



77-420^{Q&As}

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QUESTION 1

Insert data from a text file.

Cell A1.

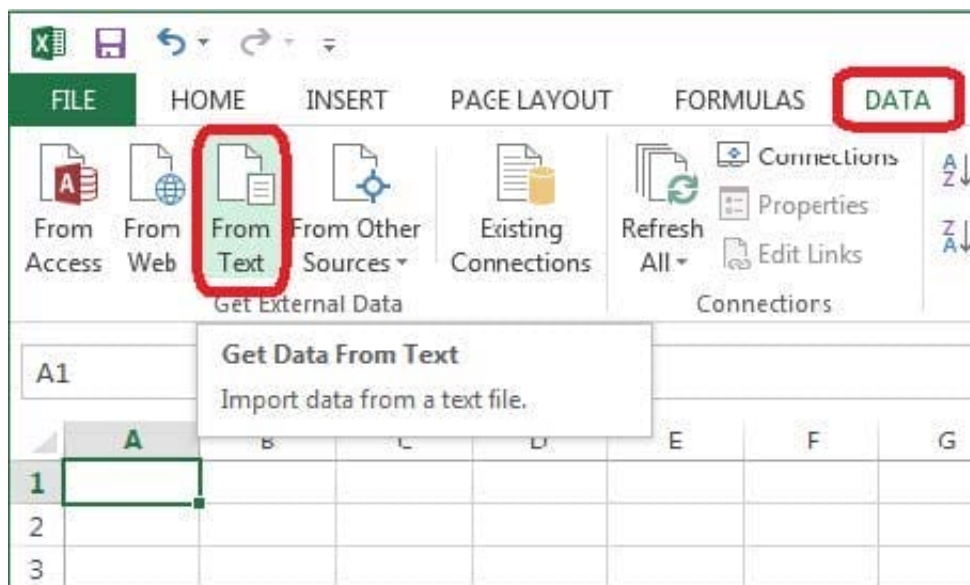
File source Autumn.txt

Tab-delimited

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

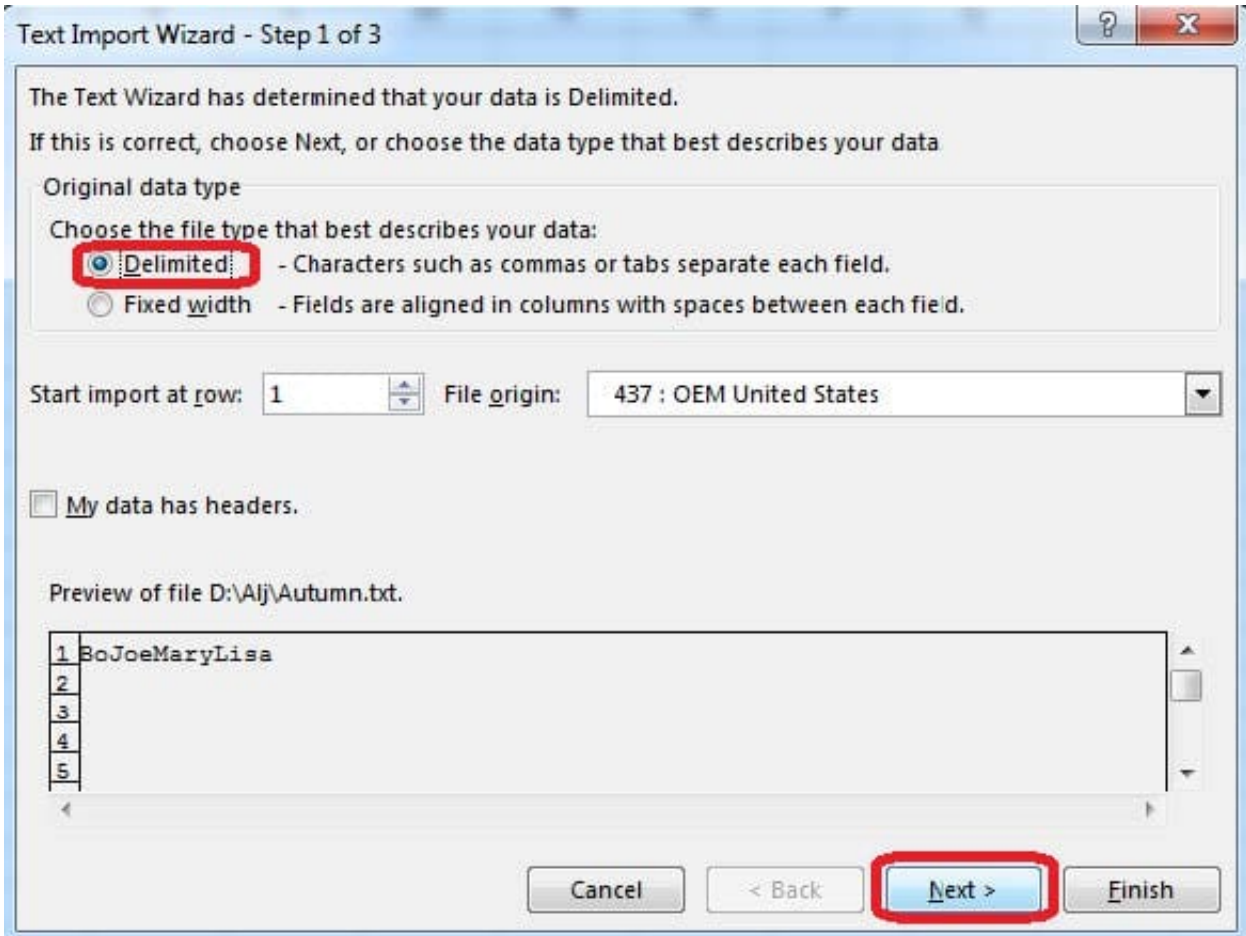
Step 1: Click cell A1.

Step 2: Click the Data tab, and click the From Text button.

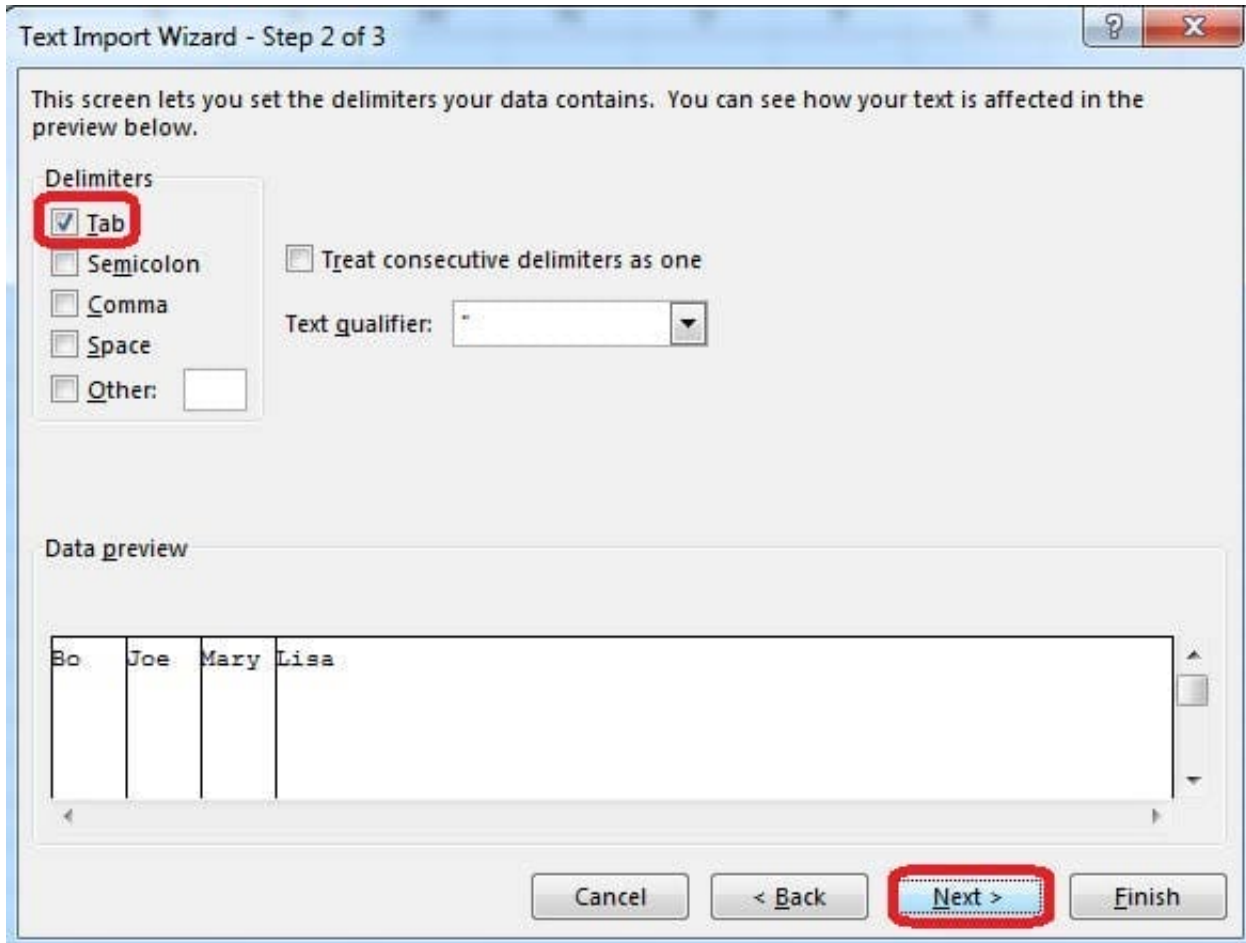


The Text Import Wizard starts.

Step 3: Make sure Delimited is selected, and click Next.



Step 4: Make sure Delimiters: Tab is selected. Then click Next.



Step 5: Finish the wizard by click the Finish Button. Step 6: Confirm with OK in the Import Data dialog box.



QUESTION 2

Modify the cell format to date.



Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

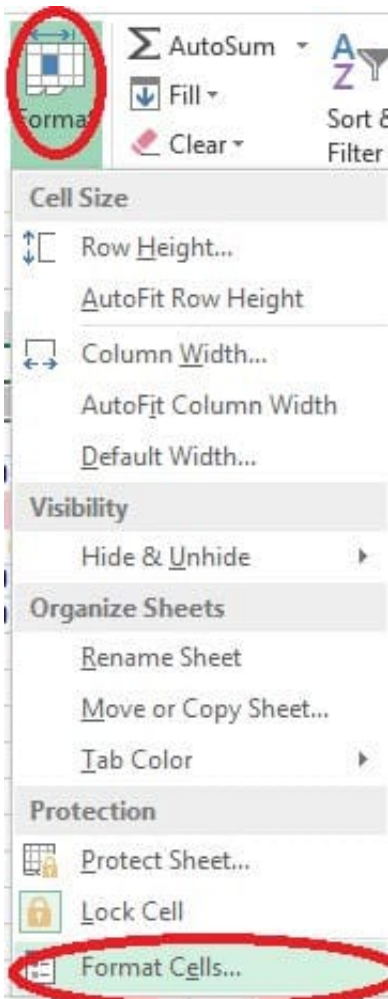
Correct Answer: Use the following steps to complete this task in explanation:

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

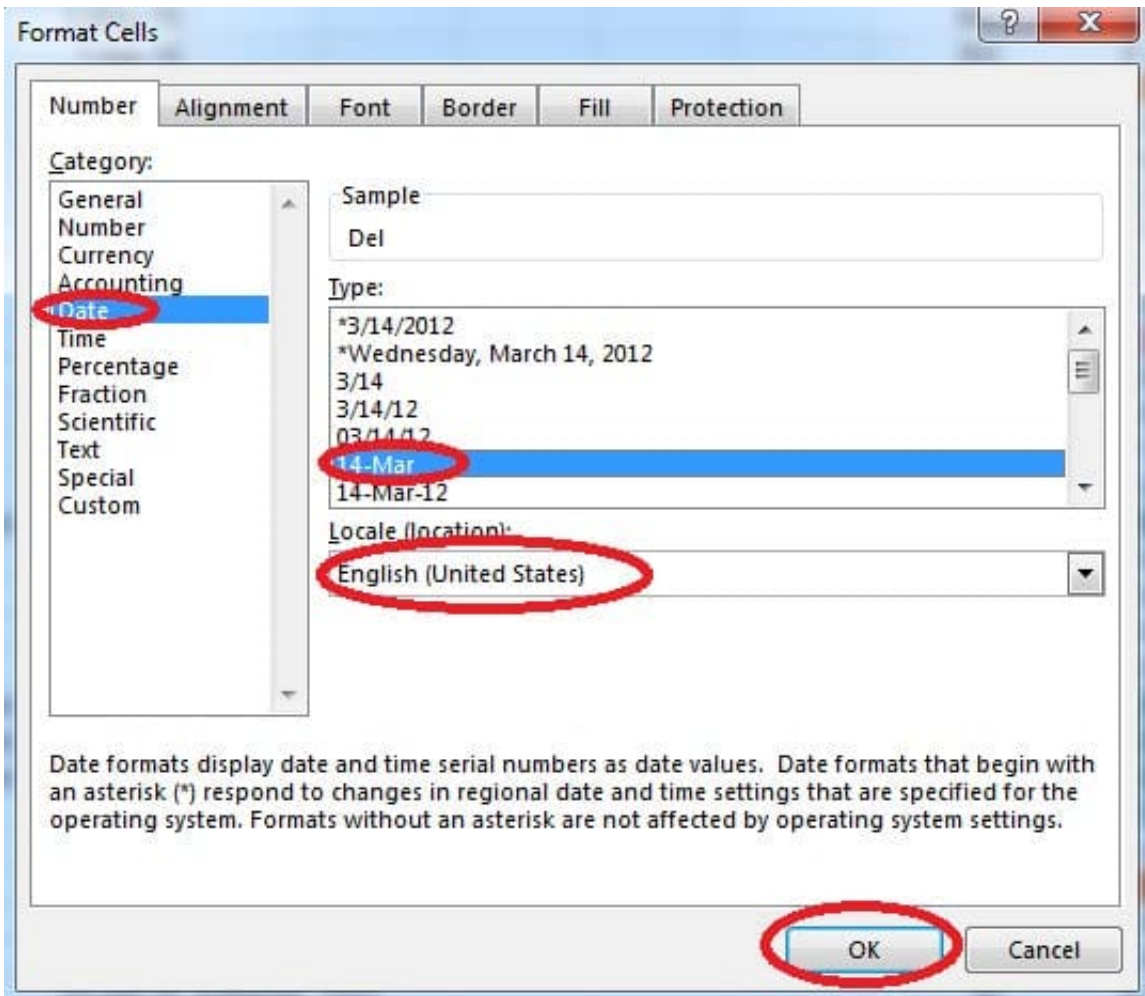
Step 2: Click in cell A2.

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.

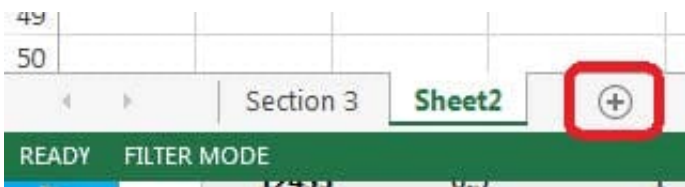


QUESTION 3

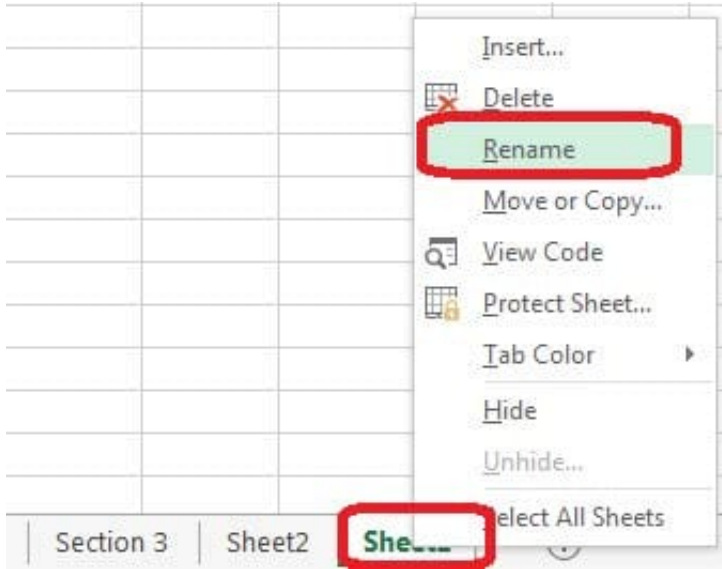
Add a worksheet After other worksheets Rename "Section 5"

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.



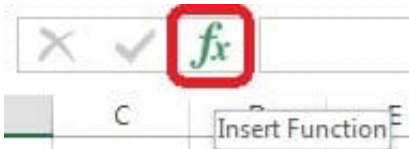
Step 3:Type: Section 5 Step 4:Press the enter key.

QUESTION 4

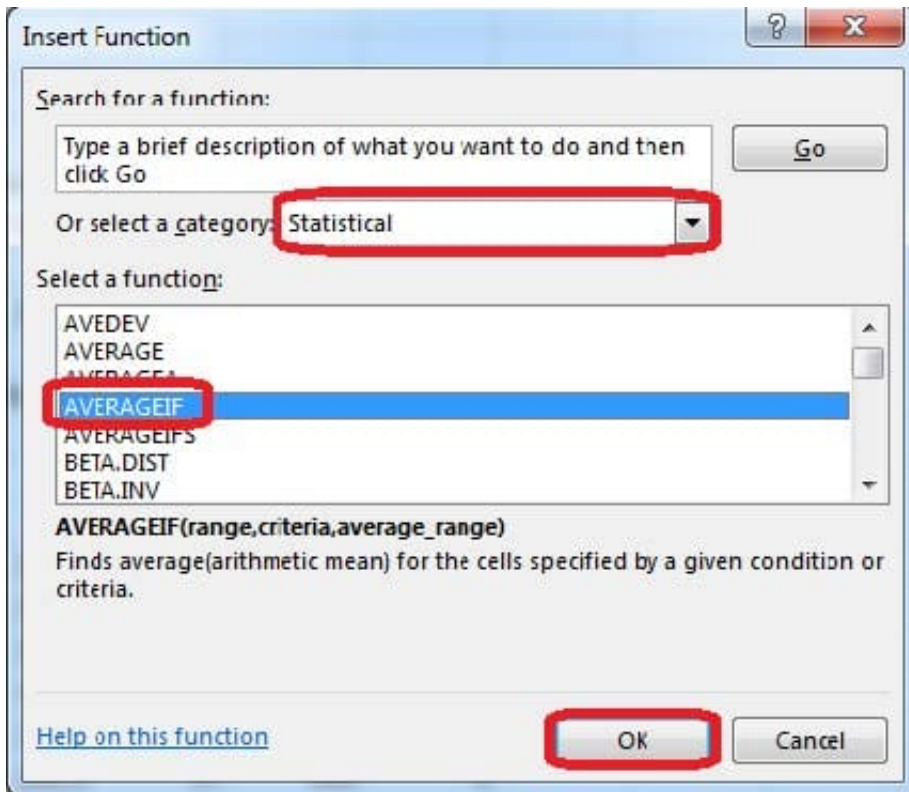
Formula Find the average score of all student ids without a zero homework score. Cell L2 Use Function AVERAGEIF
Range F7:F29 Criteria: "0" Average_range: "Homework"

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

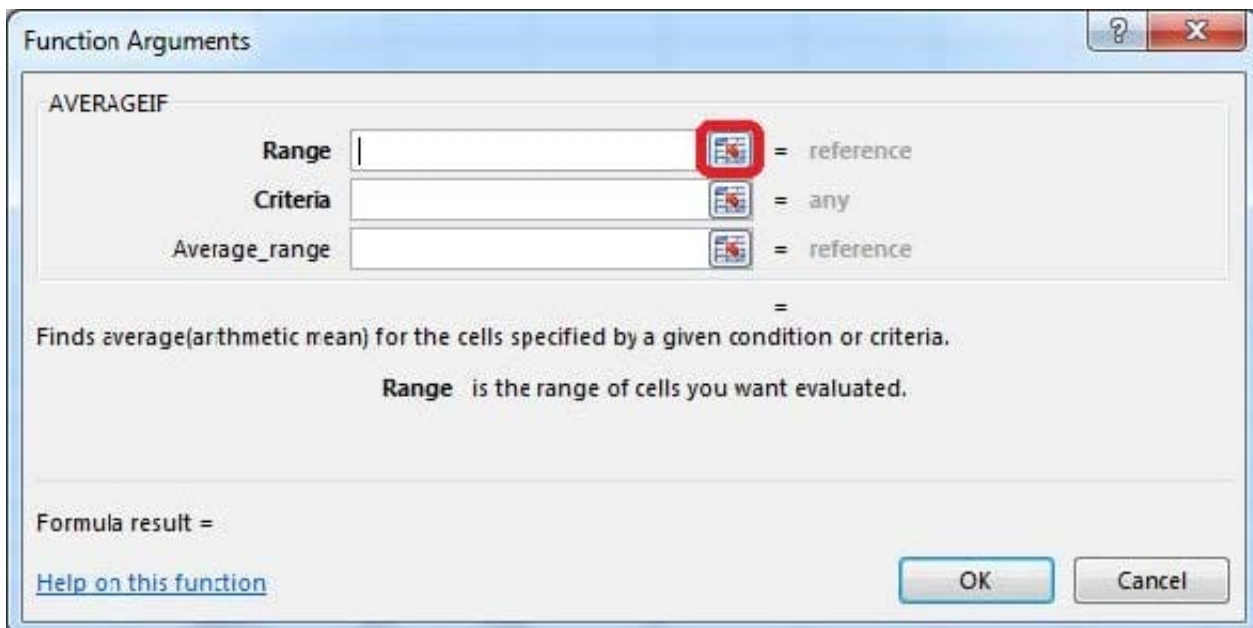
Step 1:Click cell L2, and the click the Insert Function Button.



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



Step 3: In the function Arguments dialog box click the reference button.

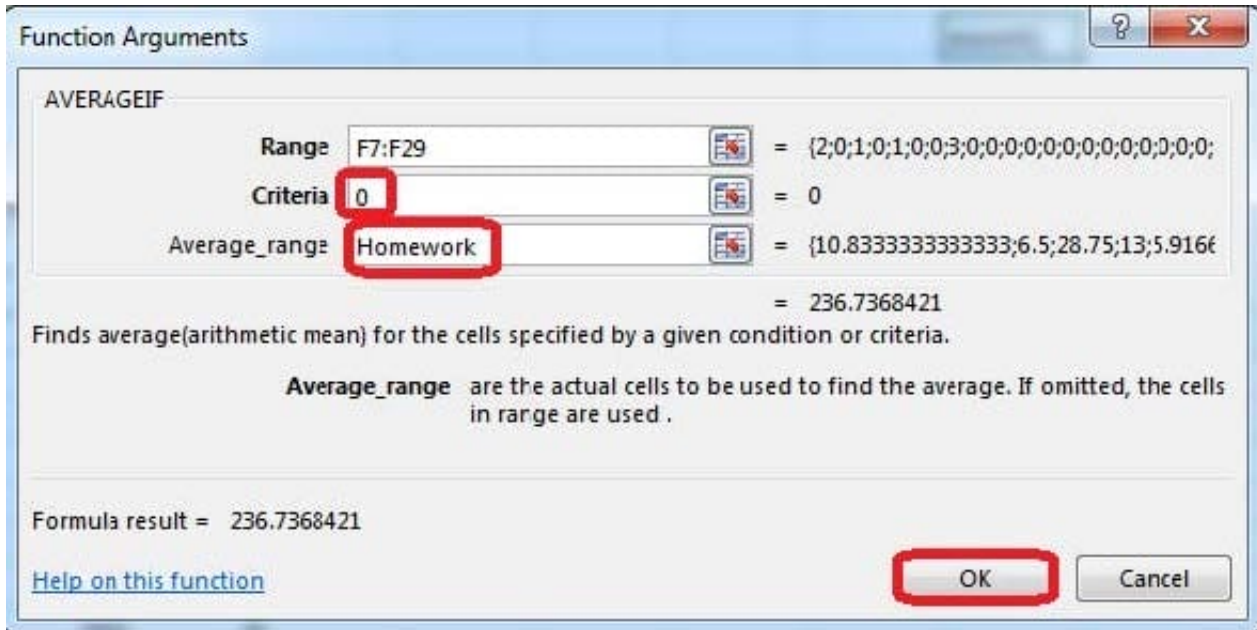


Step 4: Click cell F7, shift-click cell F29, and press the enter key. Step 5: In the Function Arguments dialog box in the Criteria box type: 0, in the Average_range box type: Homework, and click the OK button.



✕ ✓ *fx* =AVERAGEIF(F7:F29)

Average	Minimum	Maximum	0 Scores
10.33333	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 5

Configure page layout options.

Cell range B3:S25.

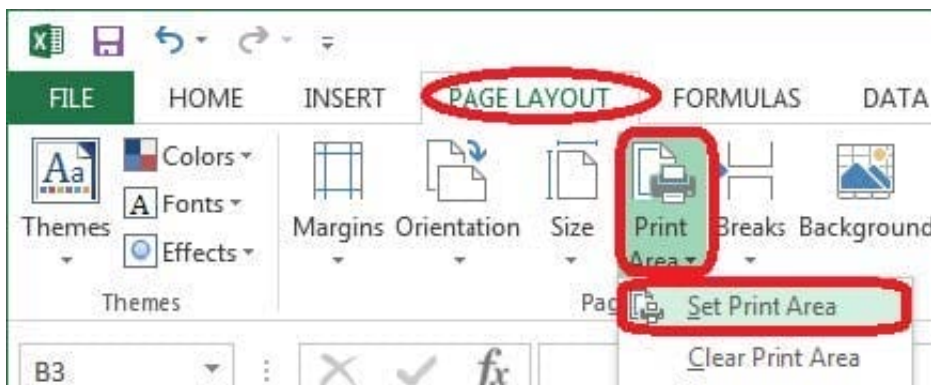
Set Print Area.

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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