C	D	E
1					
2		Date	22-Aug	29-Aug	
3					
4					

Step 5: Copy until cell S2 (by dragging from cell D2 to cell S2).

I	J	K	L	M	N	O	P	Q	R	S	T
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	

QUESTION 3

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.

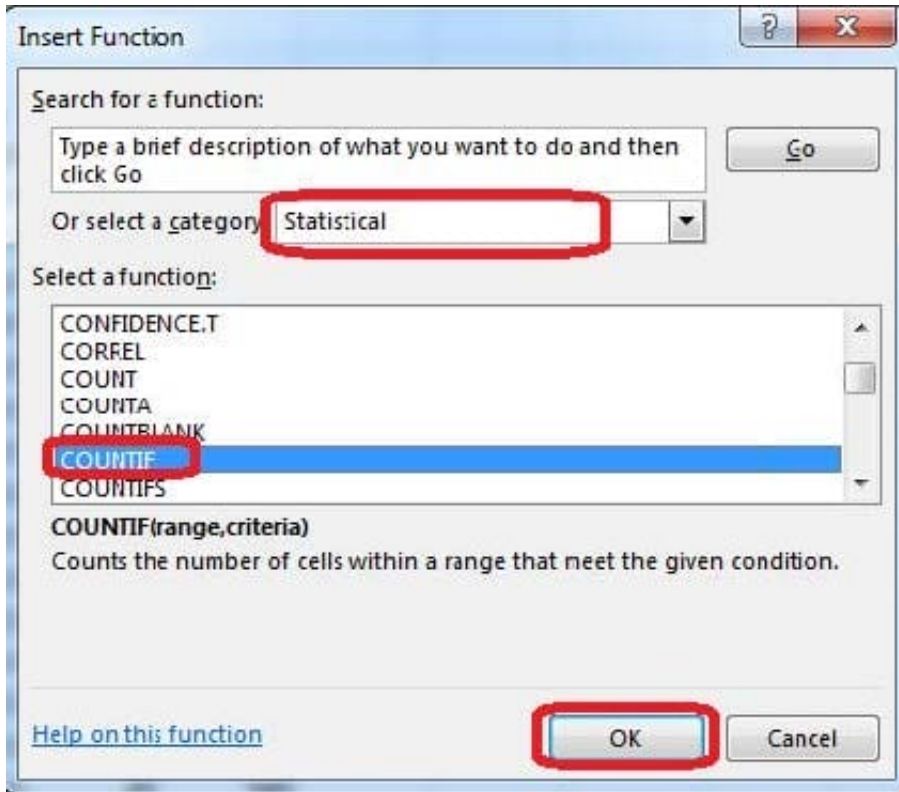
Criteria: 0

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

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

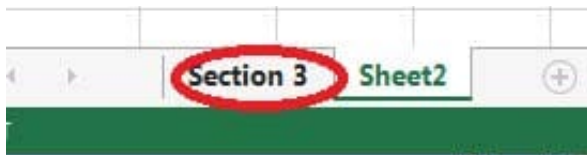


Step 2: In the Insert Function dialog box select Category Statistical, select function COUNTIF, and click OK.



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. Press Enter.



The screenshot shows an Excel spreadsheet with a red box highlighting row 7 (cells B7 to N7). The formula bar shows `=COUNTIF('Section 3'!C2:N2+'Section 3'!C2:N2)`. The Function Arguments dialog box is open, showing the following details:

- Function: COUNTIF
- Range: `'3'!C2:N2+'Section 3'!C2:N2` = {4,8,12,0,20,24,28,32,0,40,44,48}
- Criteria: = any
- Formula result =

Step 5: In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step 6: Copy cell F7 downwards until cell F29.

The screenshot shows the Function Arguments dialog box for the COUNTIF function with the following details:

- Function: COUNTIF
- Range: `'Section 3'!C2:N2` = {2,4,6,0,10,12,14,16,0,20,22,24}
- Criteria: `0` = 0
- Formula result = 2

The OK button is highlighted with a red box.



	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	0 Scores
7			10.83333	0	24	2
8			6.5	1	12	
9			28.75	0	60	

Result will be like:

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

QUESTION 4



Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

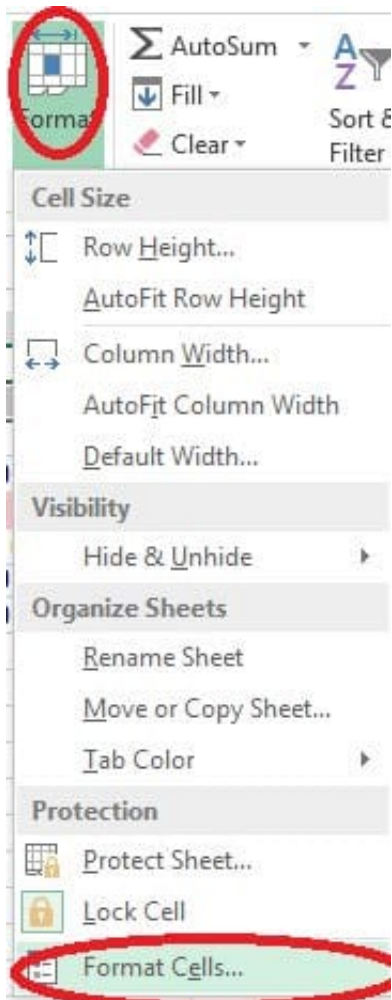
Correct Answer: Use the following steps to complete this task in explanation:

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

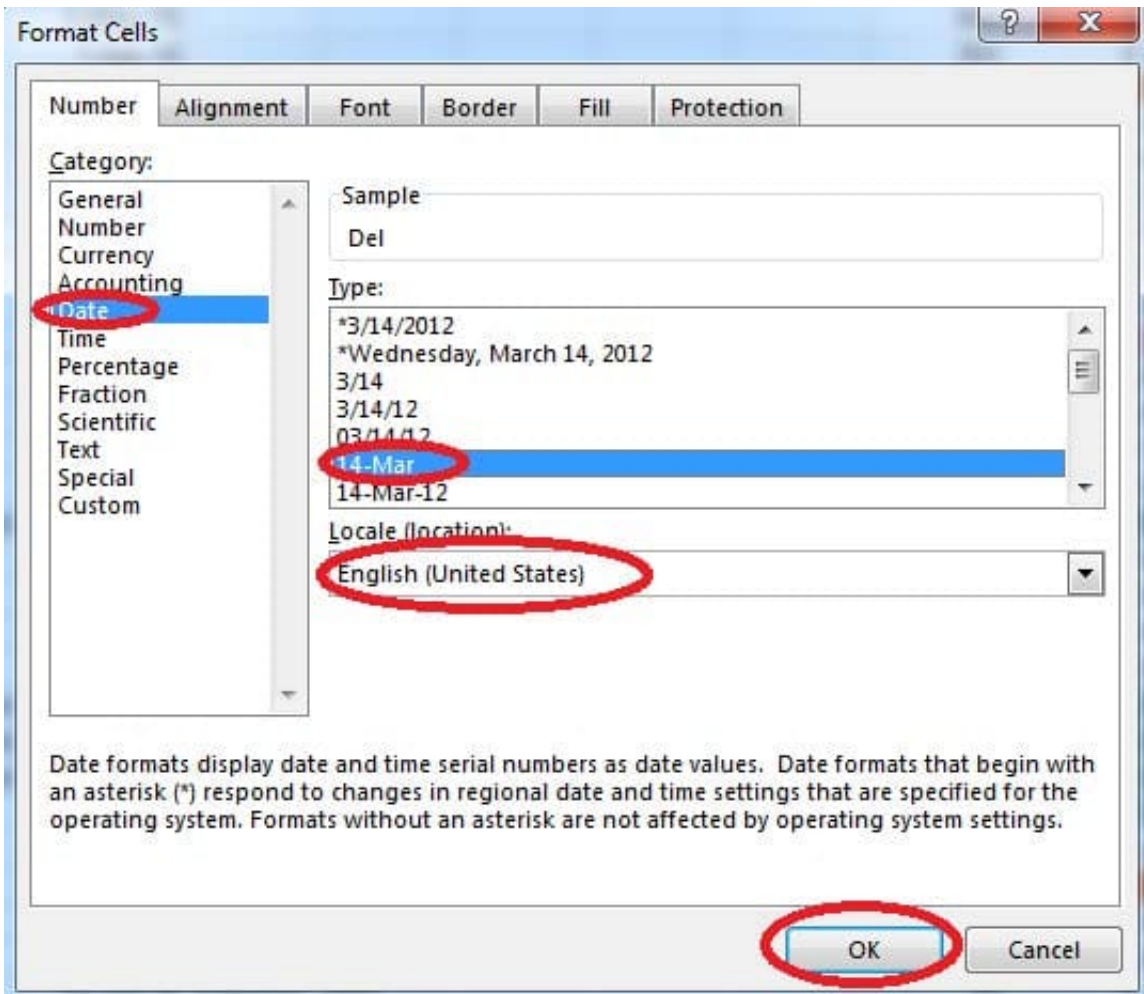
Step 2: Click in cell A2.

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

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



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



QUESTION 5

Rename the title of the chart.

Chart

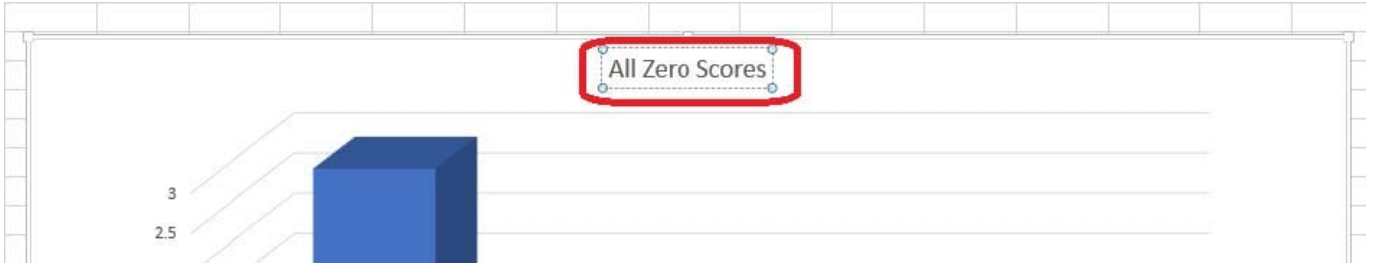
Text "All Zero Scores"

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

Step 1:Click on the Chart.

Step 2:Click on the Chart title.

Step 3:Changeby typingthe title to:All Zero Scores



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