

77-420^{Q&As}

Excel 2013

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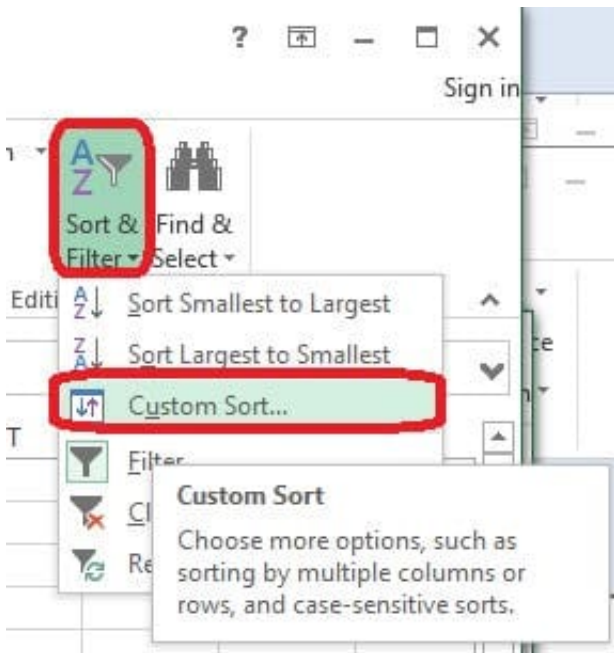
QUESTION 1

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.

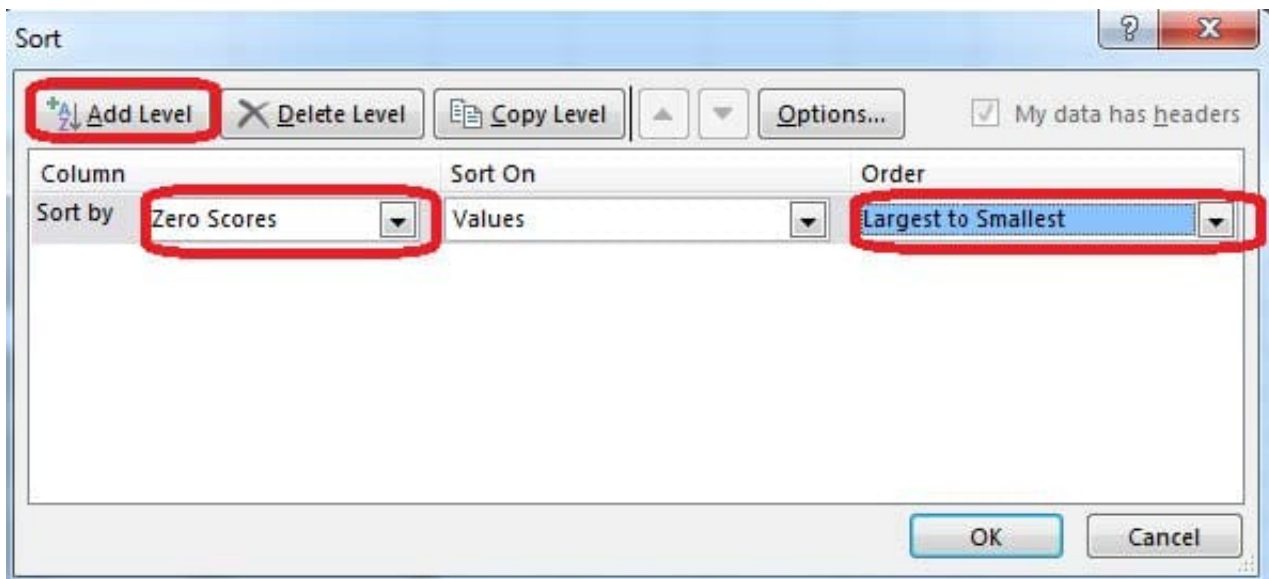
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click a cell in the table.

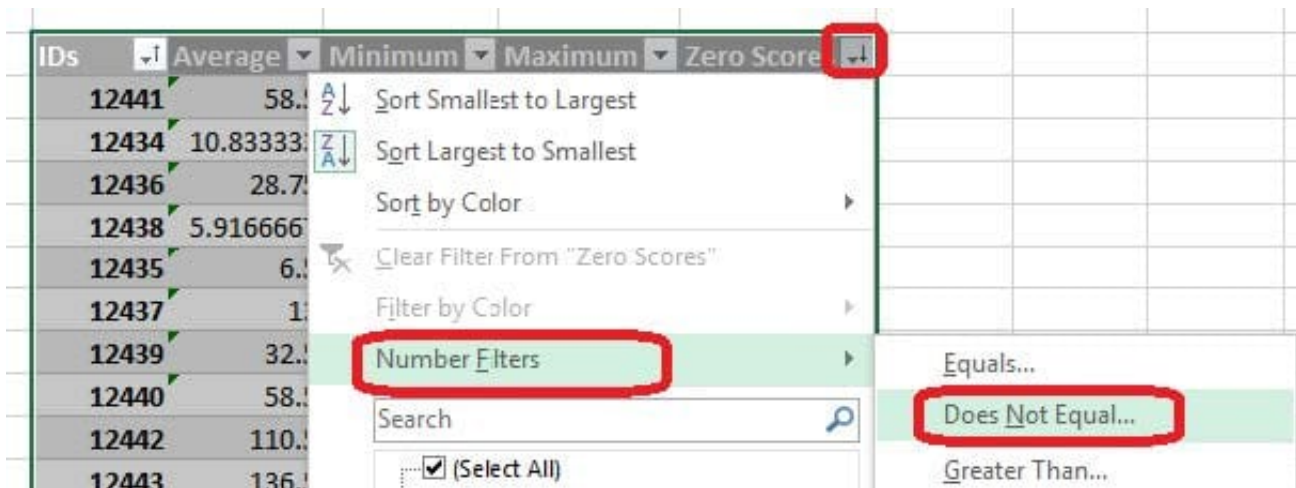
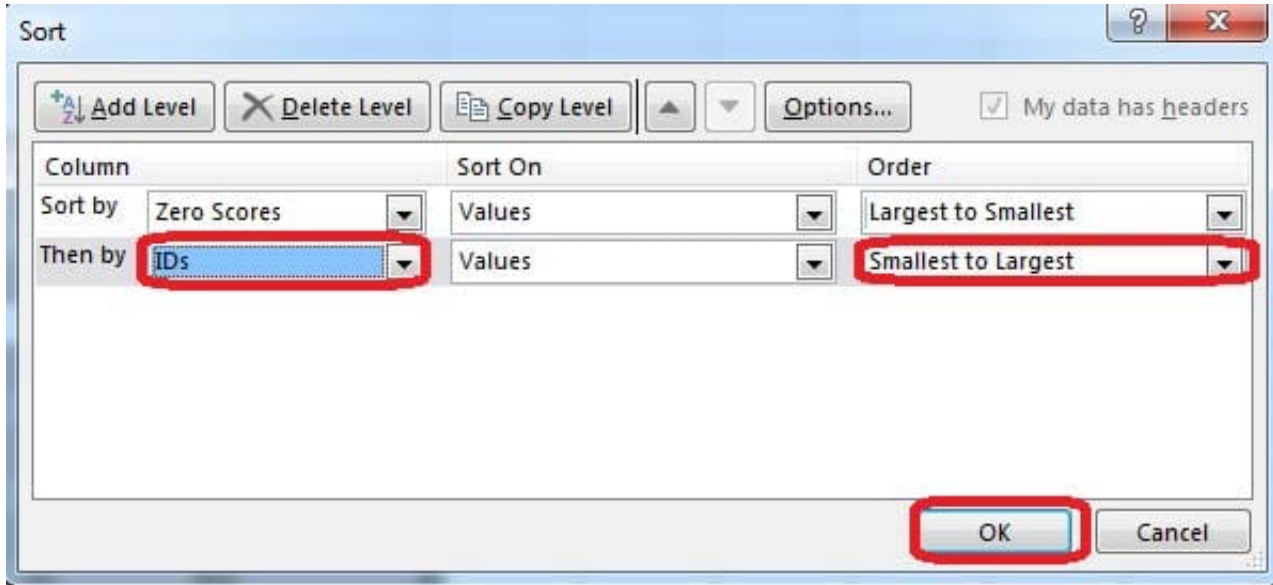
Step 2: On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).



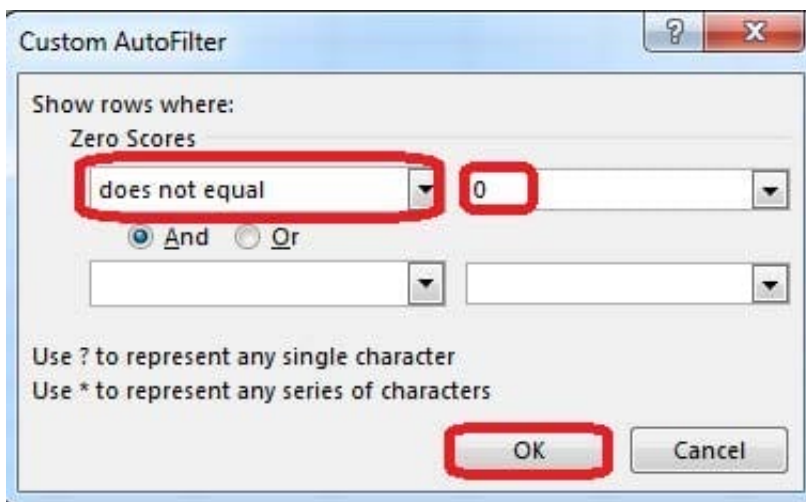
Step 3: In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.



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.



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



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	10.833333	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 2

Create a new named range.

Cell range C7:C29.

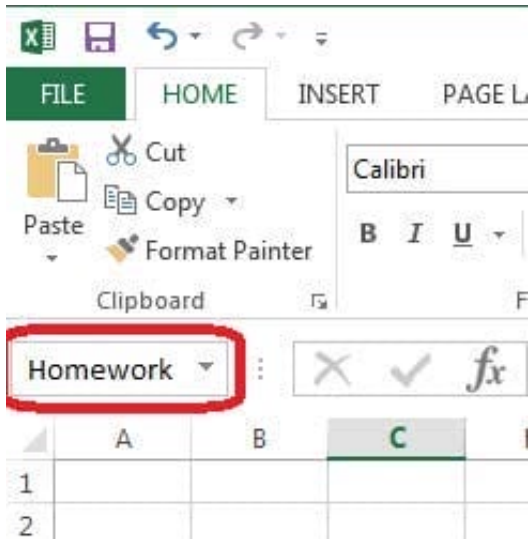
Name: "Homework"

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

Step 1: Click cell C7, and then Shift-click cell C29

Step 2: Click the Name box at the left end of the formula bar.

Step 3: Type: Homework. Press ENTER.



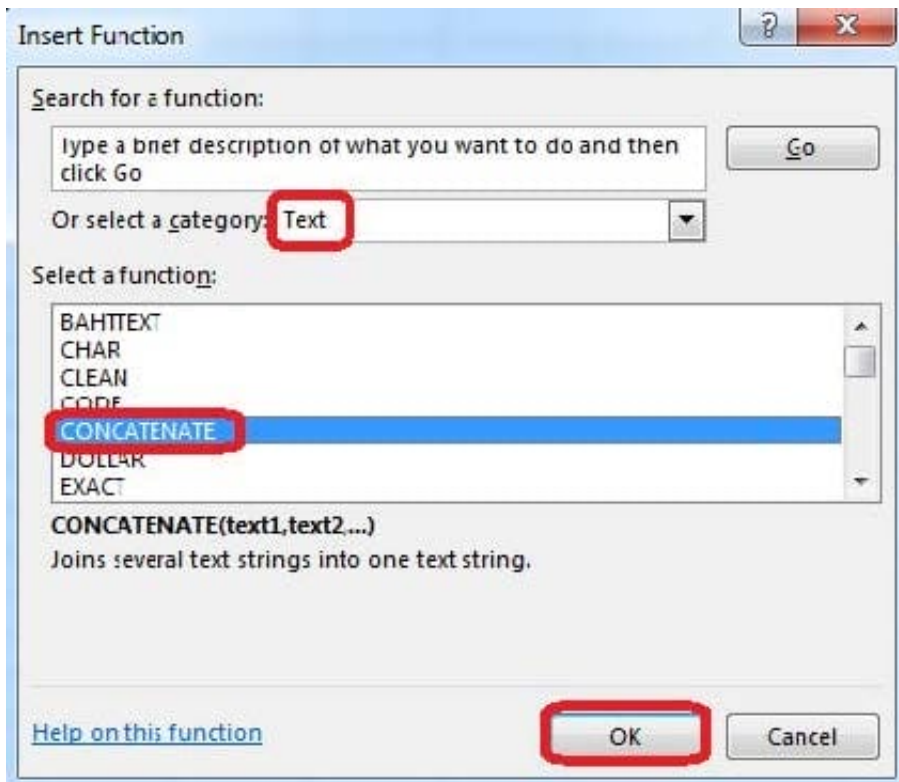
QUESTION 3

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:

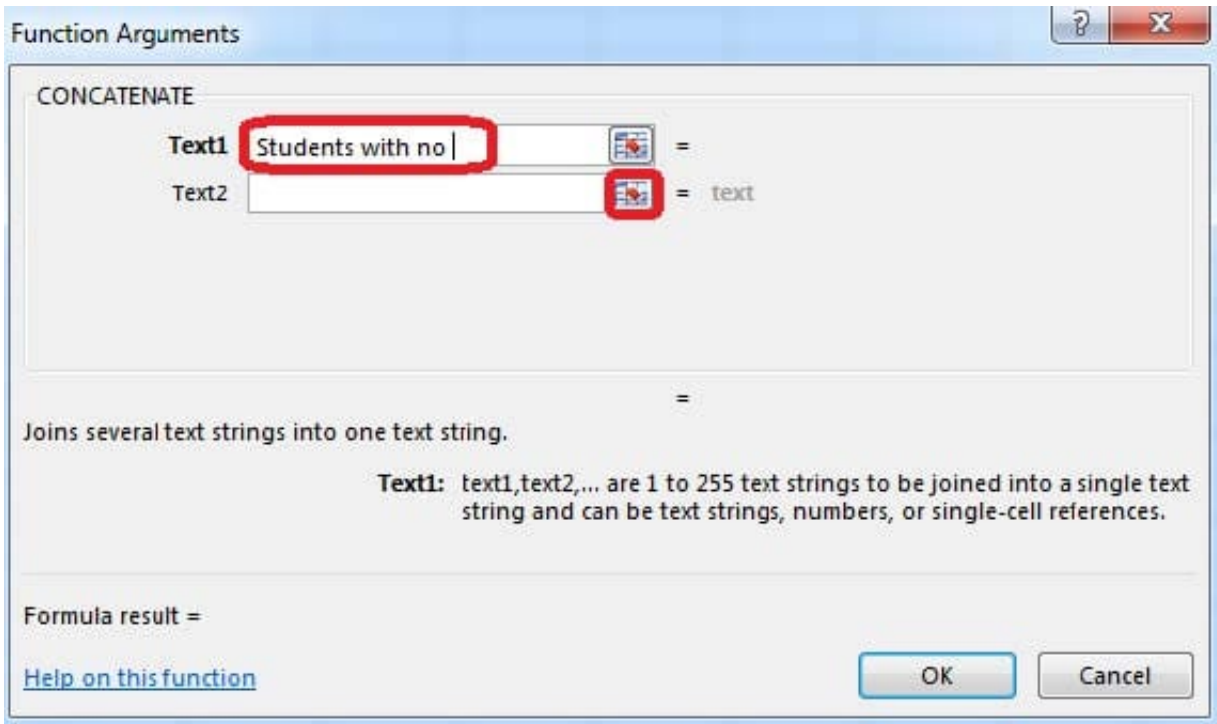
Step 1:Click K2andClick on the insert function button.

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.

QUESTION 4

Formula. Find the average of each student's homework scores.

Cell range C7:C29

Use Function AVERAGE

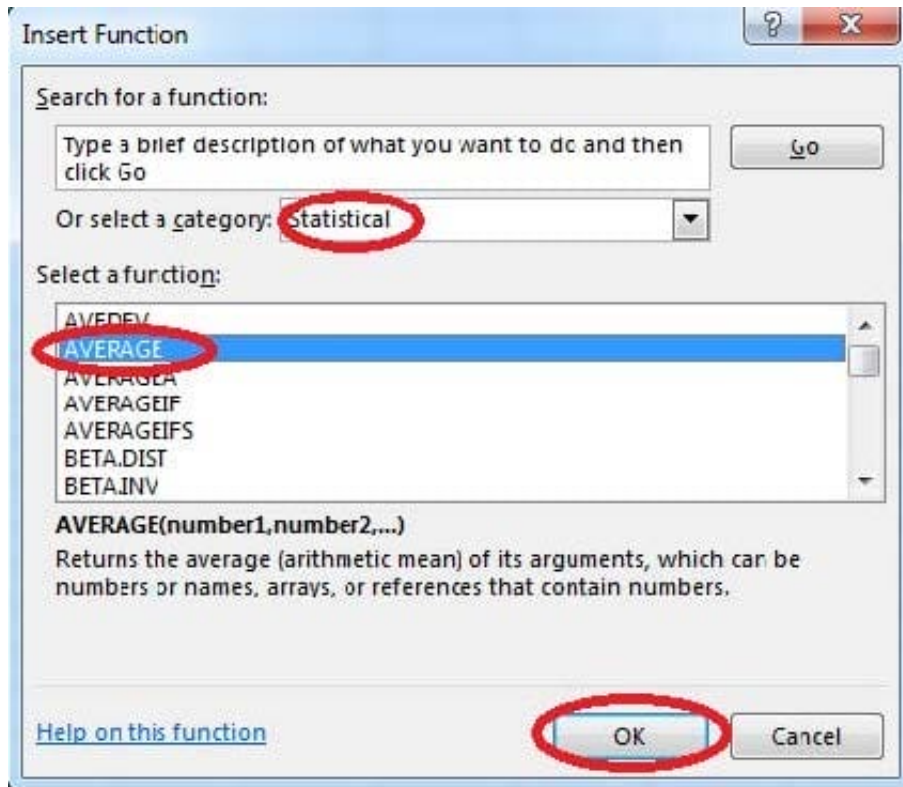
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

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

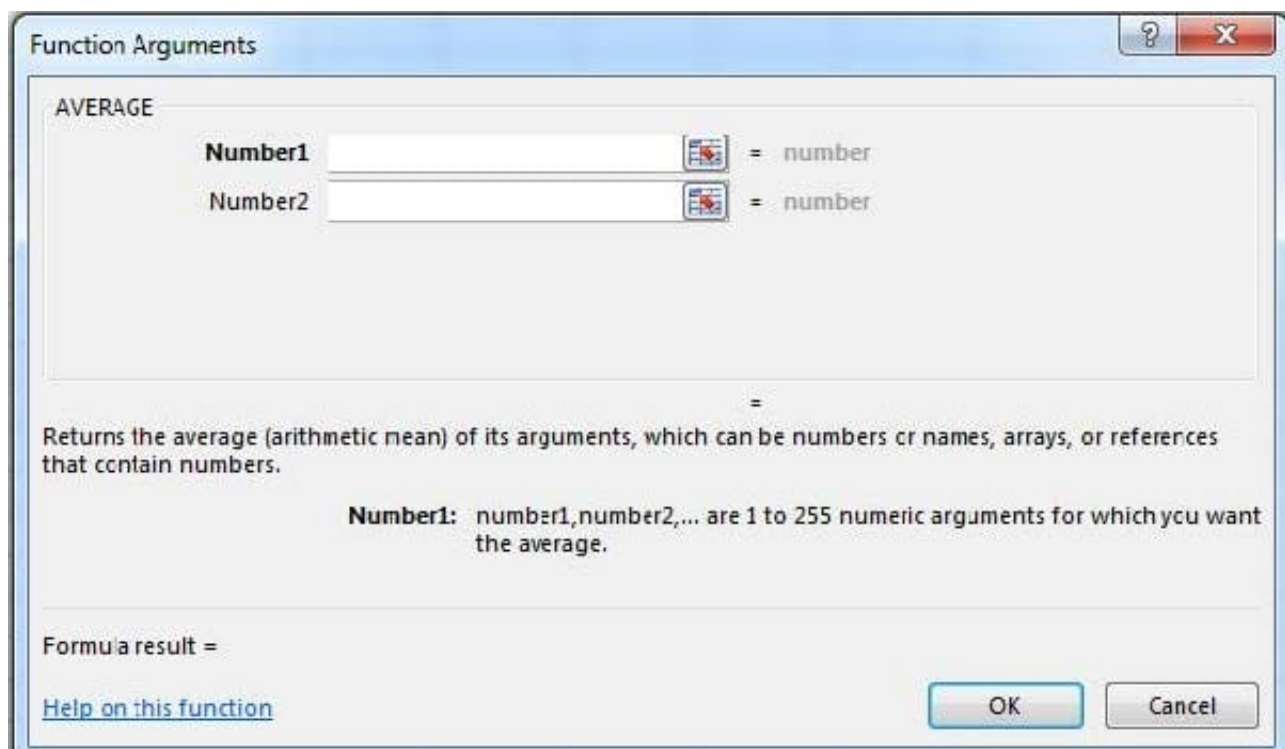
Step 1: Click cell C7, and then click the Insert Function Button.



Step 2: In the Insert Function dialog box select Category Statistical, select function AVERAGE, and click OK.



The function Arguments Dialog box appears: Step 3:Click on the Section 3 tab (left bottom part of the window).



Step 4: Locate the data for the first student. This will be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.

The screenshot shows an Excel spreadsheet with columns B through N and rows 10274, 10255, and 10431. The data in row 10274 is: C2=2, D2=4, E2=6, F2=8, G2=10, H2=12, I2=14, J2=16, K2=18, L2=20, M2=22, N2=24. A red dashed box highlights the range C2:N2. The 'Function Arguments' dialog box is open, showing the AVERAGE function with 'Number1' set to '=Section 3'!C2:N2' and 'Number2' set to '= number'. The dialog box also displays the result '= 13' and the 'OK' button is highlighted with a red box.

	B	C	D	E	F	G	H	I	J	K	L	M	N
10274		2	4	6	8	10	12	14	16	18	20	22	24
10255		1	2	3	4	5	6	7	8	9	10	11	12
10431		5	10	15	20	25	30	35	40	45	50	55	60

Step 5: Copy cell C7 downwards until cell C29.

The screenshot shows an Excel spreadsheet with columns A, B, and C, and rows 1 through 8. Cell C7 contains the text 'Average' and the value '13'. A red box highlights the fill handle of cell C7, indicating that the content is being copied downwards.

	A	B	C
1			
2			
3			
4			
5			
6			
7			Average 13
8			

Result will be like:

Average
13
6.5
32.5
13
6.5
32.5
58.5
84.5
110.5
136.5
162.5
188.5
214.5
240.5
266.5
292.5
318.5
344.5
370.5
396.5
422.5
448.5
474.5

QUESTION 5

Rename the title of the chart.

Chart

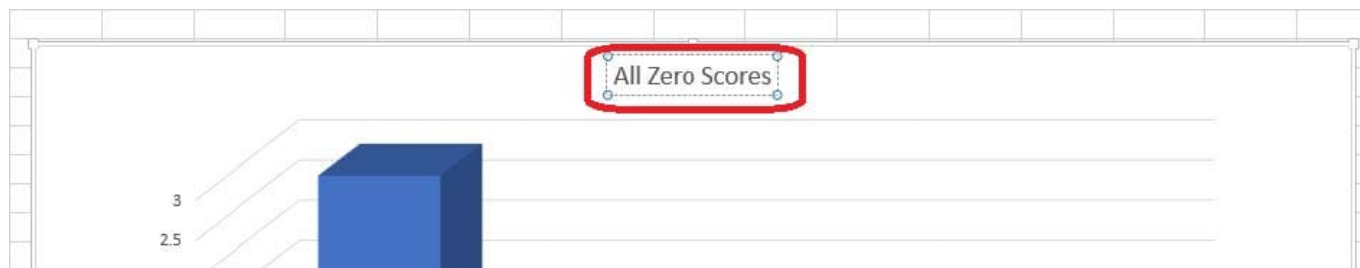
Text "All Zero Scores"

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



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