



77-420^{Q&As}

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QUESTION 1

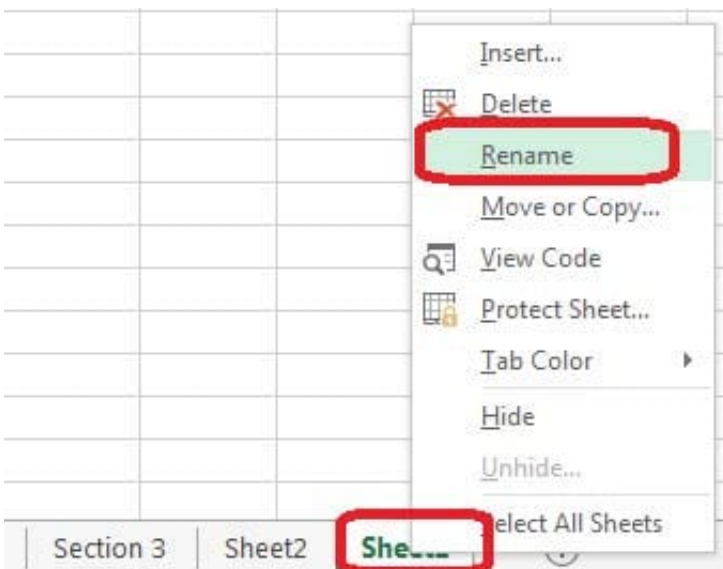
Add a worksheet After other worksheets Rename "Section 5"

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

Step 1: Click on the New sheet button (in the left bottom corner).



Step 2: Right-click on the new worksheet, and click Rename from the context menu.



Step 3: Type: Section 5 Step 4: Press the enter key.

QUESTION 2

Apply a style to the chart.

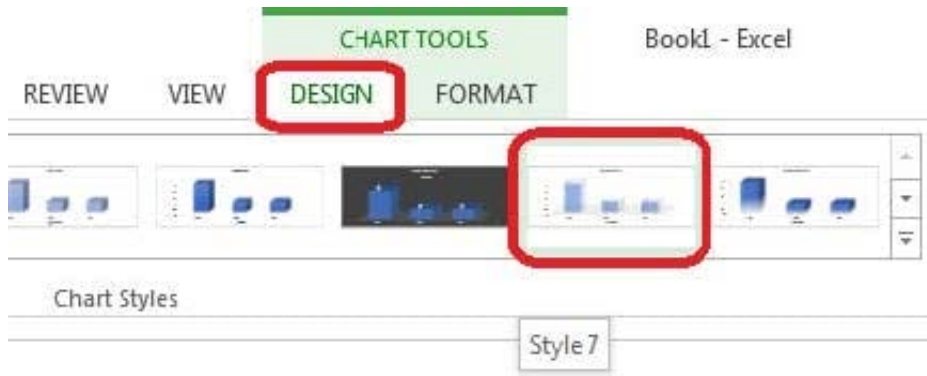
Chart.

Chart Styles Style 7

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

Step 1: Click on the chart.

Step 2: On the Design tab, in the Chart Styles group, click the Style 7 chart style.



QUESTION 3

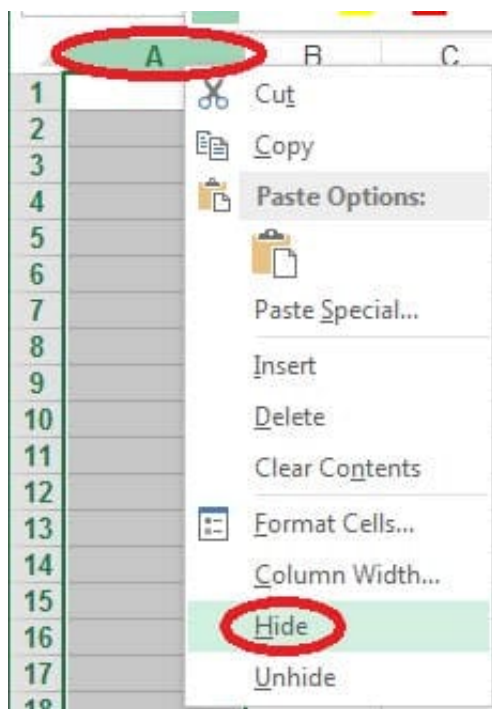
Hide columns.

Column A.

Columns O through R.

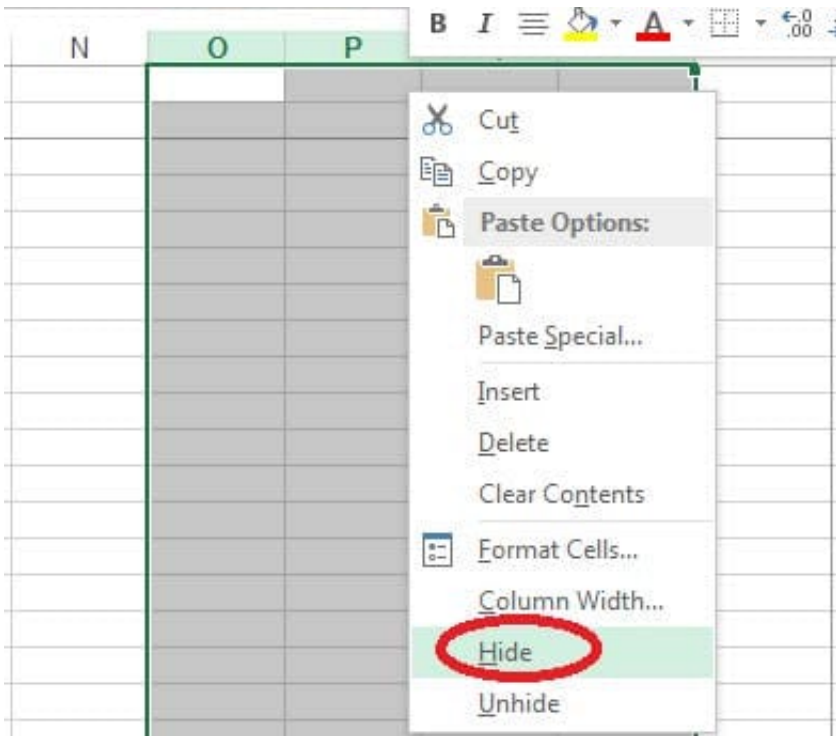
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Right-click on the A column header, and select Hide from the context menu.



Step 2: Click on the O columns header, and then Shift-click on the R Column Header.

Step 3: Right-click in one of the cells in the high-lighted area, and select Hide from the Context menu.



QUESTION 4

Create a hyperlink to another worksheet.

Cell A2.

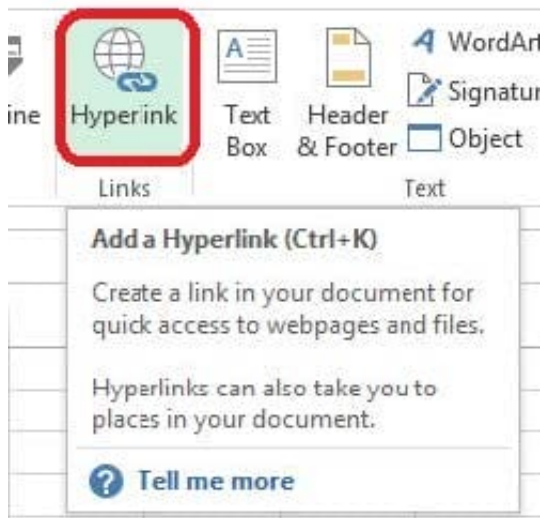
Cell reference "A3"

Sheet reference "Section 3" worksheet.

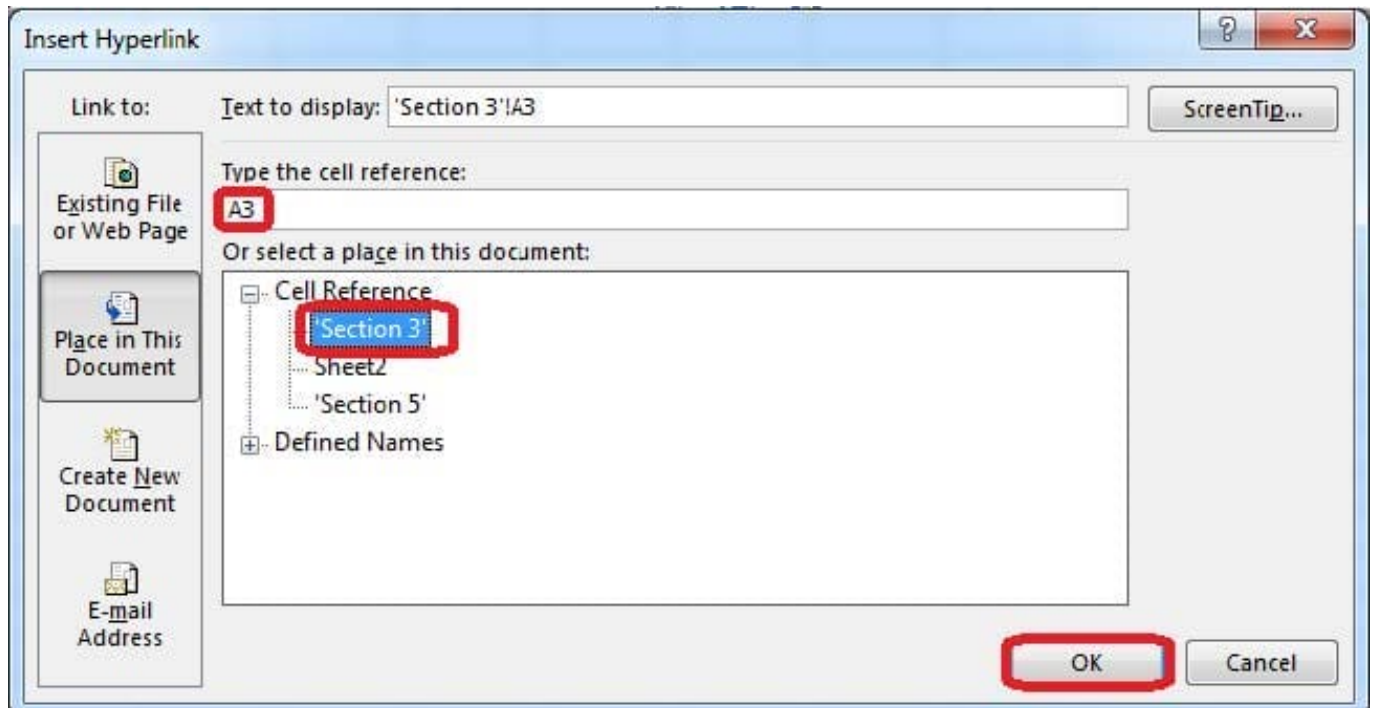
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click cell A2.

Step 2: On the Insert tab, in the Links group, click Hyperlink.



Step 3: In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference \\Section 3\\, and click OK.



QUESTION 5

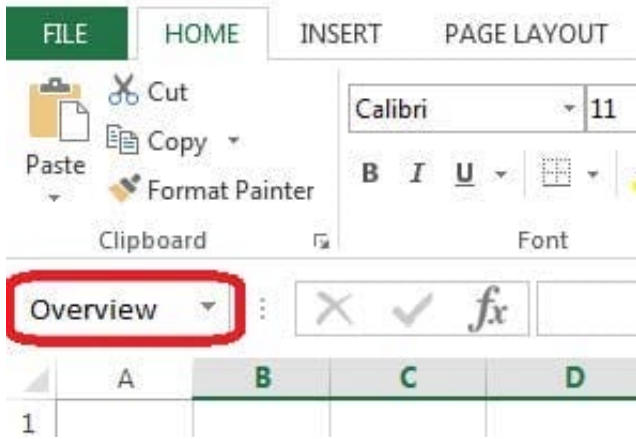
Rename a table. Cell range B6:F29 Name: "Overview"

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

Step 1: Click cell B6, and shift-click cell F29.

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

Step 3: Type: Overview. Press ENTER.



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