



77-420^{Q&As}

Excel 2013

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QUESTION 1

Modify the cell alignment settings.

Cell range B3:B25

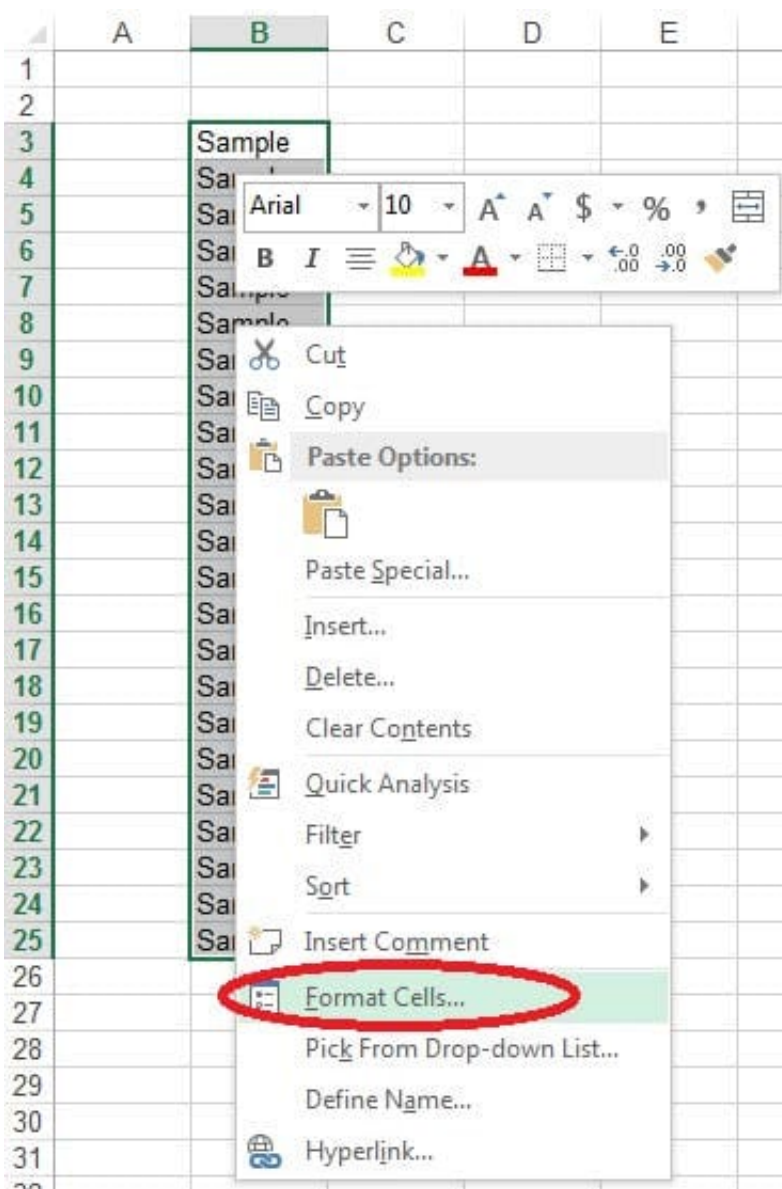
Horizontal: Right (Indent)

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

Step 1: Click cell B3.

Step 2: Shift-click cell B25

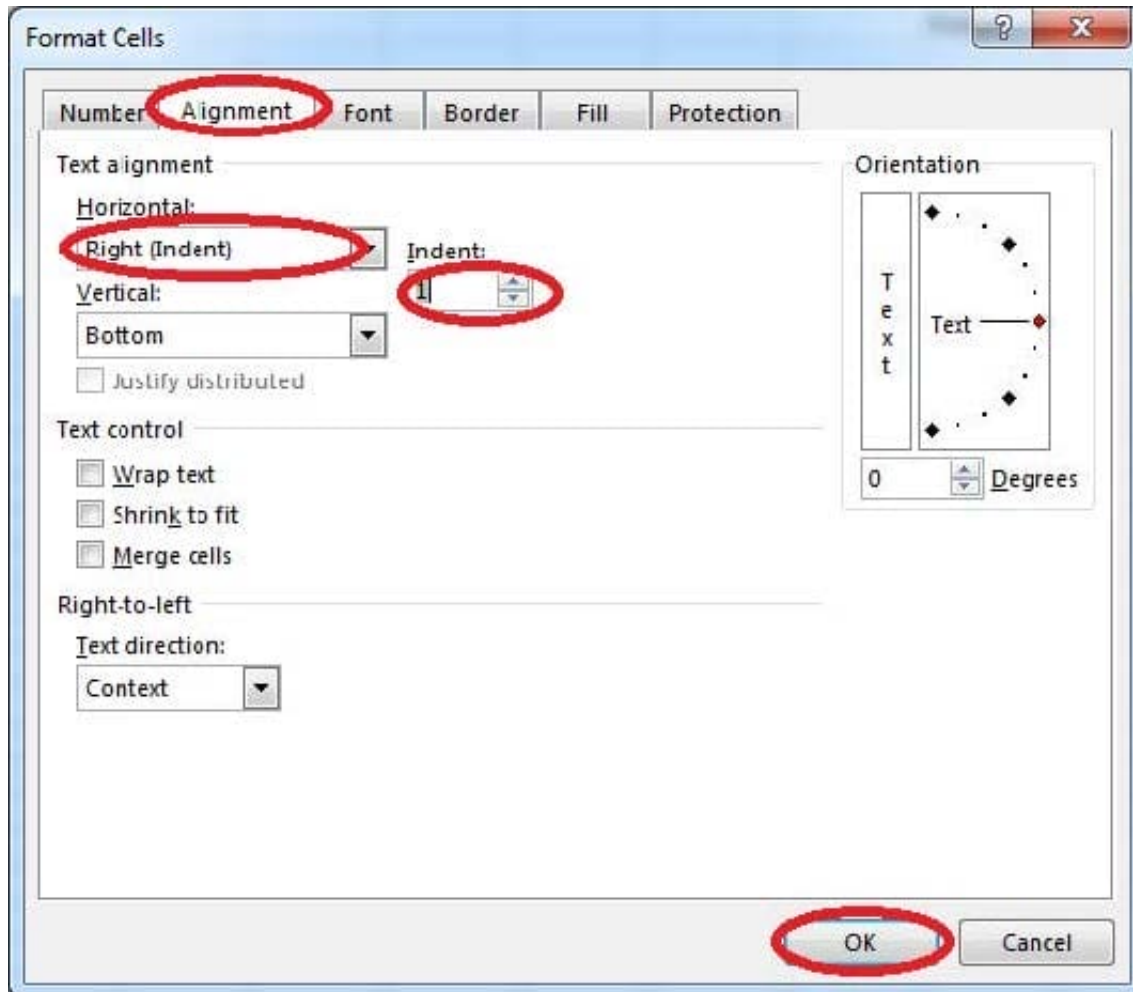
Step 3: Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.



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.

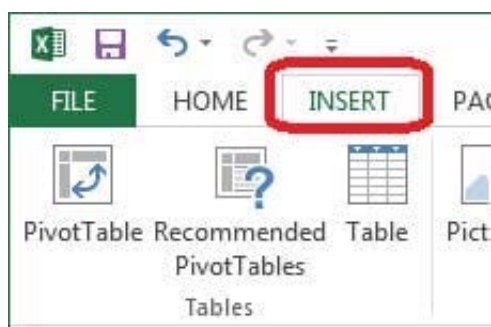


QUESTION 2

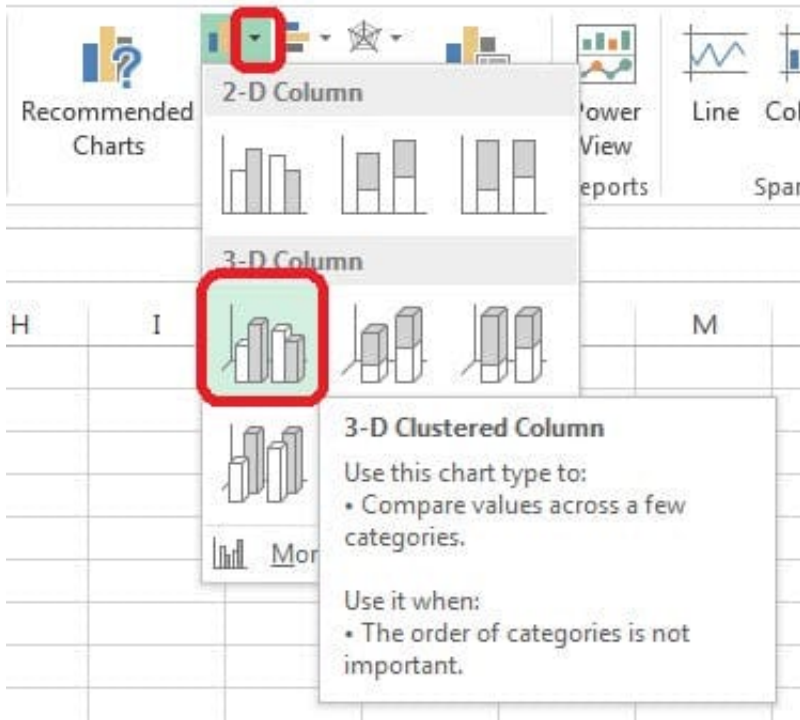
Create a chart. To the right of the data Chart 3-D Clustered Column Exclude all filtered rows Horizontal Axis Labels: "IDs" column in table Series 1: "Zero Scores" column in table.

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

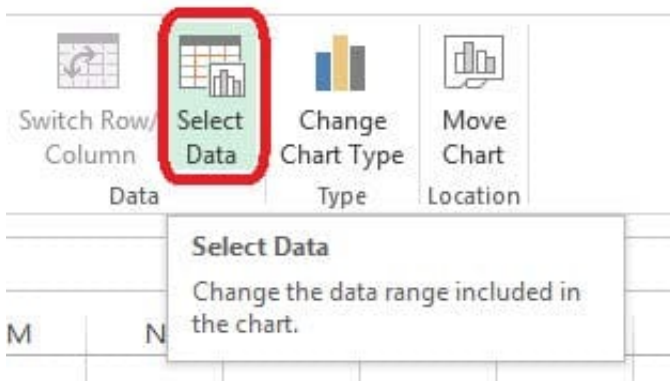
Step 1: Click in a cell in the data table, and then click on the INSERT tab.



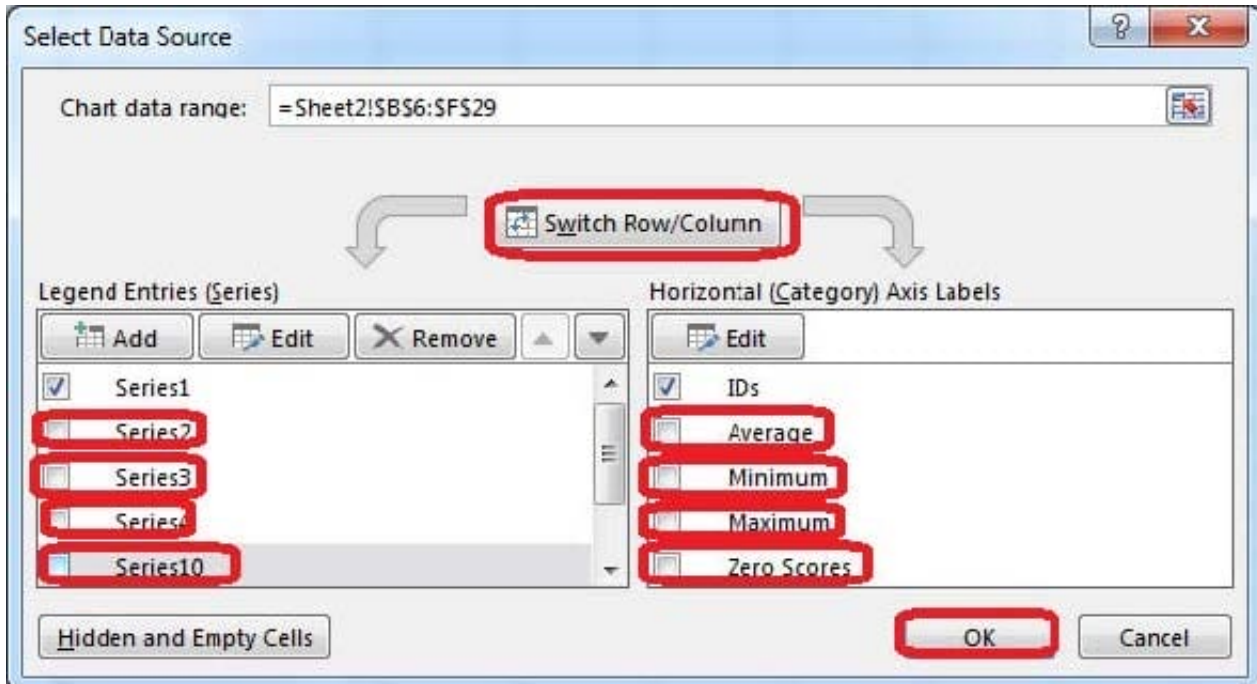
Step 2: Click Insert Column Chart, and select 3-D Clustered Column.



Step 3: If necessary move the chart to the right of the table. Step 4: Click the Select Data button.



Step 5: In the Select Data Source dialog box click the Switch Row/Column button, Deselect everything except IDs for Horizontal Axis Labels, deselect everything excepts Series1 for Legend Entries (series), and click OK.



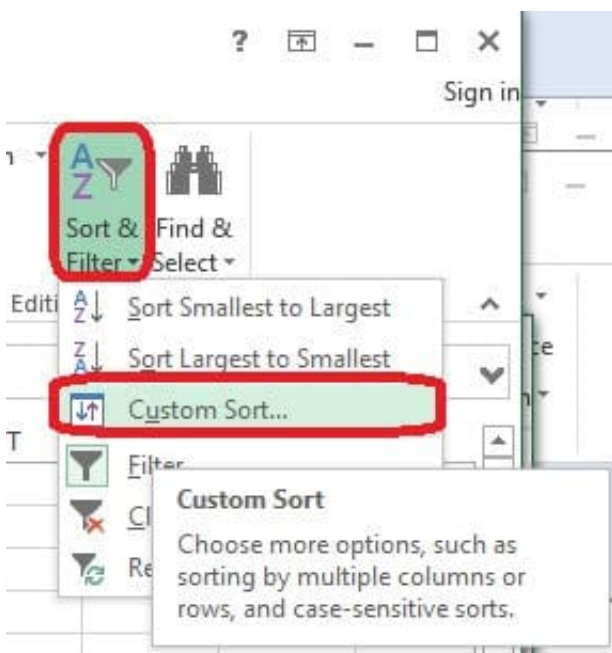
QUESTION 3

Sort and Filter. Apply a sort and a filter to the table. Cell range B6:F29 Sort Column Zero Scores Order Largest to Smallest Column IDs Order Smallest to Largest Filter Hide students ids with no zero scores.

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

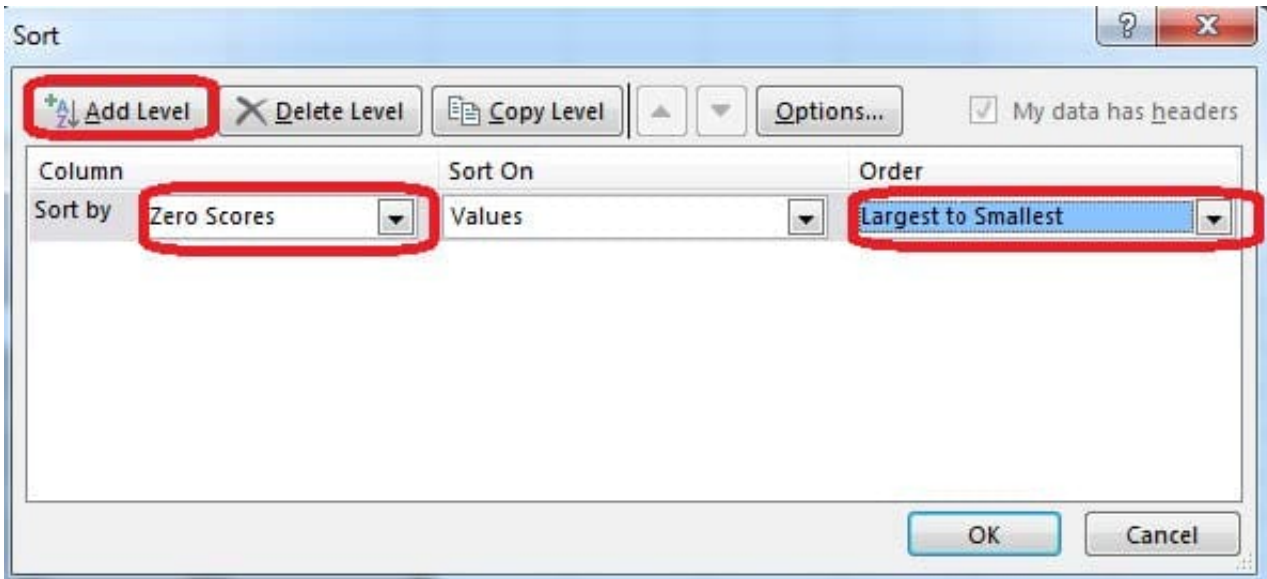
Step 1: Click a cell in the table.

Step 2: On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).

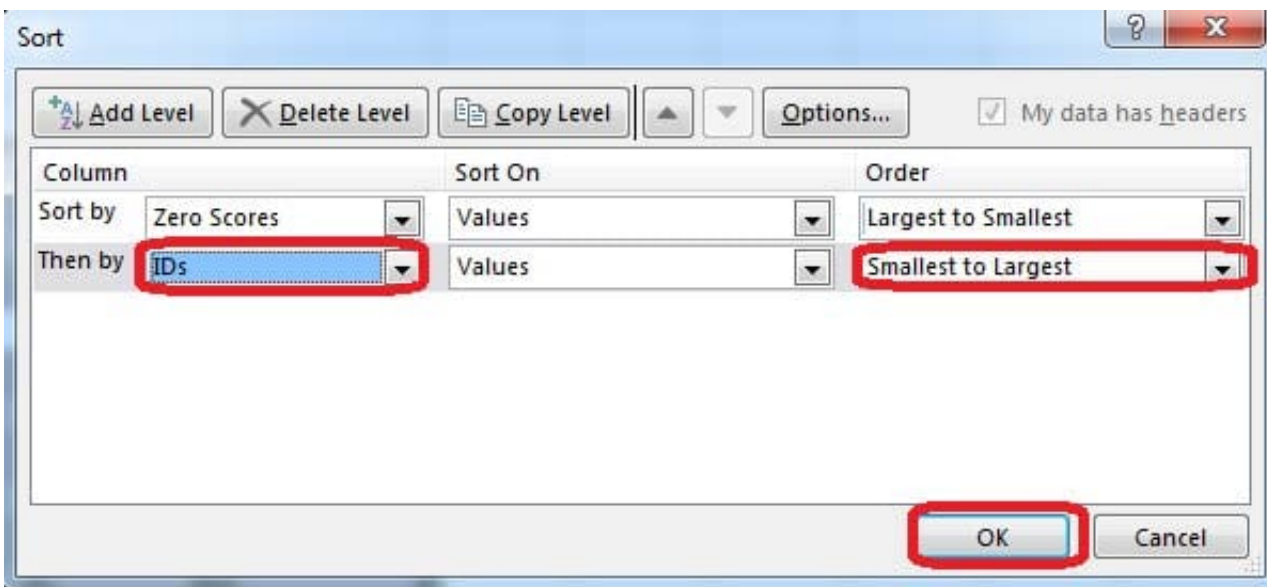




Step 3: In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.



Step 4: Select then by: Ids, Order: Smallest to Largest, and click the OK button. Step 5: Click the Zero Scores column header arrow, select Number Filters, and click Does not Equal.





IDs	Average	Minimum	Maximum	Zero Score
12441	58.1			
12434	10.83333			
12436	28.7			
12438	5.91666			
12435	6.1			
12437	1.1			
12439	32.1			
12440	58.1			
12442	110.1			
12443	136.1			

Context menu for Zero Score column:

- Sort Smallest to Largest
- Sort Largest to Smallest
- Sort by Color
- Clear Filter From "Zero Scores"
- Filter by Color
- Number Filters
 - Equals...
 - Does Not Equal...
 - Greater Than...
- Search
- (Select All)

Step 6: In the Custom AutoFilter enter 0, and click OK

Custom AutoFilter dialog box:

Show rows where:
Zero Scores

does not equal 0

And Or

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

The result will look like:



	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6		IDs	Average	Minimum	Maximum	Zero Scores	
7		12441	58.5	0	156	3	
8		12434	10.8333333	0	24	2	
9		12436	28.75	0	60	1	
10		12438	5.9166667	0	12	1	
16		12443	126	0	252	1	
19		12446	198	0	396	1	
25		12452	332.5	0	684	1	
30							
31							

QUESTION 4

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,



Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Info

Book1

Protect Workbook
Control what types of changes people can make to this workbook.

Check for Issues

Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path
- Hidden rows
- Active Filters
- Content that people with disabilities are unable to read

Manage Versions

- Today, 9:20 PM (autosave)
- Today, 9:08 PM (autosave)
- Today, 8:50 PM (autosave)
- Today, 8:38 PM (autosave)
- Today, 6:44 PM (autosave)

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties

Size **11.4KB**

Title [Add a title](#)

Tags [Add a tag](#)

Categories [Add a category](#)

Related Dates

Last Modified Today, 9:20 PM

Created Yesterday, 7:08 PM

Last Printed

Related People

Author Admin
[Add an author](#)

Last Modified By Admin

Related Documents

[Open File Location](#)

[Show All Properties](#)

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

Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Info

Book1

Protect Workbook
Control what types of changes people can make to this workbook.

Check for Issues

Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path
- Hidden rows
- Active Filters
- Content that people with disabilities are unable to read

Properties

Size **11.4KB**

Title [Add a title](#)

Tags [Add a tag](#)

Comments [Add comments](#)

Template

Status [Add text](#)

Categories [Add a category](#)

Subject

Hyperlink Base [Add text](#)

Company [Specify the company](#)

QUESTION 5

Hide columns.

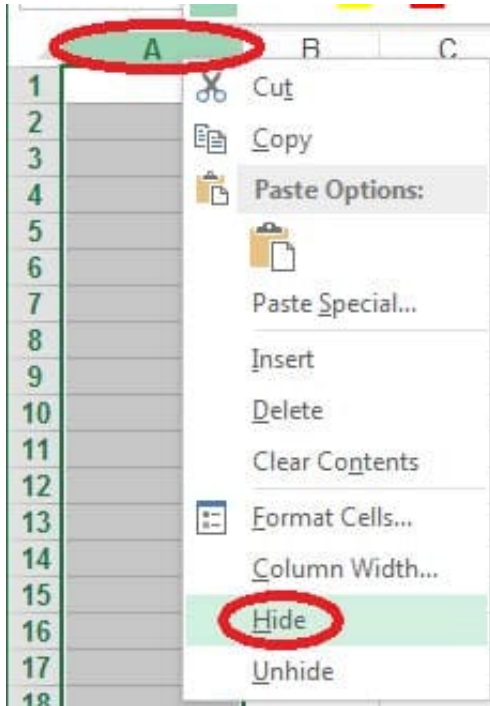


Column A.

Columns O through R.

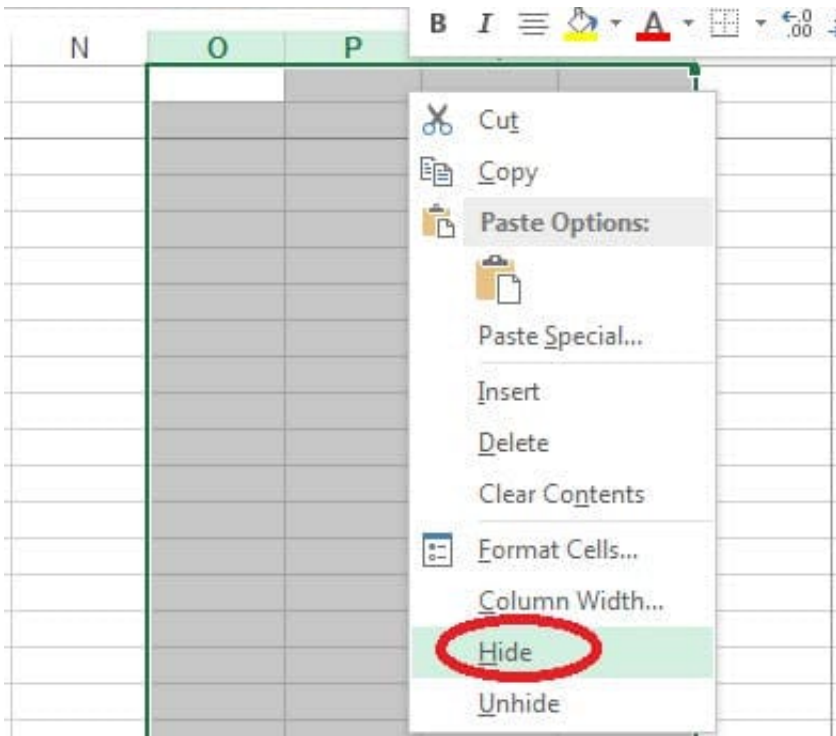
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Right-click on the A column header, and select Hide from the context menu.



Step 2: Click on the O columns header, and then Shift-click on the R Column Header.

Step 3: Right-click in one of the cells in the high-lighted area, and select Hide from the Context menu.



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