



77-420^{Q&As}

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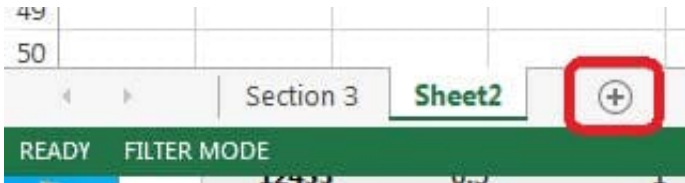


QUESTION 1

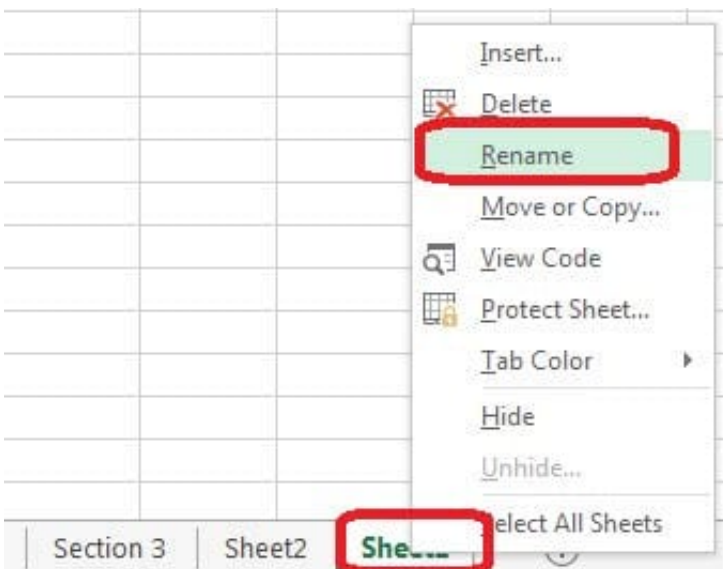
Add a worksheet After other worksheets Rename "Section 5"

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 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:

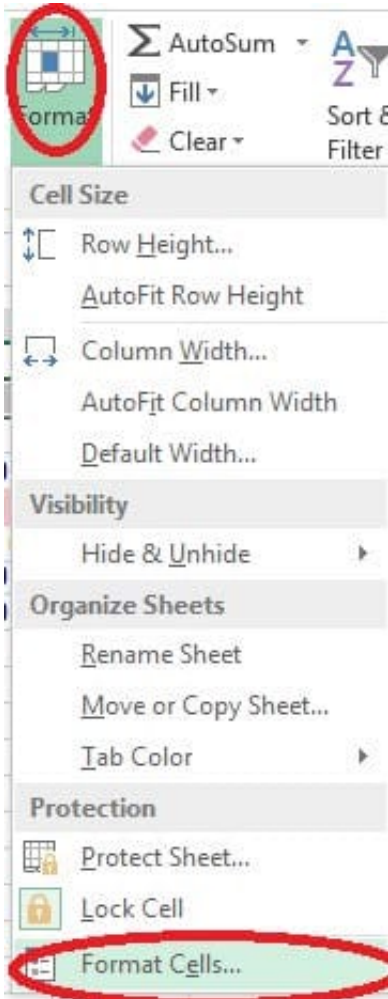
Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

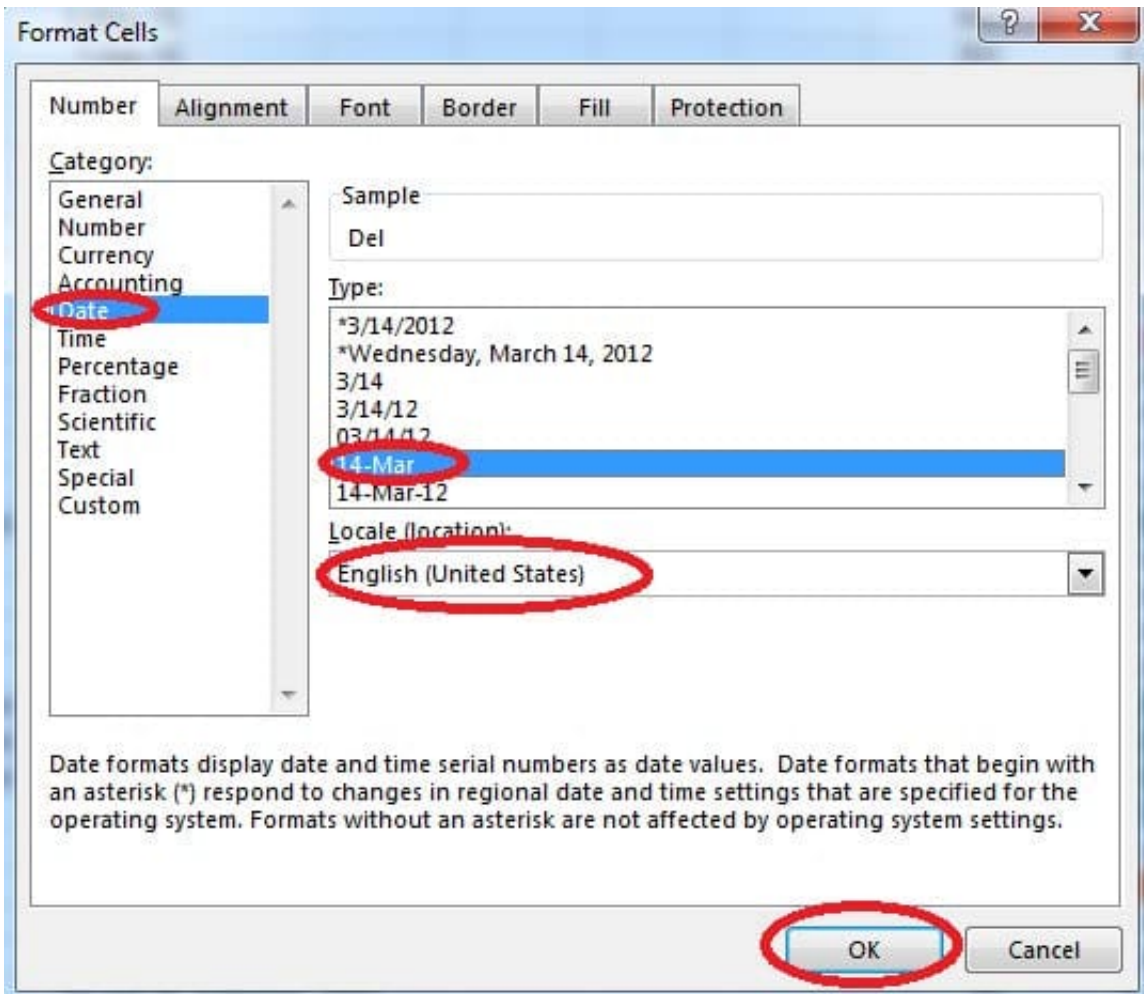


Step 3: Press down the Shift key and click in cell S2.

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

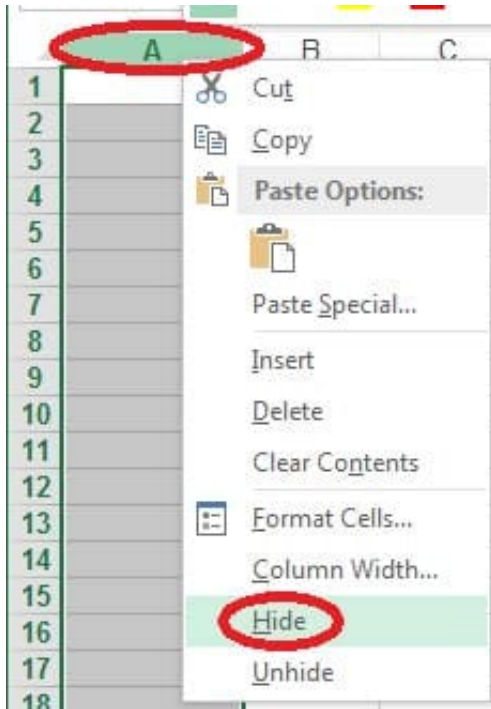
Hide columns.

Column A.

Columns O through R.

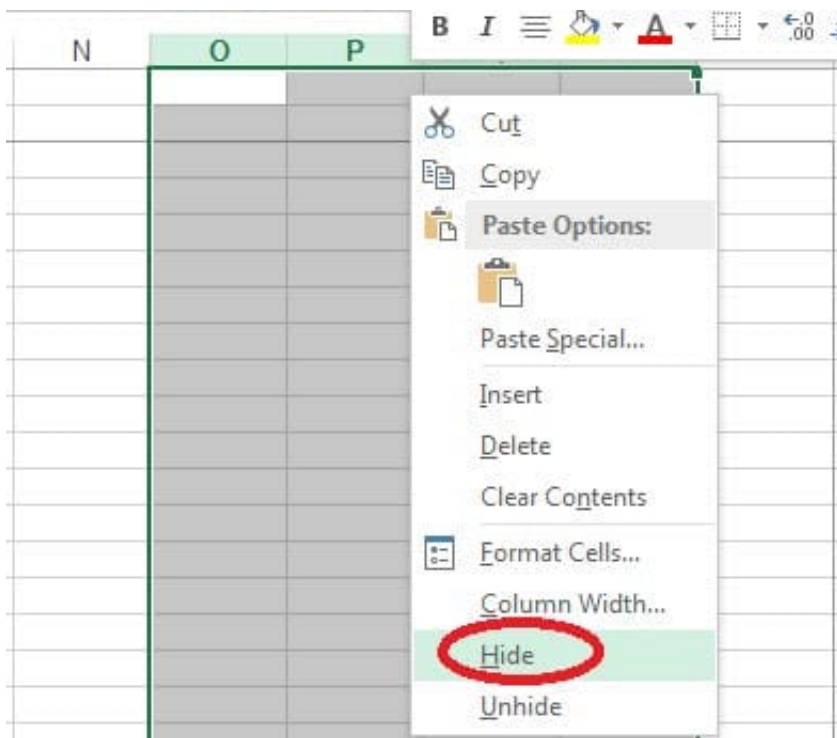
Correct Answer: Use the following steps to complete this task in explanation:

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.



QUESTION 4

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:

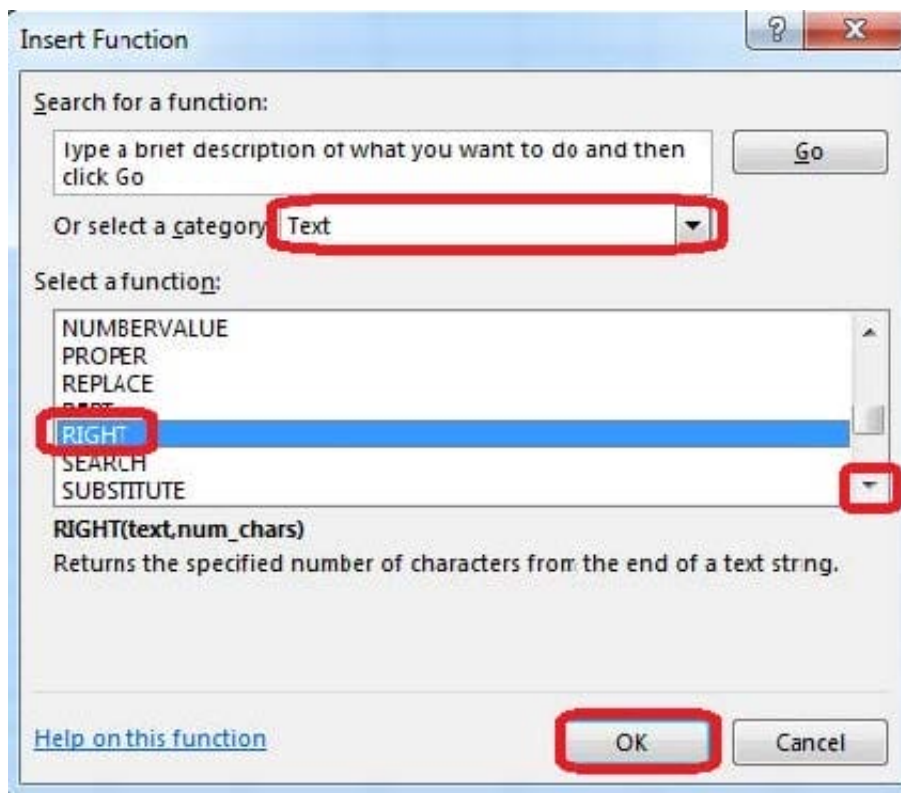
Step 1: Open the correct worksheet (Summary Worksheet).

Step 2: Click in cell B5.

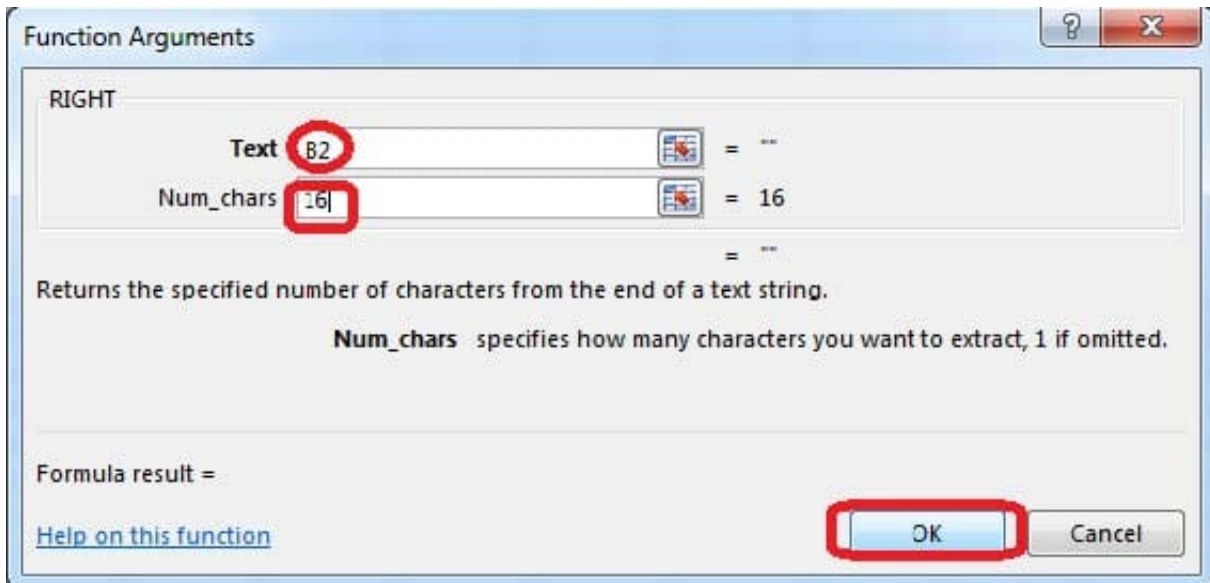
Step 3: Click on the insert function button.



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 5

Configure page layout options.

Cell range B3:S25.

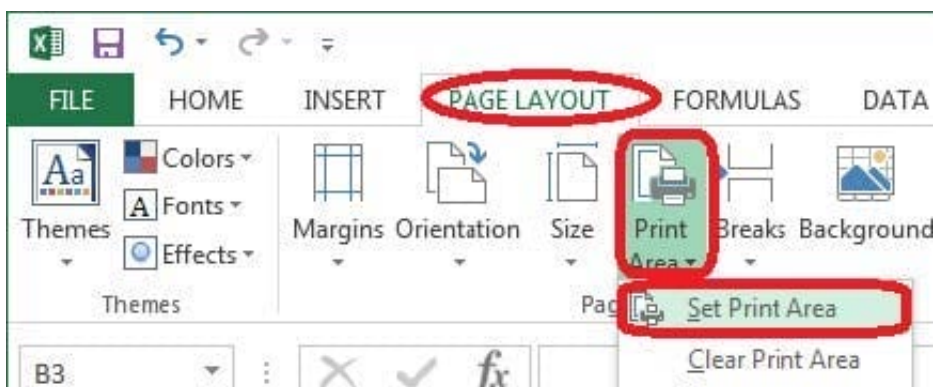
Set Print Area.

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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