77-420 Q&As

Excel 2013

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QUESTION 1

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

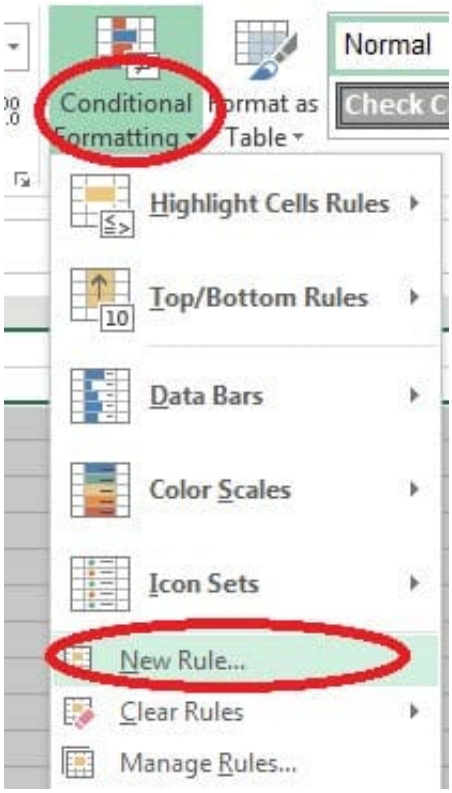
Maximum: Number, "25"

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

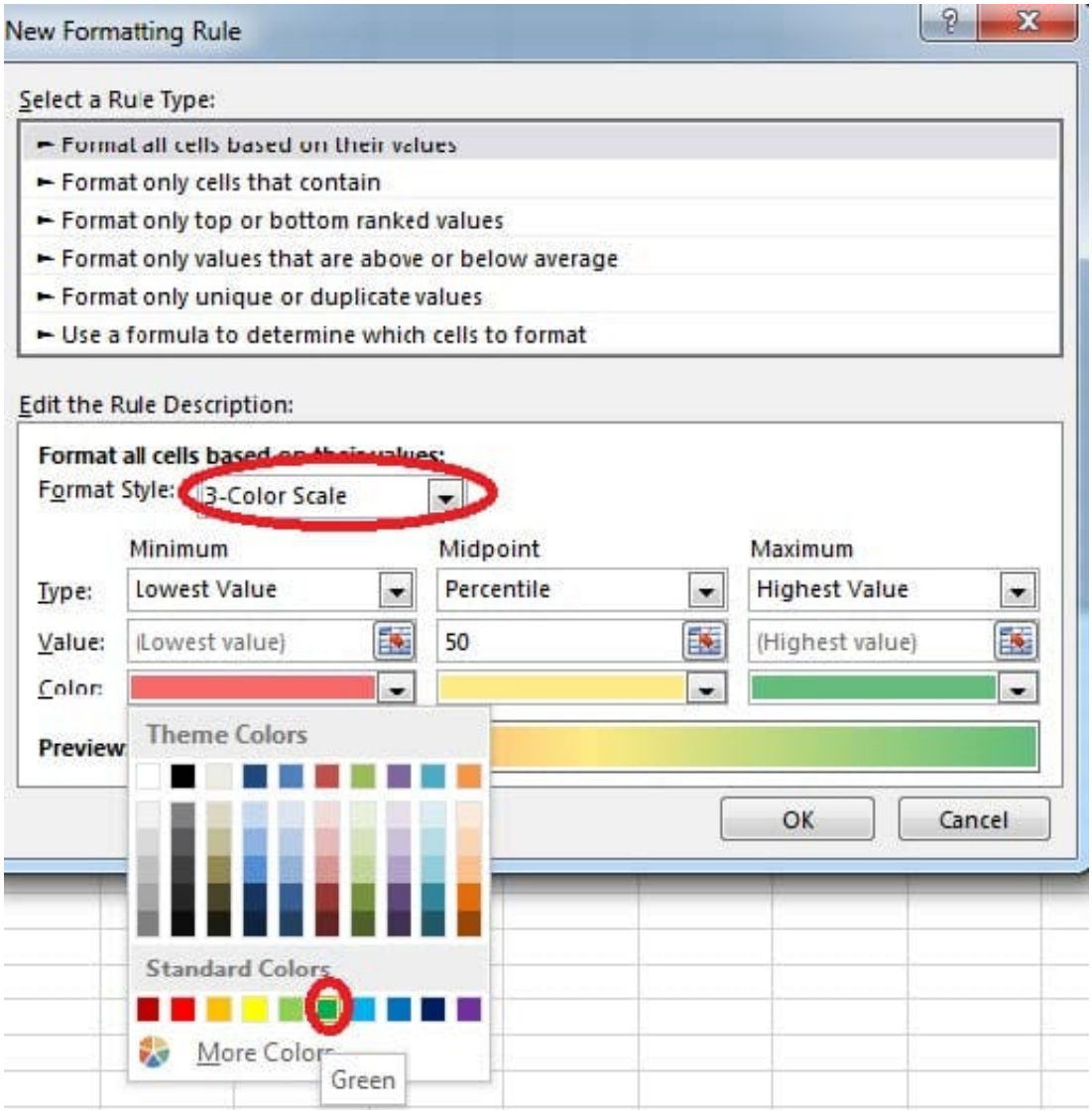
Step 1:Click cell C3

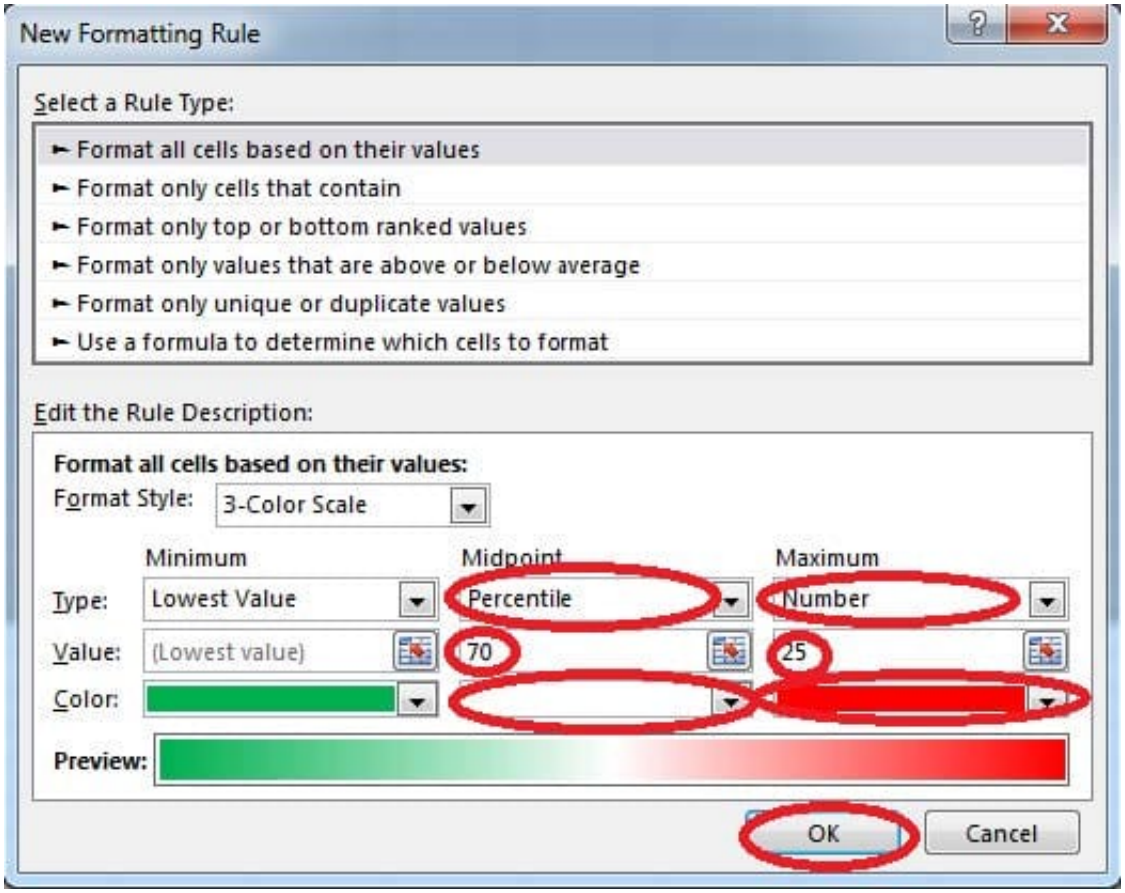
Step 2:Shift-Click cell S25.

Step 3:On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4:In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green. Step 5:In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.


New Formatting Rule
Select a Rule Type:
Format all cells based on their values
Format only cells that contain
Format only top or bottom ranked values
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format all cells based on their values:
Format Style: 3-Color Scale
Minimum
Midpoint
Maximum
Type: Lowest Value
Percentile
Highest Value
Value: (Lowest value)
50
(Highest value)
Color:
Preview:
Theme Colors
Standard Colors
More Colors...
Green
OK
Cancel



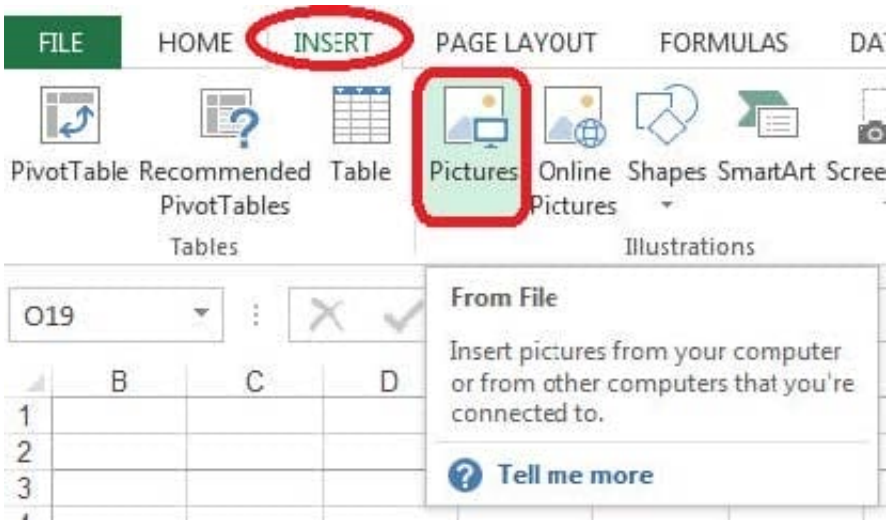
QUESTION 2

Insert a picture. To the right of the data File source Books.jpg

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

Step 1:Click in a cell to the right of the data.

Step 2:Click the INSERT tab, and then the Pictures command.



Step 3:From the Insert Picture dialog box select the Books.jpg file.

QUESTION 3

Modify the cell alignment settings.

Cell range B3:B25

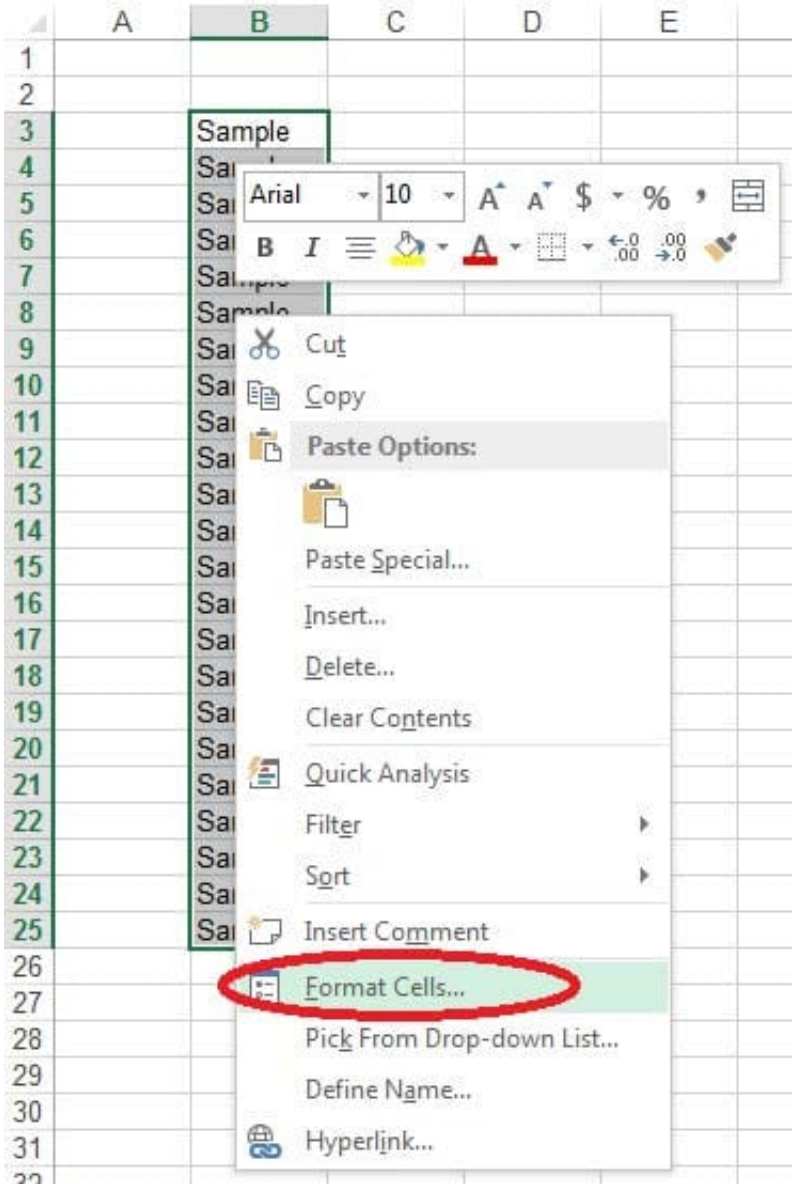
Horizontal: Right (Indent)

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

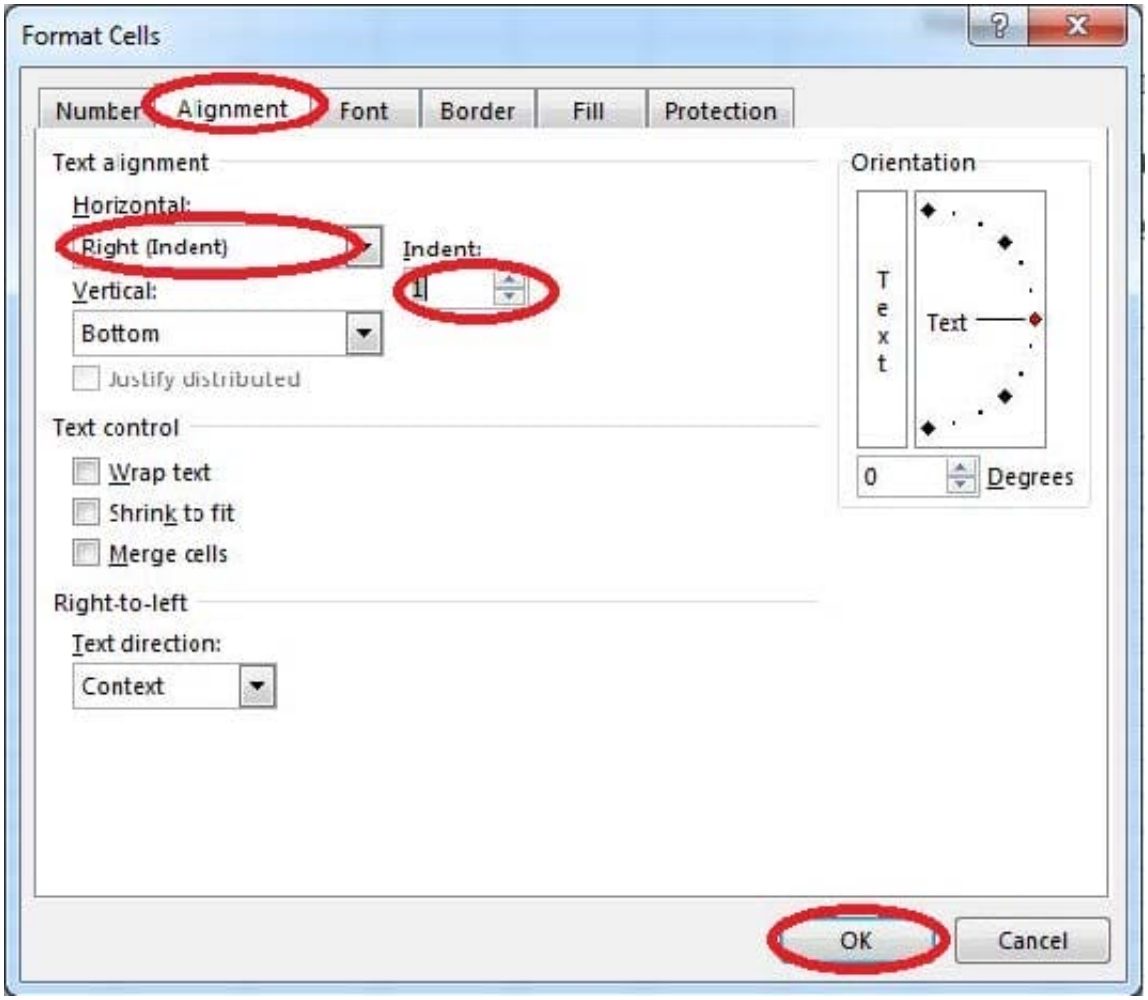
Step 1:Click cell B3.

Step 2:Shift-click cell B25

Step 3:Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.



Step 4:In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1, and then click the OK button.



QUESTION 4

Create a hyperlink to another worksheet.

Cell A2.

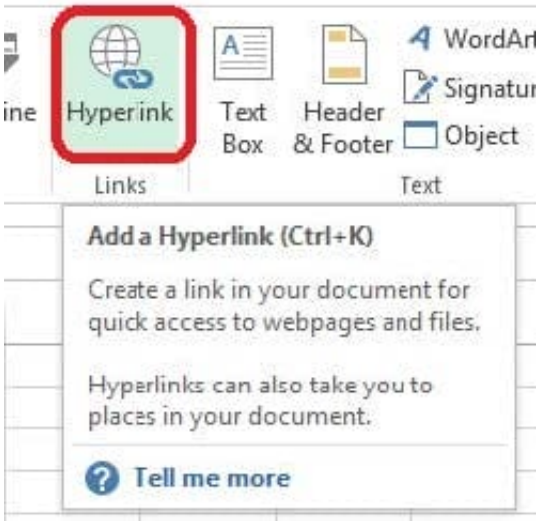
Cell reference "A3"

Sheet reference "Section 3" worksheet.

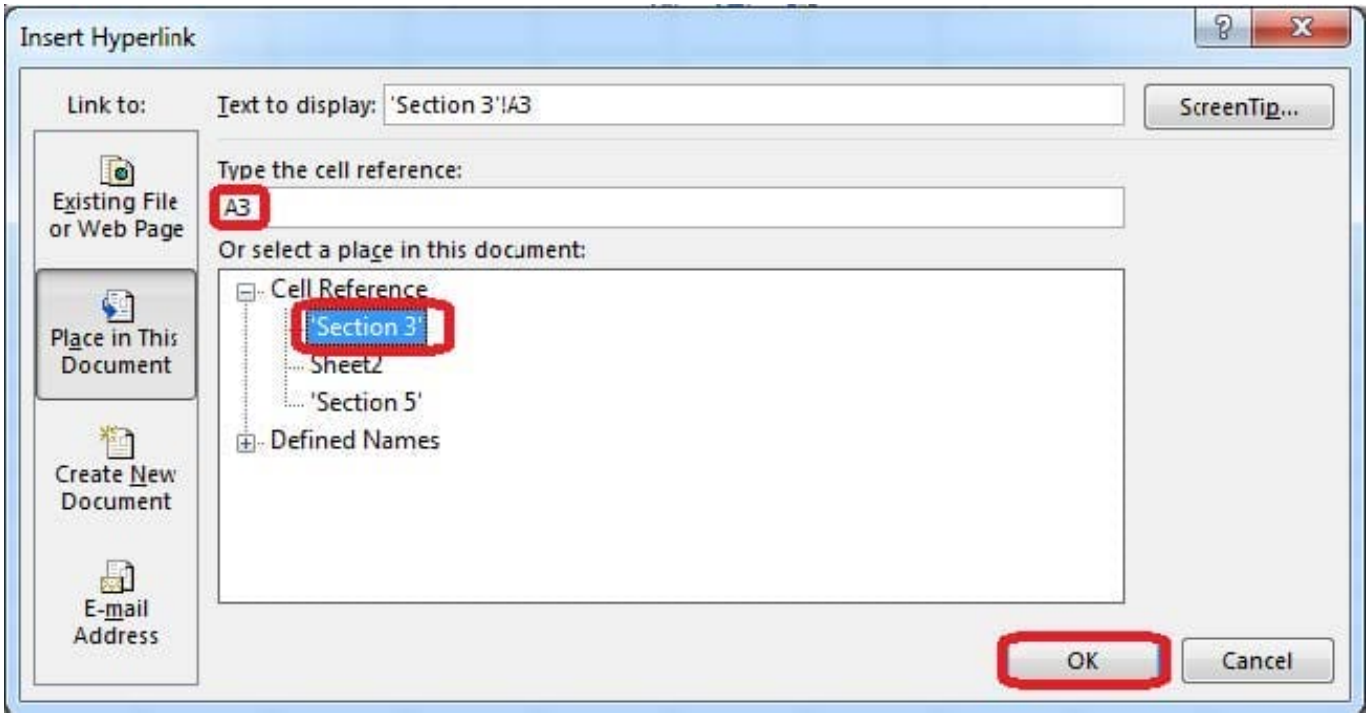
Correct Answer: Use the following steps to complete this task in explanation:

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.



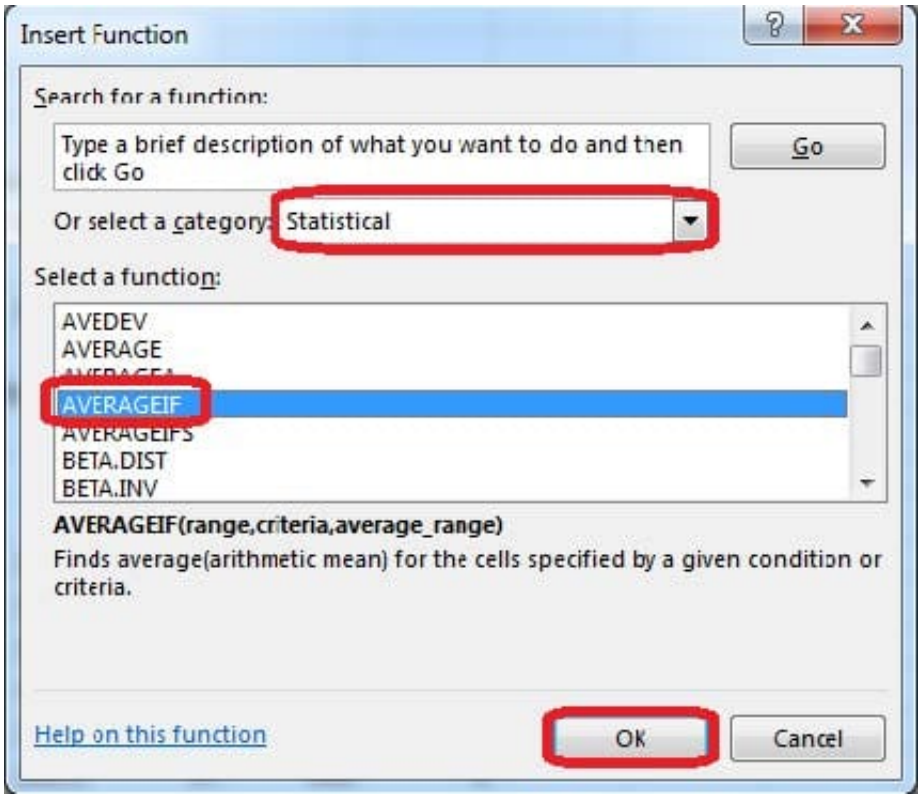
QUESTION 5

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"

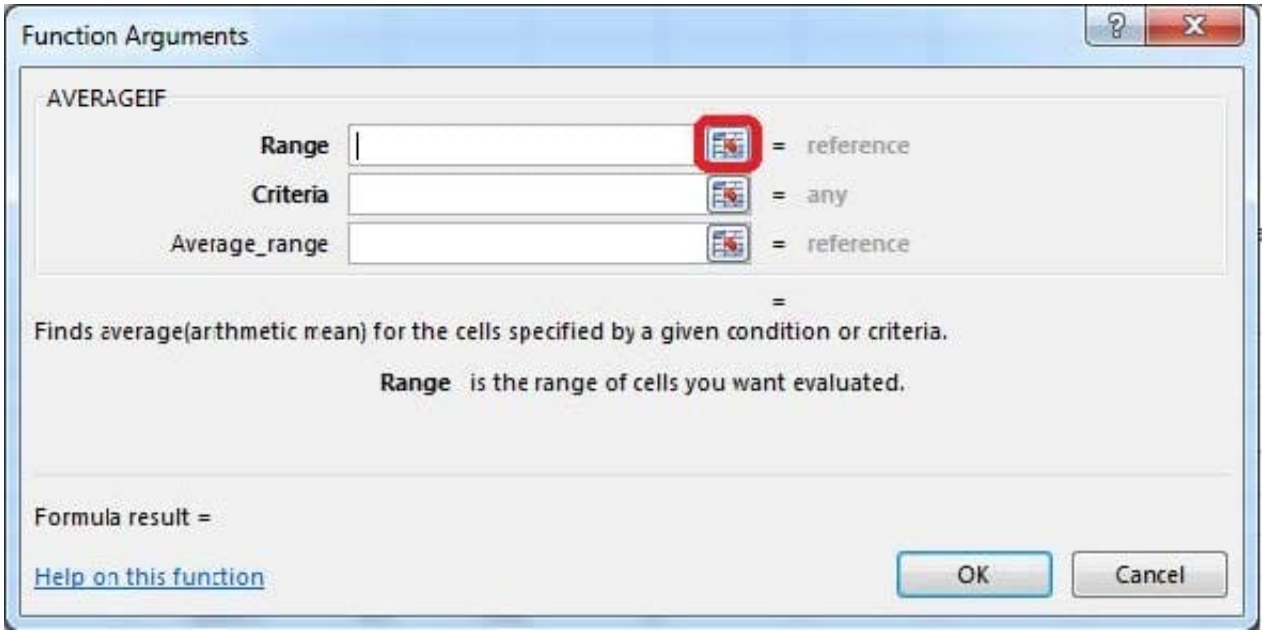
Correct Answer: Use the following steps to complete this task in explanation:

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.

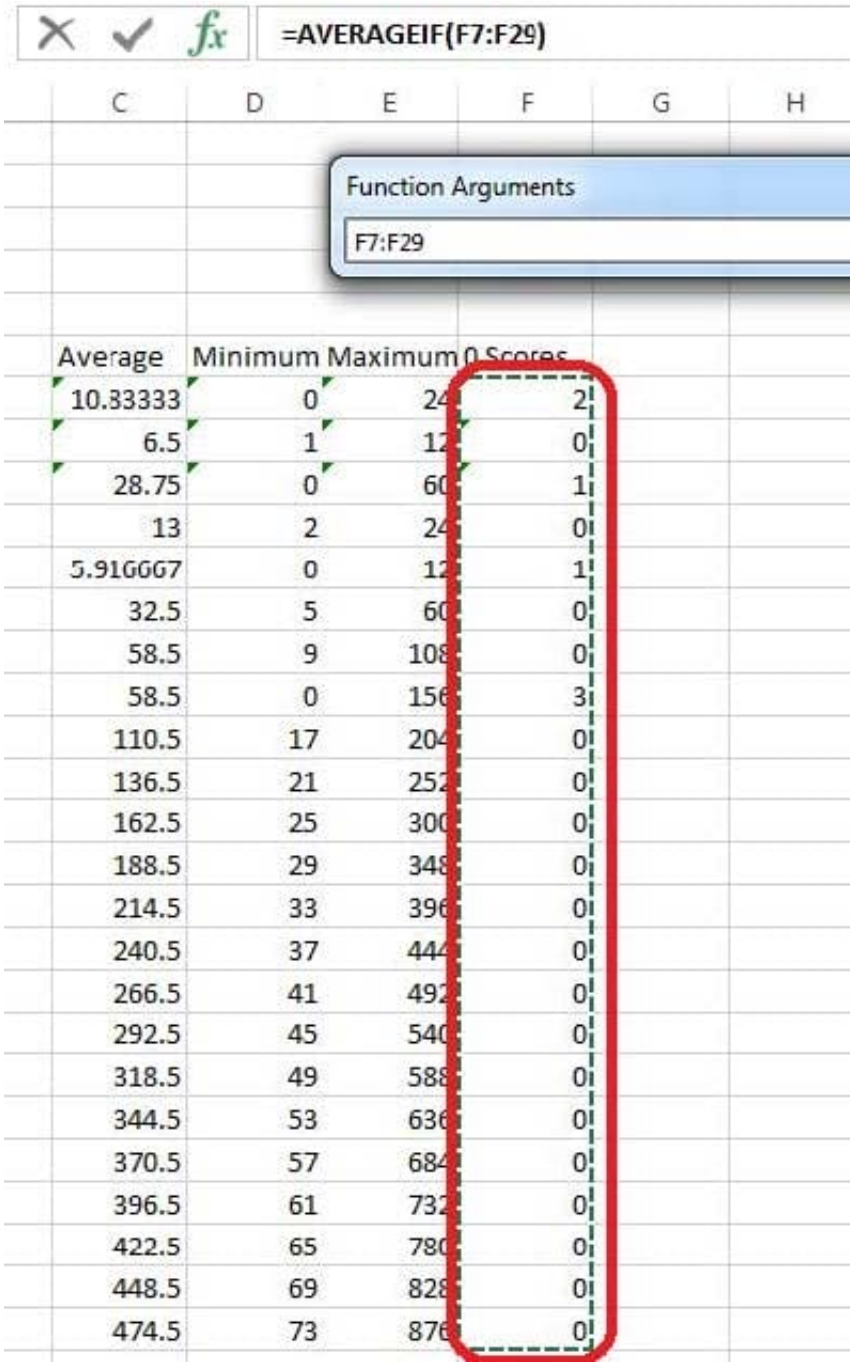


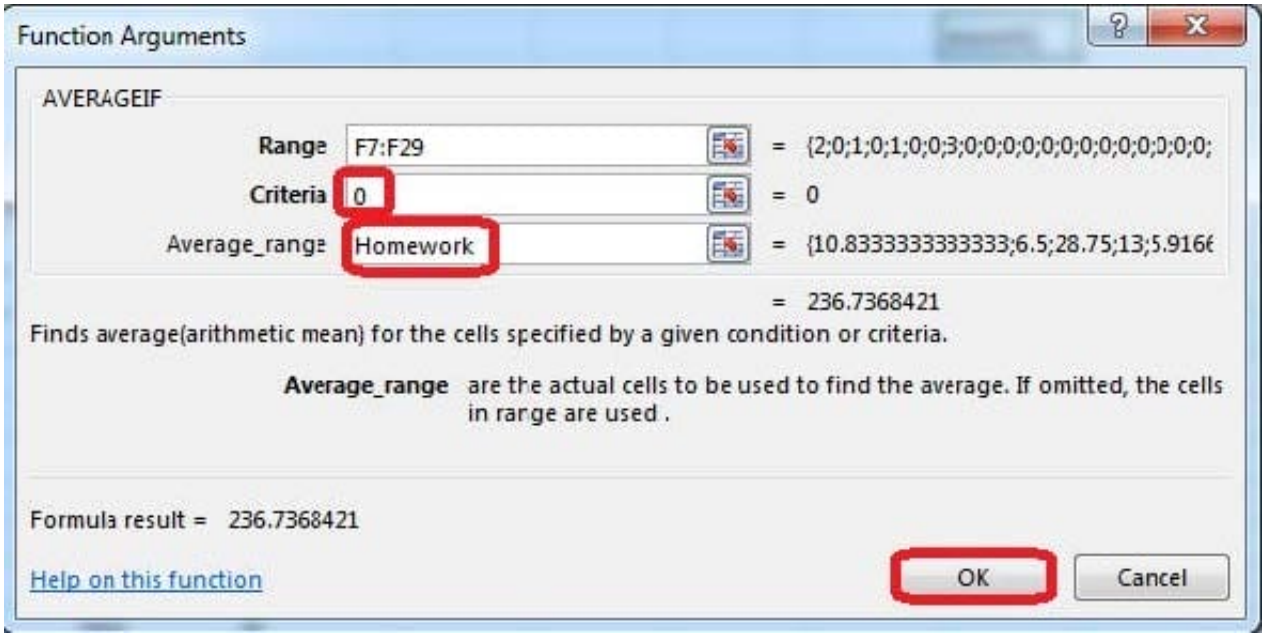
Step 3:In the function Arguments dialog box click the reference button.



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.





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