77-420 Q&As

Excel 2013

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QUESTION 1

Rename the title of the chart.

Chart

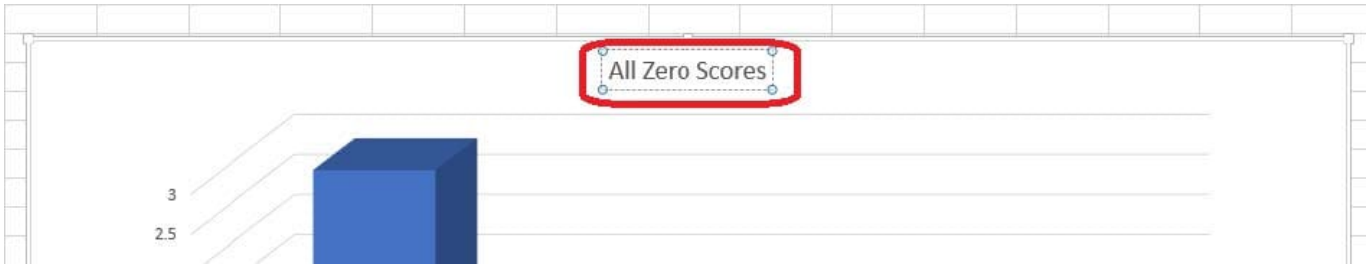
Text "All Zero Scores"

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



QUESTION 2

Insert the instructor\\'s name for column B.

Cell B5.

Use Function RIGHT

Text: B2

Absolute reference

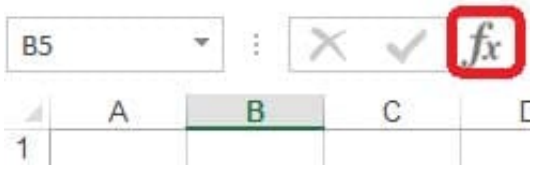
Num_chars: "16"

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

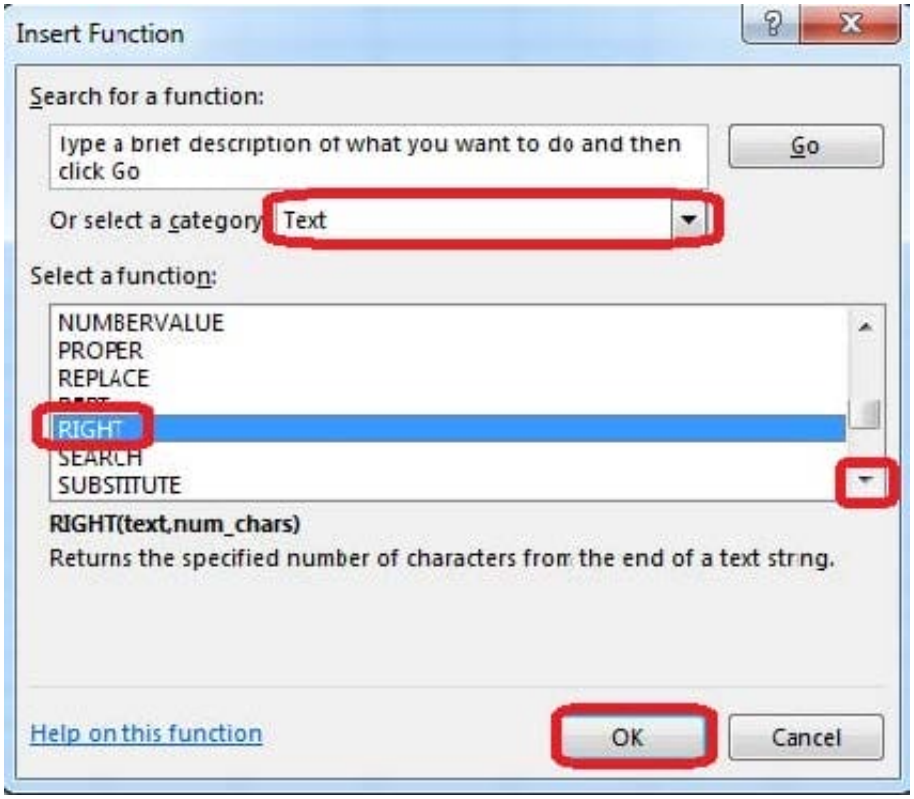
Step 1:Open the correct worksheet (Summary Worksheet).

Step 2:Click in cell B5.

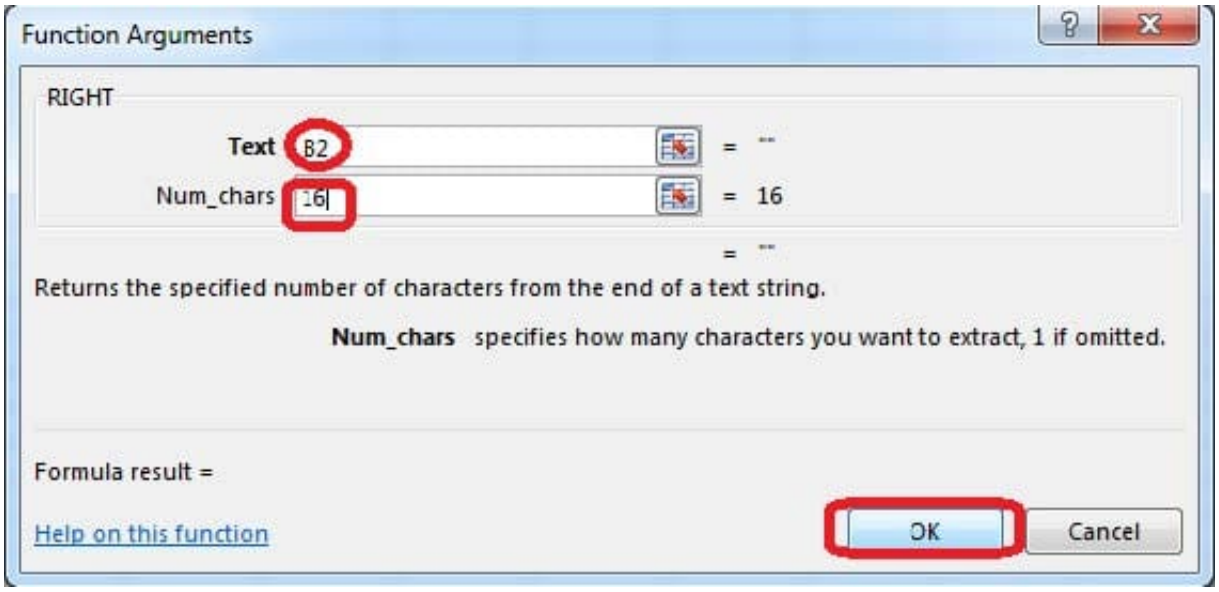
Step 3:Click on the insert function button.



Step 4:In the Insert Function Dialog box select the Category Text, scroll down and click on the function RIGHT, and click OK.



Step 5:In the Function Arguments Dialog box in the Text box type B2, in the Num_chars type 16, and click OK.



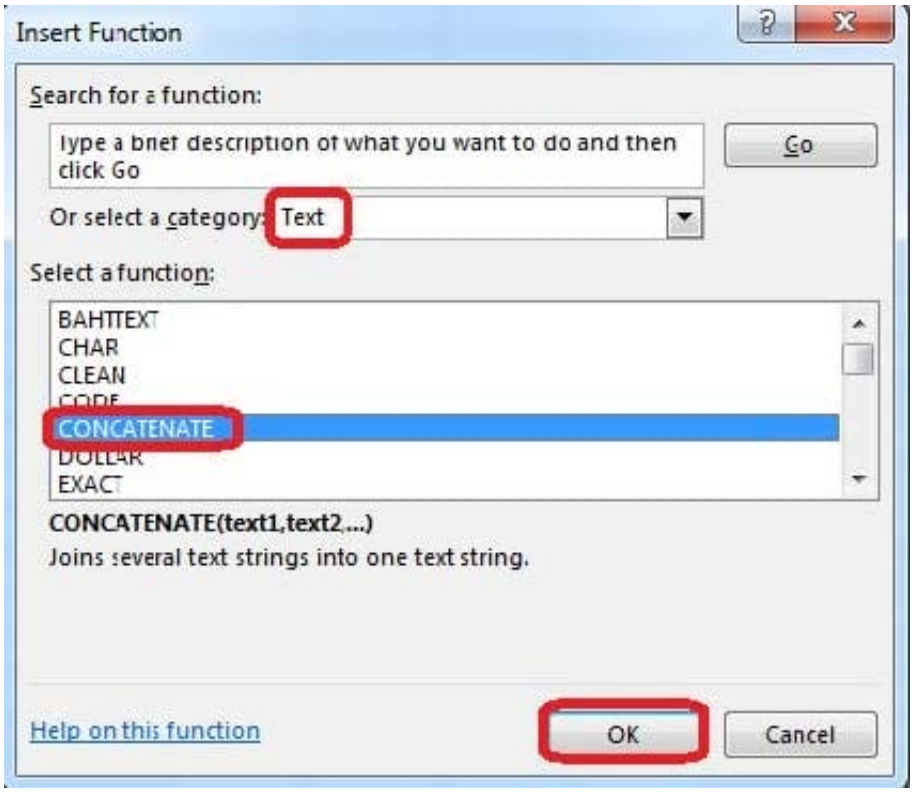
QUESTION 3

Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of column F Absolute Reference

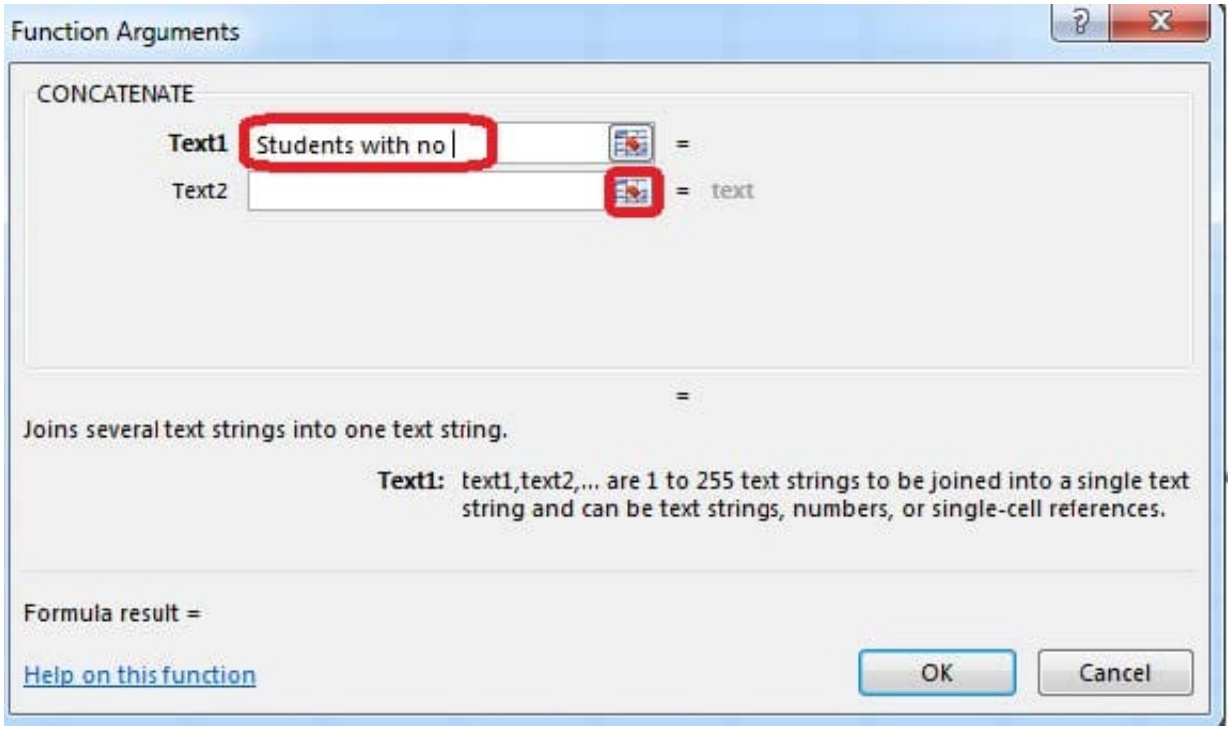
Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click K2andClick on the insert function button.

Step 2:Select Category: Text, the CONCATENATE function, and click OK.



Step 3:In the Function Arguments dialog box in the Text1 box type: Students with no , and then click the Text2 reference button, and click on the header of column F in the worksheet, press the enter Key



Step 4:Press the OK button in the Function Arguments dialog box.

QUESTION 4

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.

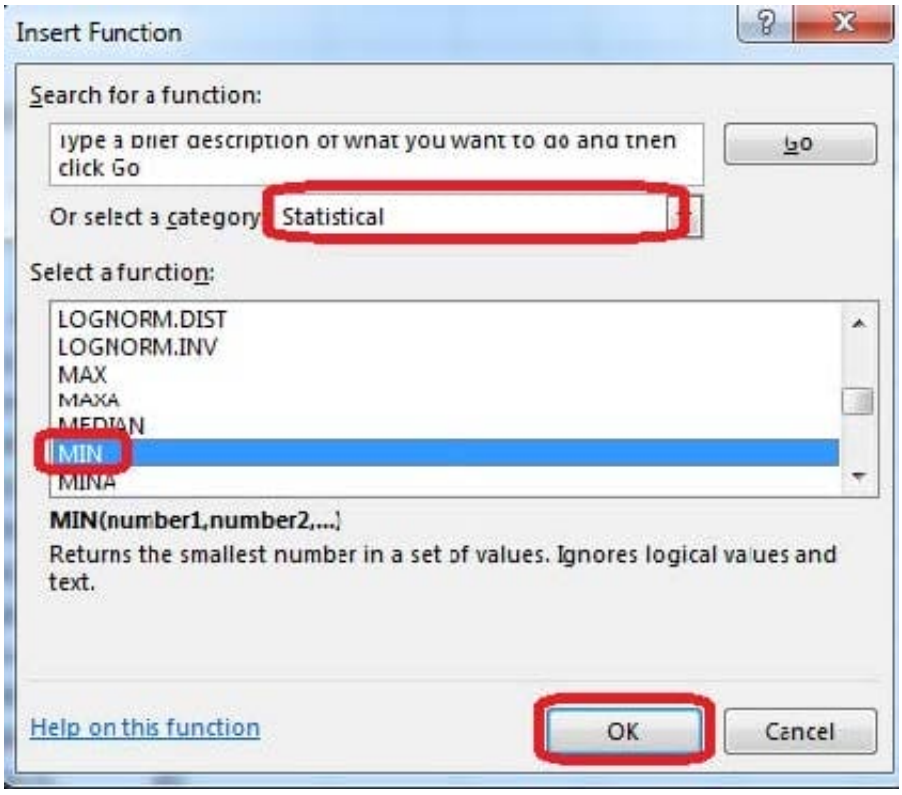
Correct Answer: Use the following steps to complete this task in explanation:

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.

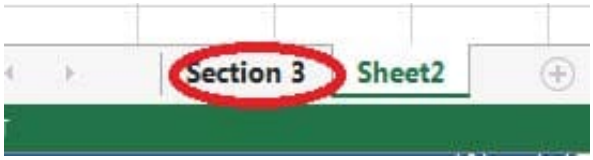
Formula.

Find the minimum homework score for each student.

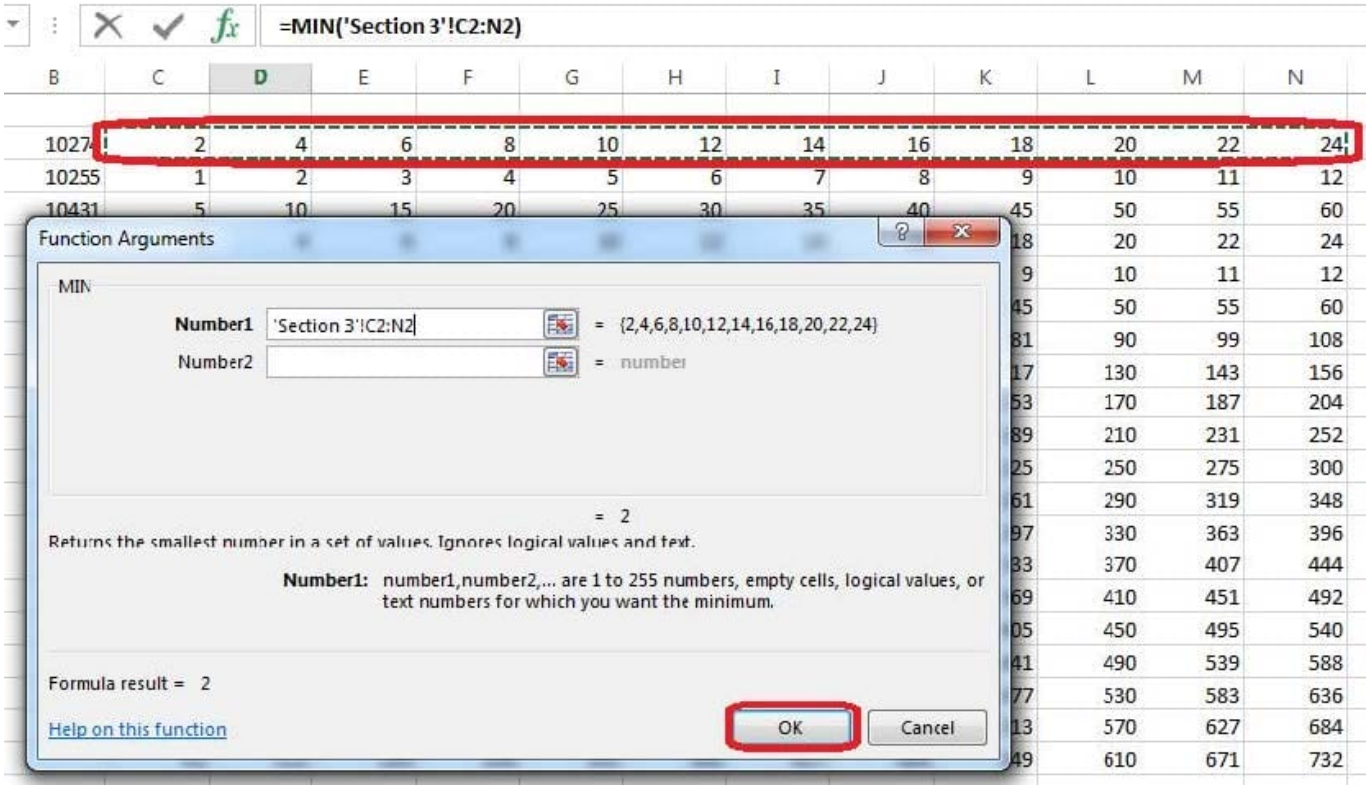


The function Arguments Dialog box appears:

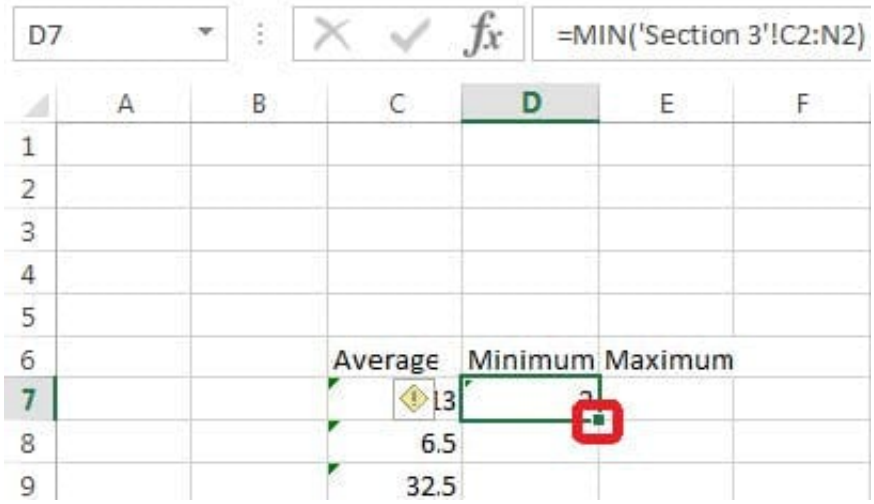
Step 3: Click on the Section 3 tab (left bottom part of the window).



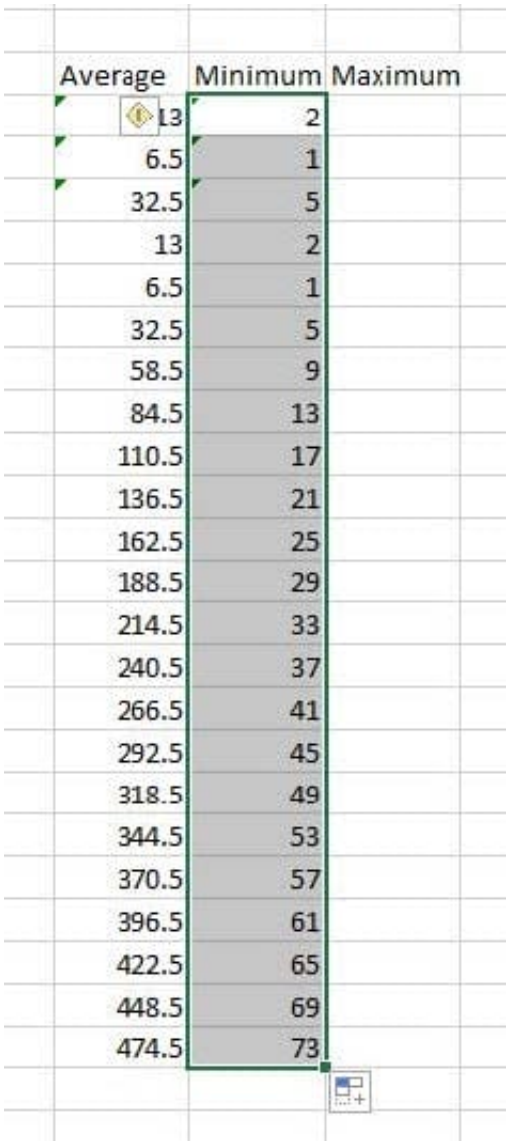
Step 4: Locate the data for the first student. This well be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.



Step 5: Copy cell D7 downwards until cell D29.



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 5

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

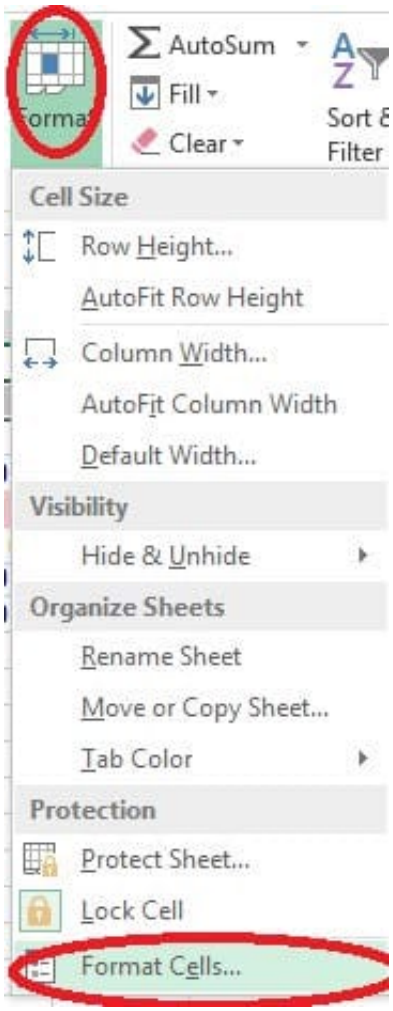
Correct Answer: Use the following steps to complete this task in explanation:

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

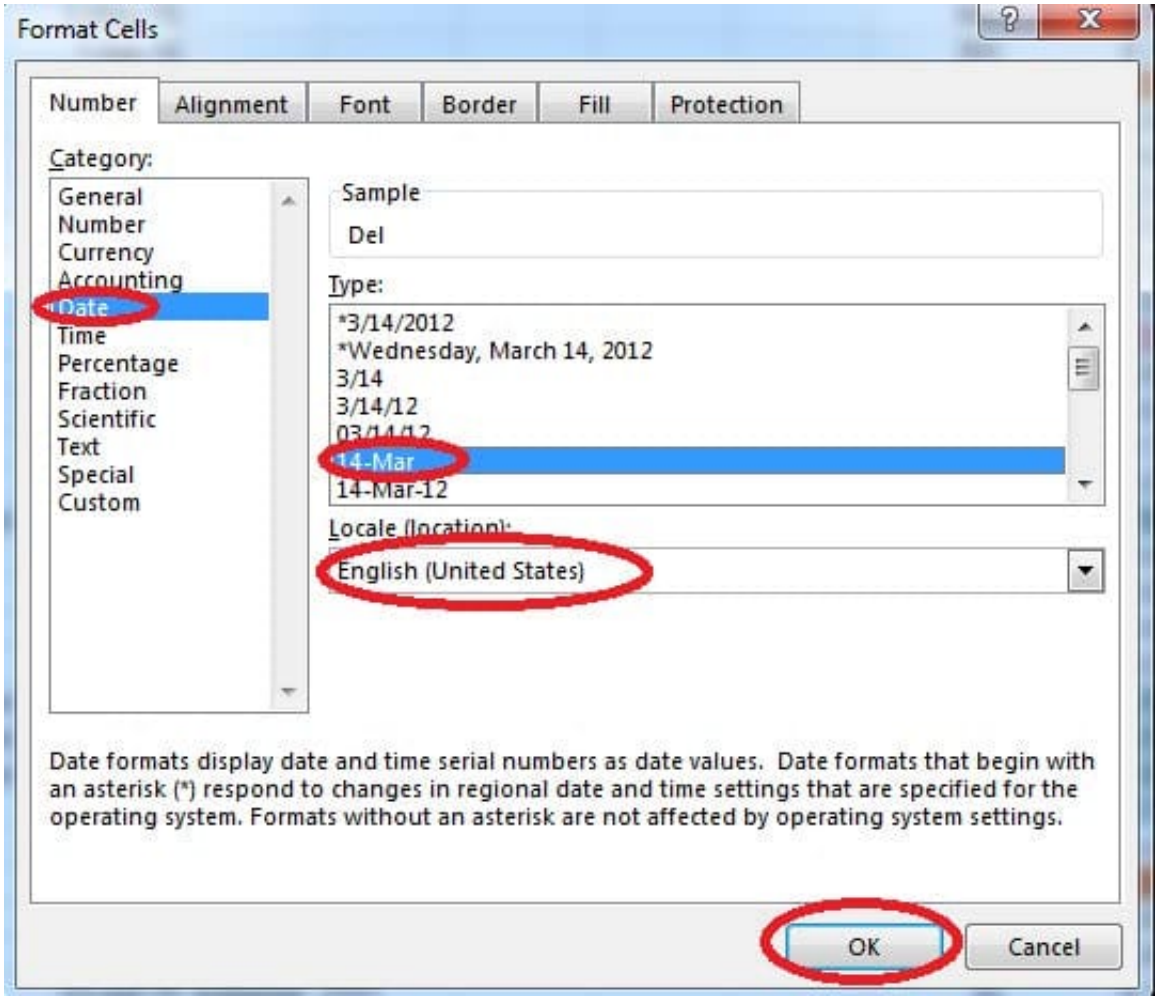
Step 2: Click in cell A2.

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.



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