77-420 Q&As

Excel 2013

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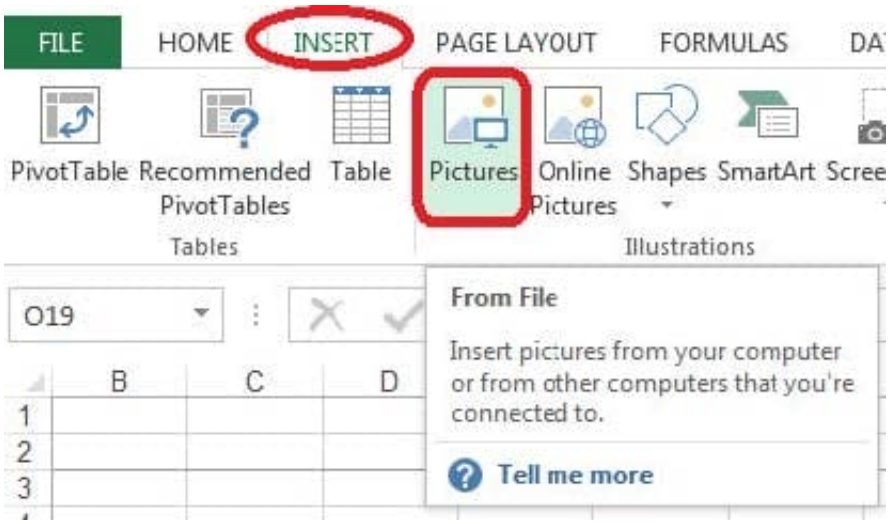
QUESTION 1

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 2

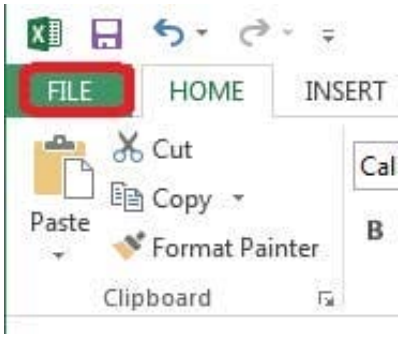
Modify the document property.

MathTracker.xlsx

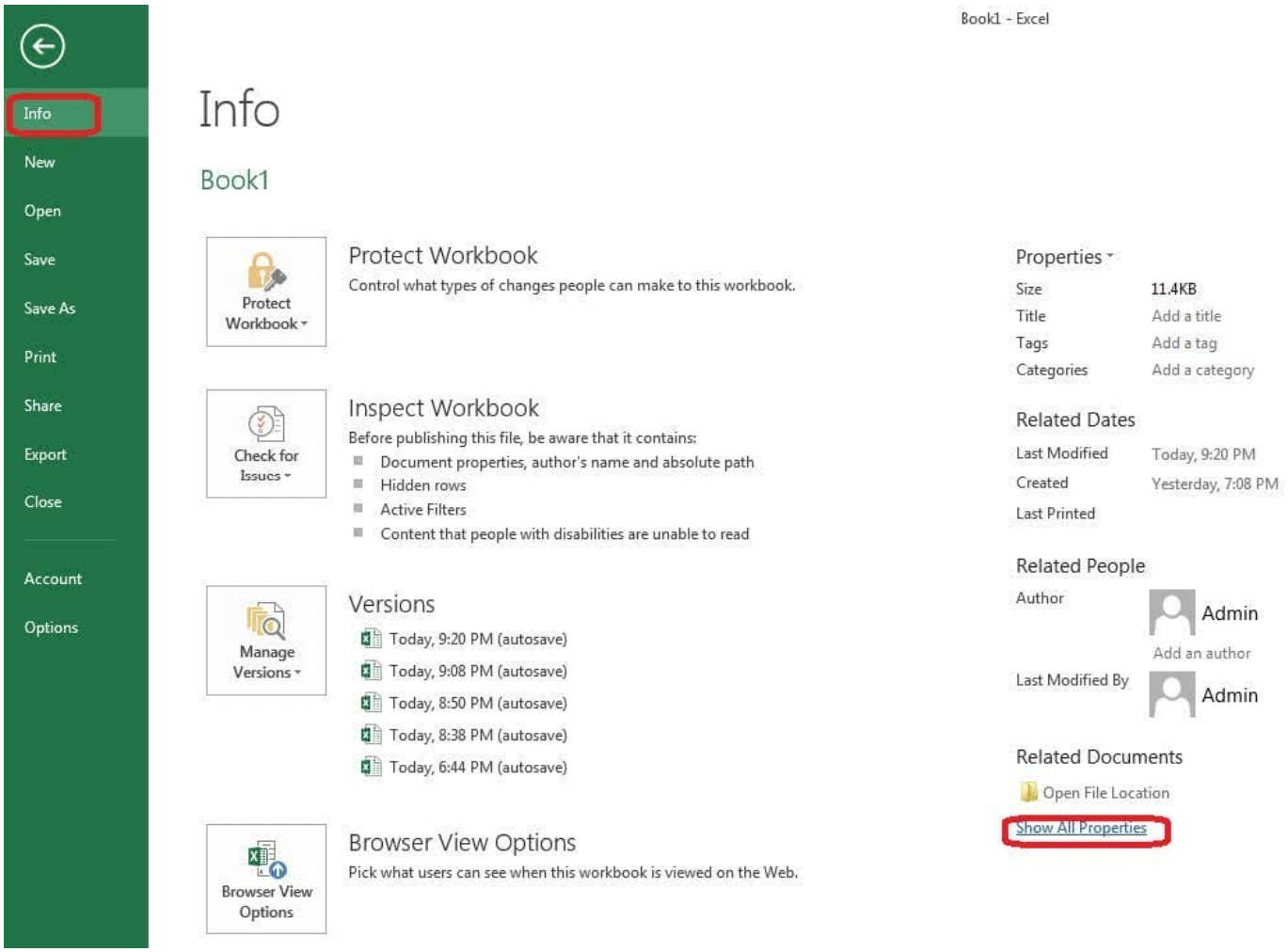
Subject "Homework"

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

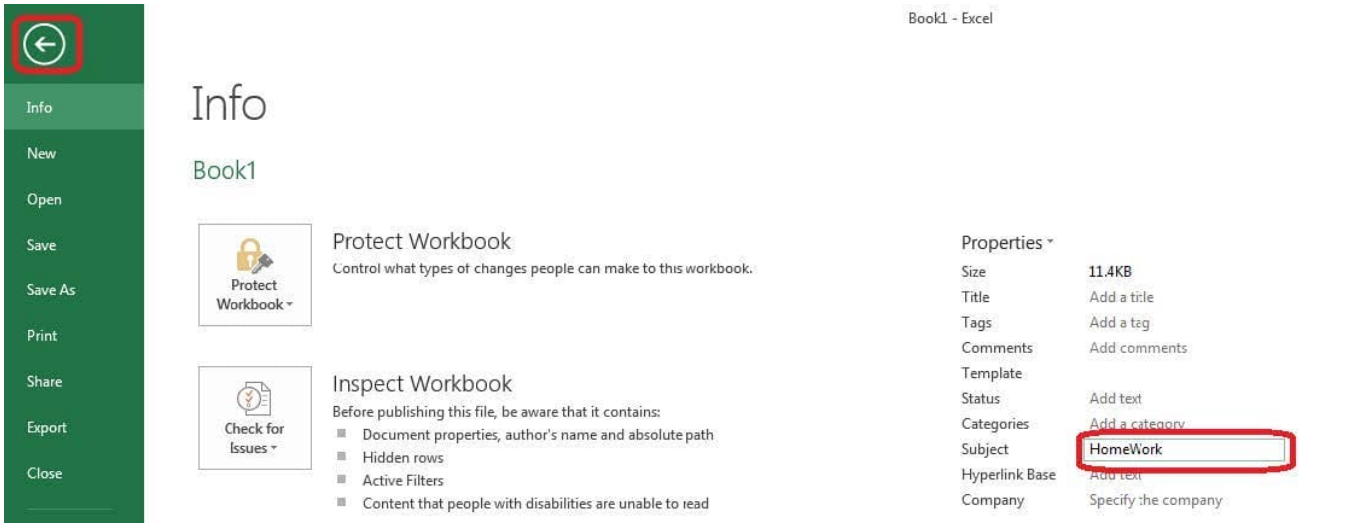
Step 1:Click the File menu.



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



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



QUESTION 3

Rename the title of the chart.

Chart

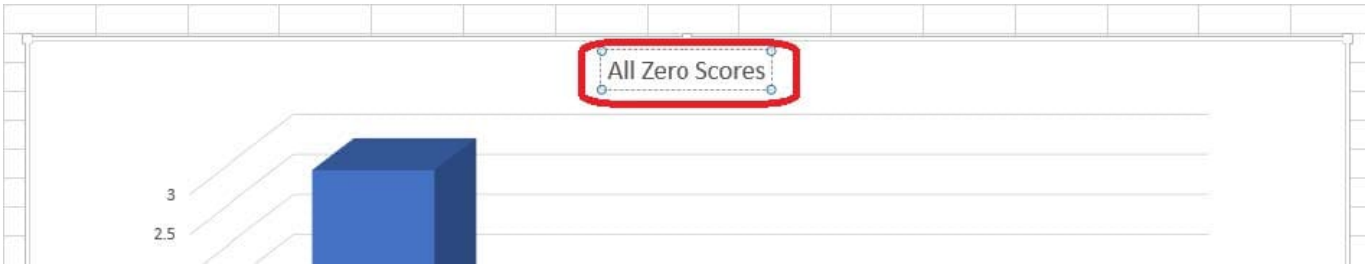
Text "All Zero Scores"

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 4

Crop the picture.

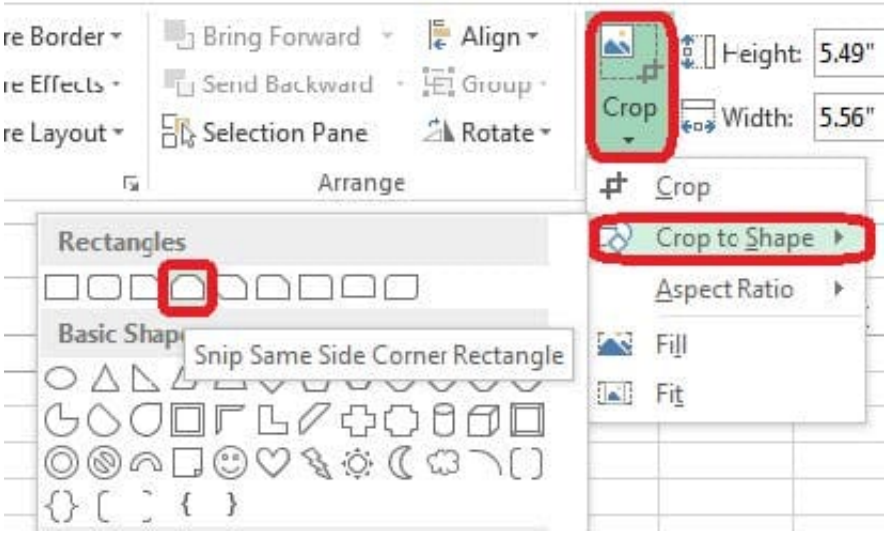
Books.jpg

Crop to Shape Snip Same Side Corner Rectangle.

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

Step 1:Click on the picture.

Step 2:In the Format menu (which is displayedautomatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.



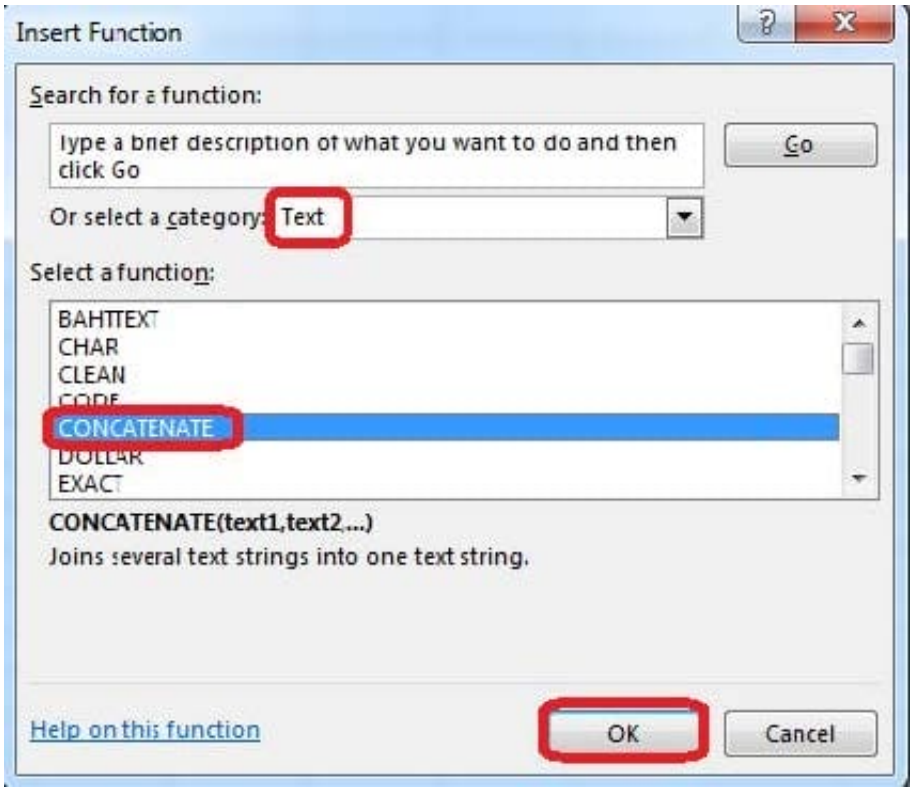
QUESTION 5

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

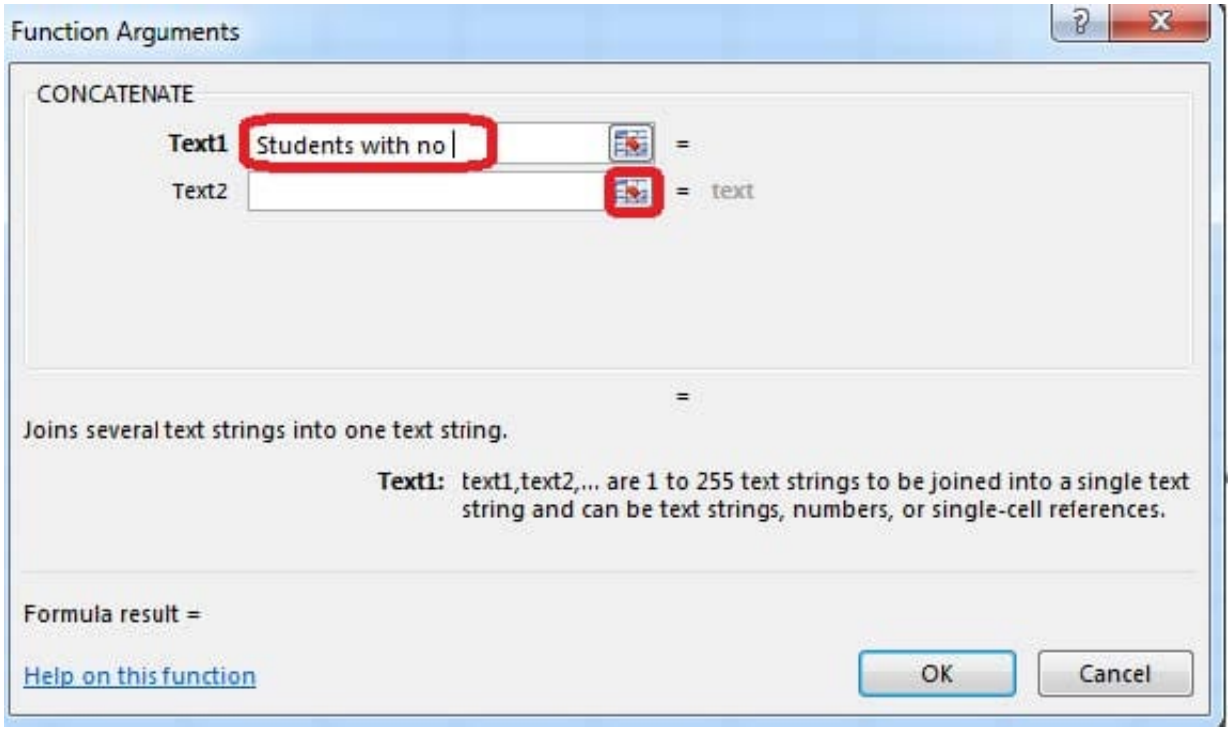
Correct Answer: Use the following steps to complete this task in explanation:

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.

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