



77-420^{Q&As}

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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: Change by typing the title to: All Zero Scores



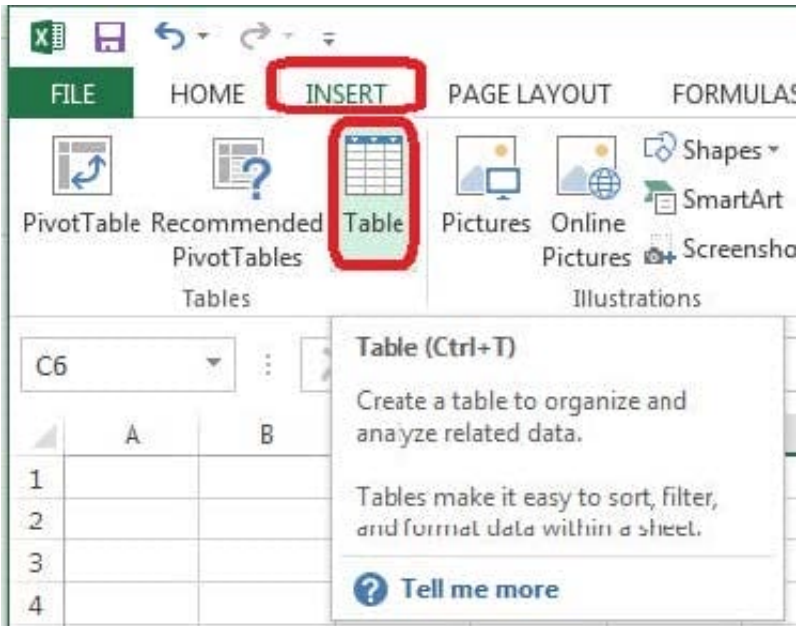
QUESTION 2

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 3

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:

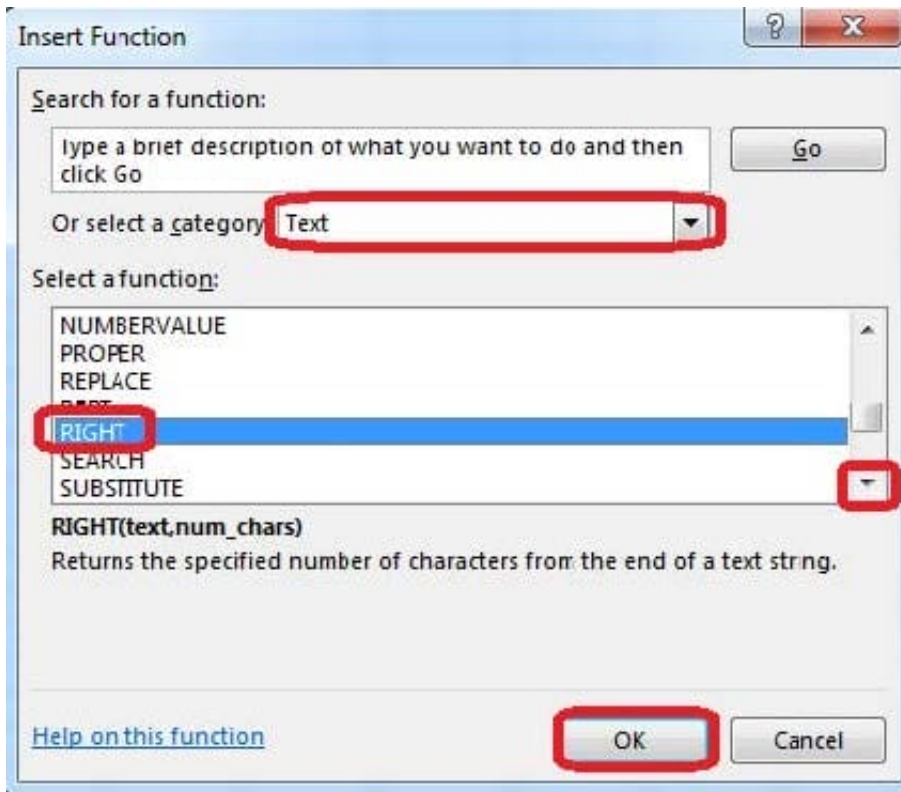
Step 1:Open the correct worksheet (Summary Worksheet).

Step 2:Click in cell B5.

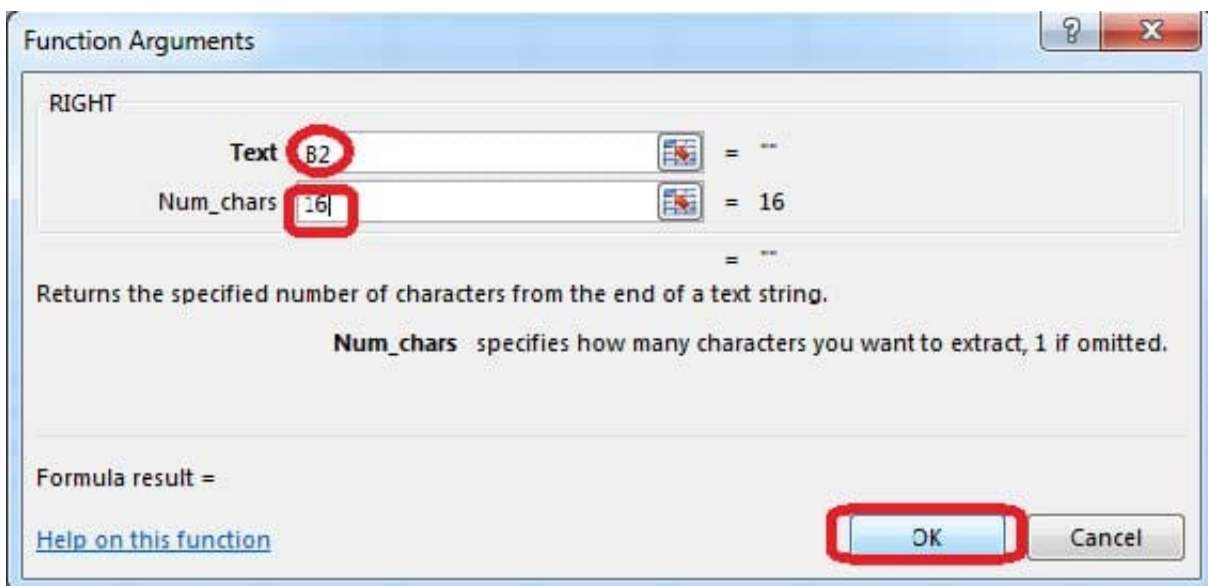
Step 3:Click on the insert function button.



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 4

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

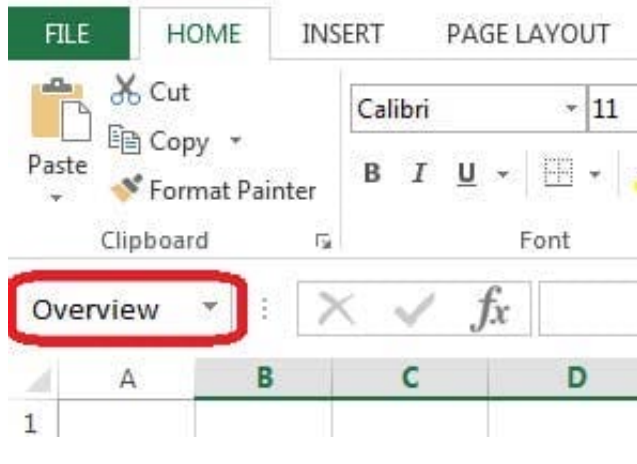
Correct Answer: Use the following steps to complete this task in explanation:

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.



QUESTION 5

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

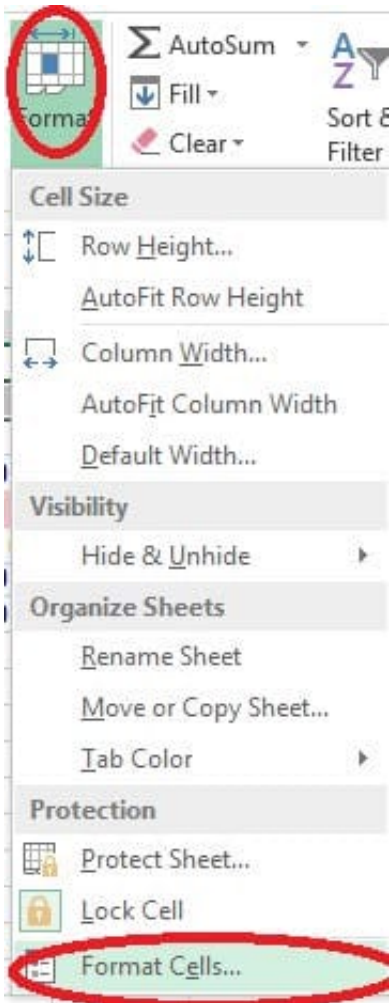
Correct Answer: Use the following steps to complete this task in explanation:

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

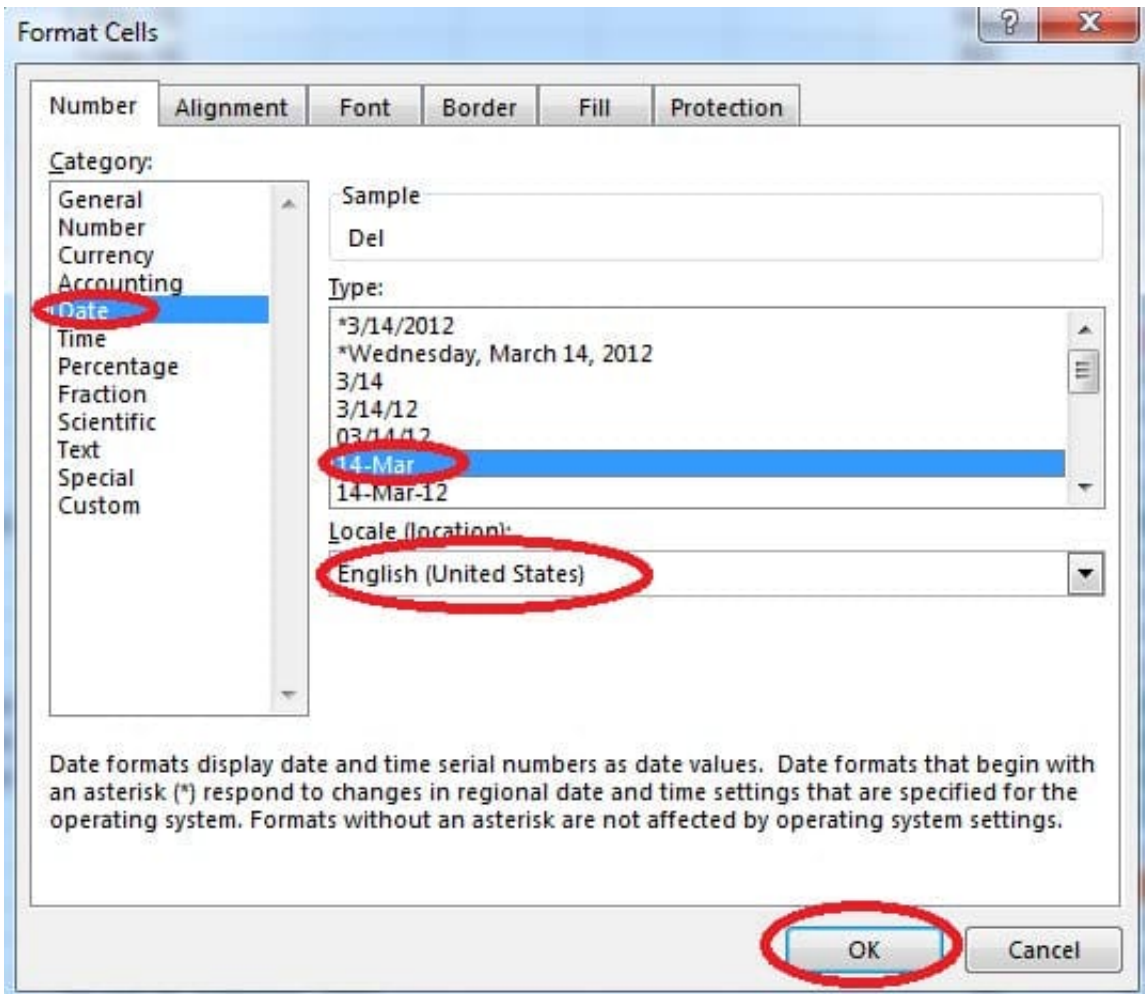
Step 2: Click in cell A2.

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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