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

Excel 2013

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### **QUESTION 1**

Formula.

Find the minimum homework score for each student.

Cell range D7:D29

Number 1: minimum homework score for each student on "Section 3" worksheet.

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

Step 1: Click cell D7, and the click the Insert Function Button.



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

Formula.

Find the minimum homework score for each student.

| Insert Function  | 8 X          |
|--|--------------|
| Search for a function:   |              |
| type a prier description of what you want to do and then click Go                                | <u>60</u>    |
| Or select a category Statistical   |              |
| Select a function:   |              |
| LOGNORM.DIST<br>LOGNORM.INV<br>MAX<br>MAXA<br>MEDIAN   | ^<br>        |
|  | <b>.</b>     |
| MIN(number1,number2,)<br>Returns the smallest number in a set of values. Ignores logica<br>text. | I values and |
| Help on this function  | Cancel       |

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 well be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.

| - ×      | < 🗸 f.         | =MIN               | ('Section 3  | 3'!C2:N2)     |              |                |  |               |      |     |        |    |
|----------|----------------|--------------------|--------------|---------------|--------------|----------------|--|---------------|------|-----|--------|----|
| В        | с              | D                  | E            | F             | G            | Н              | I  | J             | К    | L   | M      | N  |
| 1027     | 2              | 4                  | 6            | 8             | 10           | 12             | 14   | 16            | 18   | 20  | 22     | 2  |
| 10255    | 1              | 2                  | 3            | 4             | 5            | 6              | 7  | 8             | 9    | 10  | 11     | 1  |
| 10431    | 5              | 10                 | 15           | 20            | 25           | 30             | 35   | 40            | 45   | 50  | 55     | 6  |
| Function | Arguments      |                    |              |               |              |                |  | 8             | × 18 | 20  | 22     | 2  |
| MIN      |                |                    |              |               |              |                |  |               | 9    | 10  | 11     | 1  |
|          | a line h       | and for the second | auca ual     |               |              |                | 14/10/20/22  | 241           | 45   | 50  | 55     | 6  |
|          | NUMD           | eri Section        | n 3/1C2:N2   |               | = {2,        | 4,6,8,10,12,14 | ,16,18,20,22,  | ,24}          | 81   | 90  | 99     | 10 |
|          | Numb           | er2                |              |               | = nu         | Imber          |  |               | 17   | 130 | 143    | 1  |
|          |                |                    |              |               |              |                |  |               | 53   | 170 | 187    | 2  |
|          |                |                    |              |               |              |                |  |               | 89   | 210 | 231    | 2  |
|          |                |                    |              |               |              |                |  |               | 25   | 250 | 275    | 3  |
|          |                |                    |              |               |              |                |  |               | 61   | 290 | 319    | 3  |
| Returns  | the smallest r | umper in a s       | et of values | Ignores logic | al values ar | nd text        |  |               | 97   | 330 | 363    | 3  |
|          |                |                    |              |               |              |                |  |               | 33   | 370 | 407    | 4  |
|          |                | Numb               | text number  | imbers for wh | nich you wa  | nt the minim   | empty cells, lo<br>um.   | ogical value: | 69   | 410 | 451    | 4  |
|          |                |                    |              |               |              |                |  |               | 05   | 450 | 495    | 54 |
|          |                |                    |              |               |              |                |  |               | 41   | 490 | 539    | 5  |
| Formula  | result = 2     |                    |              |               |              |                |  |               | 77   | 530 | 583    | 6  |
| Help on  | this function  |                    |              |               |              | ſ              | OK   | Cance         | 13   | 570 | 627    | 6  |
|          |                |                    |              |               |              |                | Summer of the local division of the local di | /             |      |     | 0.11-0 |    |

Step 5: Copy cell D7 downwards until cell D29.



Result will be like:

| Ave | erage        | Minimum | Maximum |
|-----|--------------|---------|---------|
|     | <b>()</b> 13 | 2       |         |
| 2   | 6.5          | 1       |         |
|     | 32.5         | 5       |         |
|     | 13           | 2       |         |
|     | 6.5          | 1       | l       |
|     | 32.5         | 5       |         |
|     | 58.5         | 9       |         |
|     | 84.5         | 13      |         |
|     | 110.5        | 17      |         |
|     | 136.5        | 21      |         |
|     | 162.5        | 25      |         |
|     | 188.5        | 29      |         |
|     | 214.5        | 33      |         |
|     | 240.5        | 37      |         |
|     | 266.5        | 41      |         |
|     | 292.5        | 45      |         |
|     | 318.5        | 49      |         |
|     | 344.5        | 53      |         |
|     | 370.5        | 57      |         |
|     | 396.5        | 61      |         |
|     | 422.5        | 65      |         |
|     | 448.5        | 69      |         |
|     | 474.5        | 73      | 3       |

### **QUESTION 2**

- Apply a cell style Cell range A2:S2 Style 40% Accent3
- 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, scroll down until you see 40% . Accent3, and click on it.





#### **QUESTION 3**

Rename a table. Cell range B6:F29 Name: "Overview"

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 Name box at the left end of the formula bar.

Step 3: Type: Overview. Press ENTER.



### **QUESTION 4**

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 the click the Insert Function Button.



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

| isert Function   | 3 X          |
|--|--------------|
| Search for a function:   |              |
| Type a brief description of what you want to do and then click Go                        | <u>G</u> o   |
| Or select a <u>c</u> ategory Statistical<br>Select a functio <u>n</u> :                  |              |
| CONFIDENCE.T<br>CORFEL<br>COUNT<br>COUNTA<br>COUNTBLANK                                  | -            |
| COUNTIFS   | +            |
| COUNTIF(range, criteria)<br>Counts the number of cells within a range that neet the give | n condition. |
| Help on this function OK   | Cancel       |

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 well be cell range C2 to N2. Click C2 and then Shift-click cell N2.Press Enter.

| В            | С           | D          | E               | F               | G            | Н              | I            | J         | К   | L   | M   | N  |
|--------------|-------------|------------|-----------------|-----------------|--------------|----------------|--------------|-----------|-----|-----|-----|----|
| 10274        | 2           |            | 4 6             | 0               | 10           | 12             | 14           | 16        | 0   | 20  | 22  | 24 |
| 10255        | 1           |            | 2 3             | 4               | 5            | 6              | 7            | 8         | 9   | 10  | 11  | 1  |
| 10431        | 5           | 1          | .0 15           | 20              | 25           | 30             | 35           | 40        | 0   | 50  | 55  | 6  |
| unction Arg  | uments      |            |                 |                 | -            |                |              | ? ×       | 18  | 20  | 22  | 2  |
|              |             |            |                 |                 |              |                |              |           | 9   | 10  | 11  | 1  |
| COUNTIF      |             | -          |                 |                 | _            |                |              |           | 45  | 50  | 55  | 6  |
|              |             | Range      | 3'!C2:N2+'Sect  | ion 3'!C2:N2    | =            | {4,8,12,0,20,2 | 4,28,32,0,40 | ,44,48}   | 81  | 90  | 99  | 10 |
|              | C           | Criteria   |                 |                 | =            | any            |              |           | 117 | 130 | 0   | 15 |
|              |             |            |                 |                 | =            |                |              |           | 153 | 170 | 187 | 20 |
| Counts the   | number of c | ells withi | in a range that | meet the give   | n condition. |                |              |           | 189 | 210 | 231 | 25 |
|              |             | 1          | Range is the r  | ange of cells f | rom which y  | ou want to co  | unt nonbla   | nk cells. | 225 | 250 | 275 | 30 |
|              |             |            |                 |                 |              |                |              |           | 261 | 290 | 319 | 34 |
|              |             |            |                 |                 |              |                |              |           | 297 | 330 | 363 | 39 |
| Formula resi | ult =       |            |                 |                 |              |                |              |           | 333 | 370 | 407 | 44 |
| , emails res | 10.00       |            |                 |                 |              | _              |              |           | 369 | 410 | 451 | 49 |
| Help on this | function    |            |                 |                 |              |                | OK           | Cancel    | 405 | 450 | 495 | 54 |
|              |             |            |                 |                 |              |                |              |           |     |     |     |    |

Step 5:In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step6: Copy cellF7 downwards until cellF29.

| Function Arguments                                 |  |   | 8 X                                   |
|--|--|---|---------------------------------------|
| COUNTIF<br>Range<br>Criteria                       | 'Section 3'IC2:N2  | = {2,4  | ,6,0,10,12,14,16,0,20,22,24}          |
| Counts the number of cells wit                     | hin a range that meet the giv<br>Criteria is the condition in t<br>which cells will be c | = 2<br>en condition.<br>he form of a numl<br>counted. | ber, expression, or text that defines |
| Formula result = 2<br><u>Help on this function</u> |  |   | OK Cancel                             |

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

Result will be like:

| verage   | Minimum | Maximum 0 | Scores |
|----------|---------|-----------|--------|
| 10.83333 | 0       |           | 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      |

### **QUESTION 5**

Insert a row.

Directly below current row 1.

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

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

Step 2: Click on a cell in row 2.

Step 3: Right-click in the cell, and select Insert from the context menu.

Step 4: In the Insert Dialog box select Entire row, and click OK.

| Insert     |                   |
|------------|-------------------|
| Shift ce   | lls r <u>ight</u> |
| Shift ce   | lls <u>d</u> own  |
| Entire re  | w                 |
| C Entire c | olumn             |
|            | -                 |

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