



77-420^{Q&As}

Excel 2013

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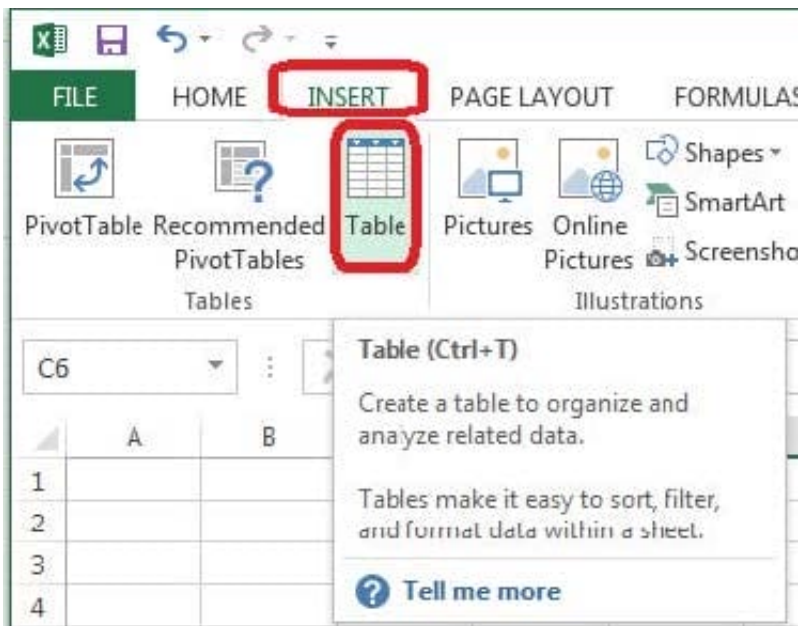
QUESTION 1

Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style

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 Insert tab, and click the Table button.



Step 3: In the Create Table dialog box click OK.



Step 4: In the Design tab, Table Styles select Table Style Medium 4.





Step 5: In the Design tab enable First Column.



QUESTION 2

Change the color theme. MathTracker.xlsx Slipstream

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

Step 1: Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.



QUESTION 3

Insert a row.

Directly below current row 1.

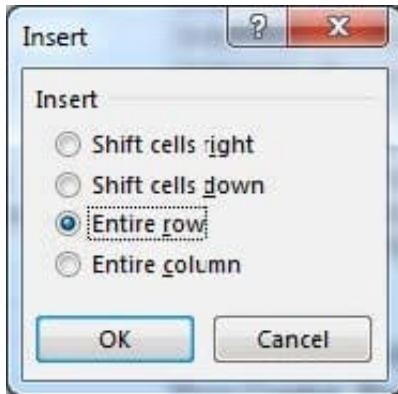
Correct Answer: Use the following steps to complete this task in explanation:

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

Step 2: Click on a cell in row 2.

Step 3: Right-click in the cell, and select Insert from the context menu.

Step 4: In the Insert Dialog box select Entire row, and click OK.



QUESTION 4

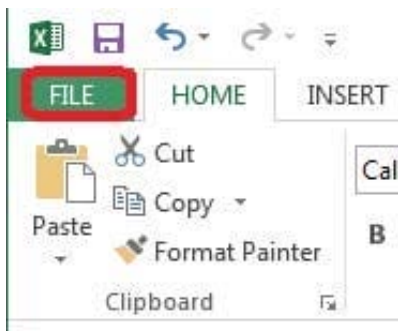
Modify the document property.

MathTracker.xlsx

Subject "Homework"

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

Step 1: Click the File menu.



Step 2: Select Info (if necessary) and click Show All Properties,



Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Book1

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path
- Hidden rows
- Active Filters
- Content that people with disabilities are unable to read

Versions

- Today, 9:20 PM (autosave)
- Today, 9:08 PM (autosave)
- Today, 8:50 PM (autosave)
- Today, 8:38 PM (autosave)
- Today, 6:44 PM (autosave)

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties ▾

Size **11.4KB**

Title [Add a title](#)

Tags [Add a tag](#)

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Related Dates

Last Modified Today, 9:20 PM

Created Yesterday, 7:08 PM

Last Printed

Related People

Author Admin
[Add an author](#)

Last Modified By Admin

Related Documents

[Open File Location](#)

[Show All Properties](#)

Step 3: In the Subject textbox type: HomeWork and click the Return button.

Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Info

Book1

Protect Workbook
Control what types of changes people can make to this workbook.

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Properties ▾

Size **11.4KB**

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Template

Status [Add text](#)

Categories [Add a category](#)

Subject

Hyperlink Base [Add text](#)

Company [Specify the company](#)

QUESTION 5

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.



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