

## 77-420<sup>Q&As</sup>

Excel 2013

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## QUESTION 1

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:

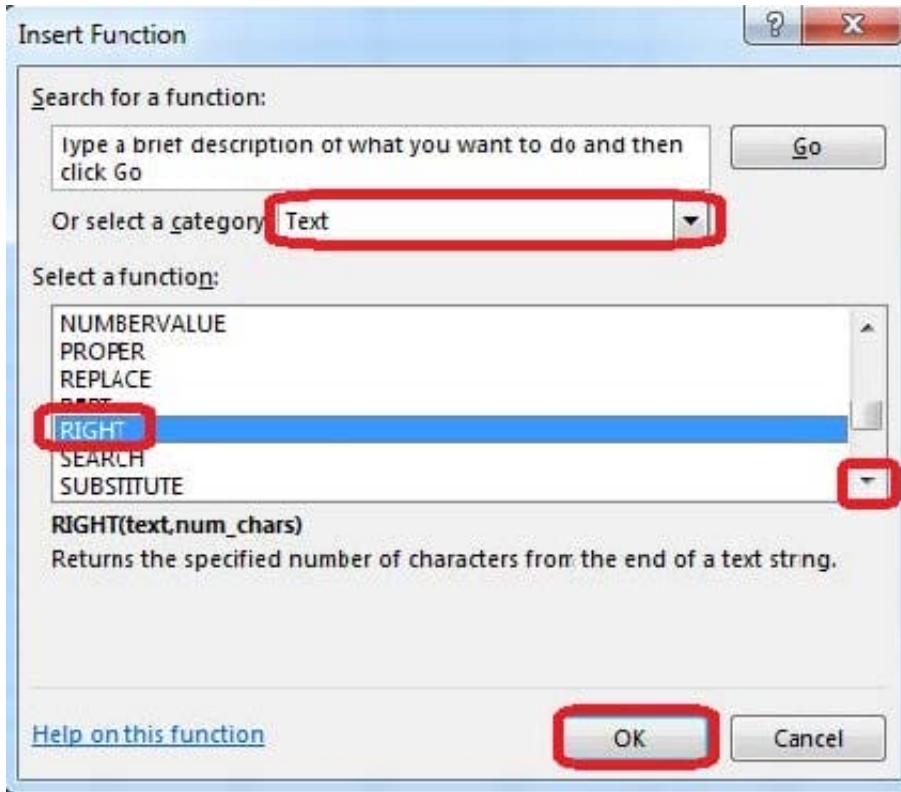
Step 1: Open the correct worksheet (Summary Worksheet).

Step 2: Click in cell B5.

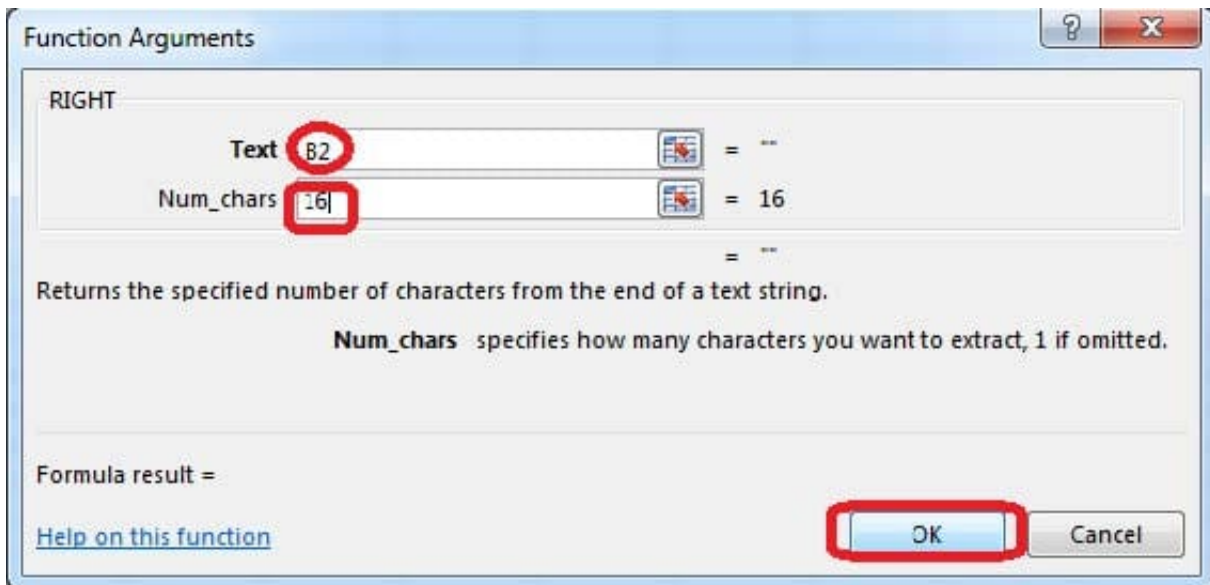
Step 3: Click on the insert function button.



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.



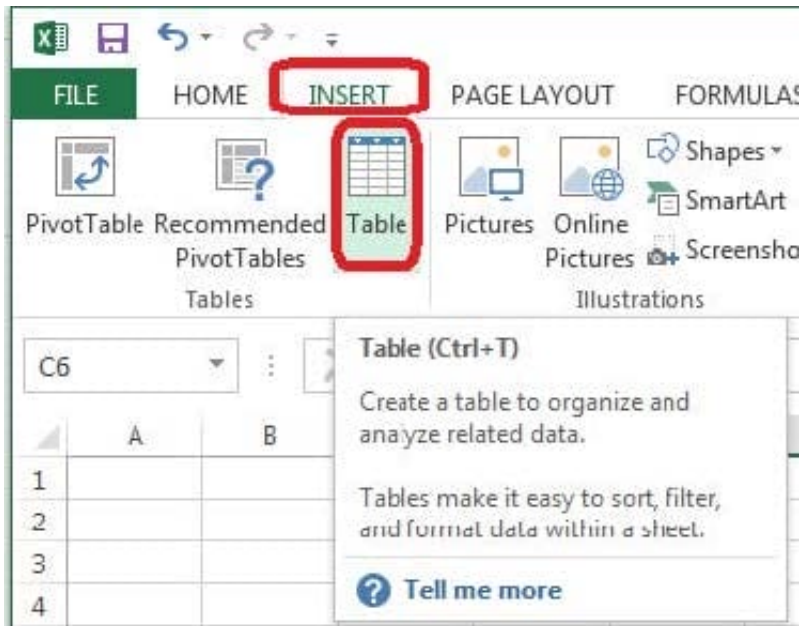
## QUESTION 2

Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style

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

Step 1: Click cell B6, and Shift-click cell F29.

Step 2: Click the Insert tab, and click the Table button.



Step 3: In the Create Table dialog box click OK.



Step 4: In the Design tab, Table Styles select Table Style Medium 4.



Step 5: In the Design tab enable First Column.



**QUESTION 3**

Crop the picture.

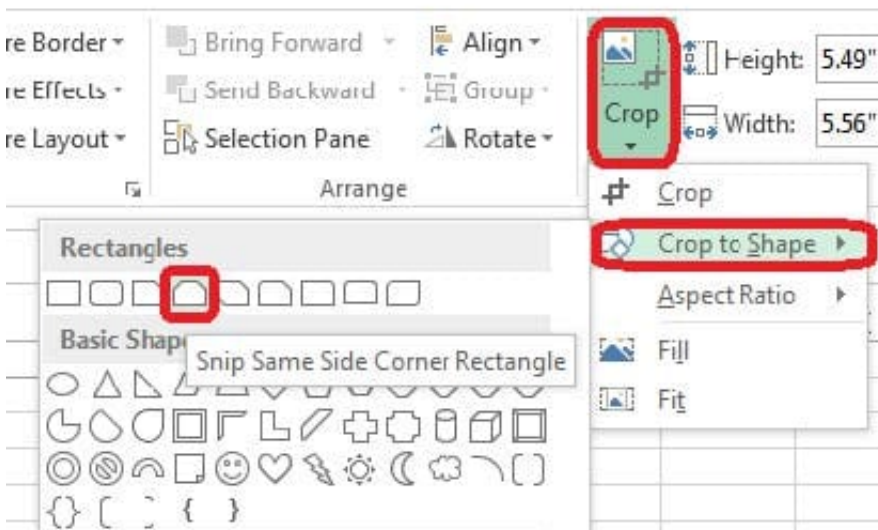
Books.jpg

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 displayed automatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.



**QUESTION 4**

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.



**QUESTION 5**

Formula.

Count the number of 0 homework scores for each student.

Cell range F7:F29

Use function COUNTIF

Range: all possible homework scores for each student on "Section 3" worksheet.

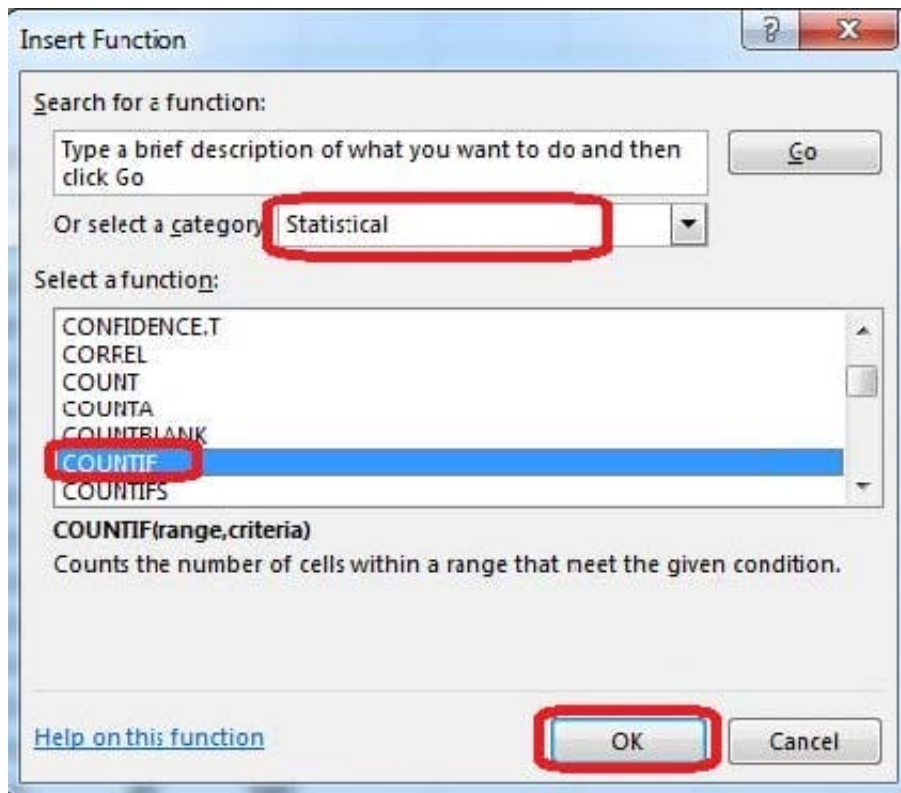
Criteria: 0

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

Step 1: Click cell F7, and then click the Insert Function Button.

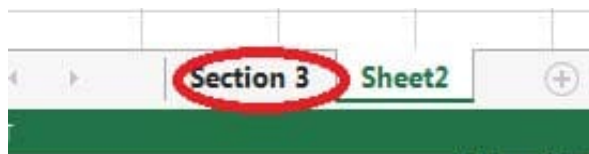


Step 2: In the Insert Function dialog box select Category Statistical, select function COUNTIF, and click OK.

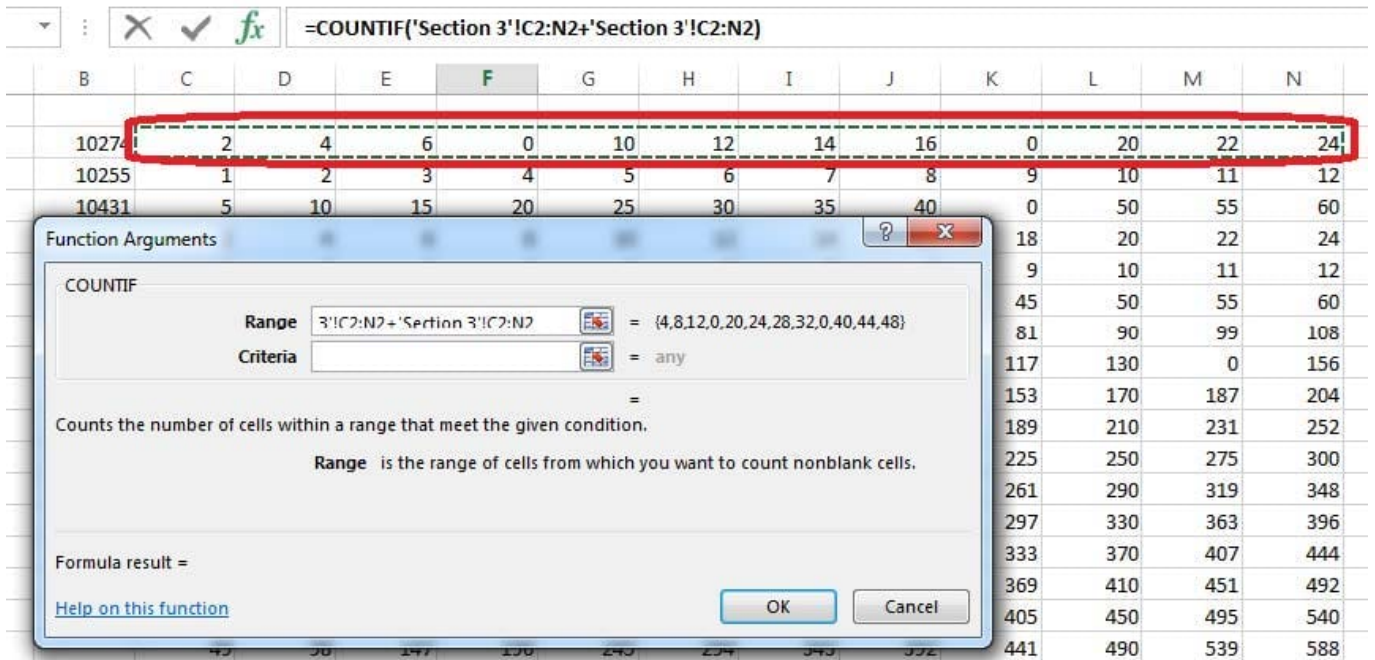


The function Arguments Dialog box appears:

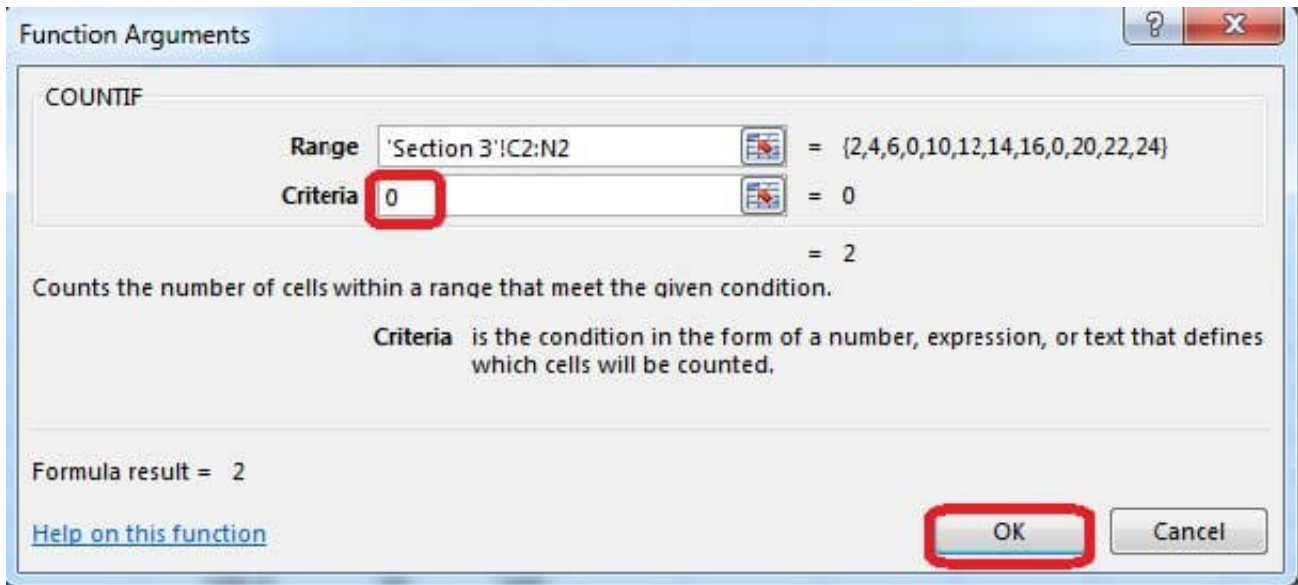
Step 3: Click on the Section 3 tab (left bottom part of the window).



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. Press Enter.



Step 5: In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step 6: Copy cell F7 downwards until cell F29.





|   | A | B | C        | D       | E       | F        |
|---|---|---|----------|---------|---------|----------|
| 1 |   |   |          |         |         |          |
| 2 |   |   |          |         |         |          |
| 3 |   |   |          |         |         |          |
| 4 |   |   |          |         |         |          |
| 5 |   |   |          |         |         |          |
| 6 |   |   | Average  | Minimum | Maximum | 0 Scores |
| 7 |   |   | 10.83333 | 0       | 24      | 2        |
| 8 |   |   | 6.5      | 1       | 12      |          |
| 9 |   |   | 28.75    | 0       | 60      |          |

Result will be like:

| Average  | Minimum | Maximum | 0 Scores |
|----------|---------|---------|----------|
| 10.83333 | 0       | 24      | 2        |
| 6.5      | 1       | 12      | 0        |
| 28.75    | 0       | 60      | 1        |
| 13       | 2       | 24      | 0        |
| 5.916667 | 0       | 12      | 1        |
| 32.5     | 5       | 60      | 0        |
| 58.5     | 9       | 108     | 0        |
| 58.5     | 0       | 156     | 3        |
| 110.5    | 17      | 204     | 0        |
| 136.5    | 21      | 252     | 0        |
| 162.5    | 25      | 300     | 0        |
| 188.5    | 29      | 348     | 0        |
| 214.5    | 33      | 396     | 0        |
| 240.5    | 37      | 444     | 0        |
| 266.5    | 41      | 492     | 0        |
| 292.5    | 45      | 540     | 0        |
| 318.5    | 49      | 588     | 0        |
| 344.5    | 53      | 636     | 0        |
| 370.5    | 57      | 684     | 0        |
| 396.5    | 61      | 732     | 0        |
| 422.5    | 65      | 780     | 0        |
| 448.5    | 69      | 828     | 0        |
| 474.5    | 73      | 876     | 0        |