77-420 ^{Q&As}

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.

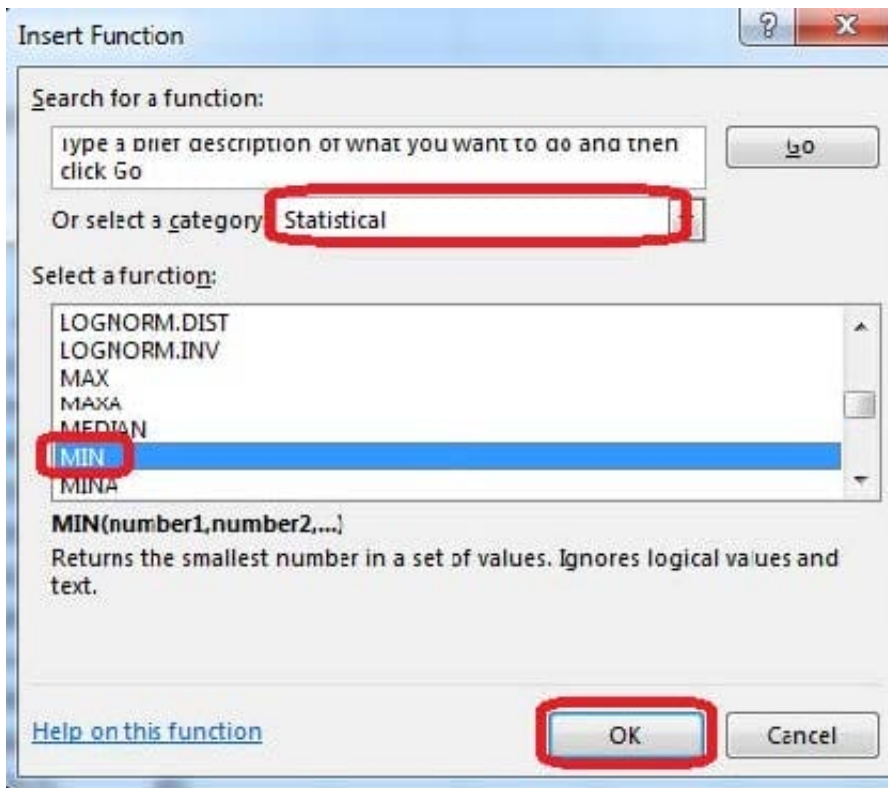Correct Answer: Use the following steps to complete this task in explanation:

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.
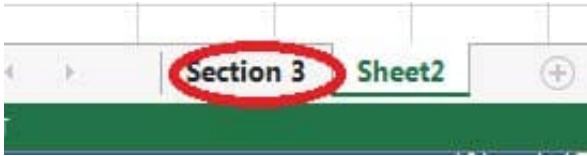
Formula.

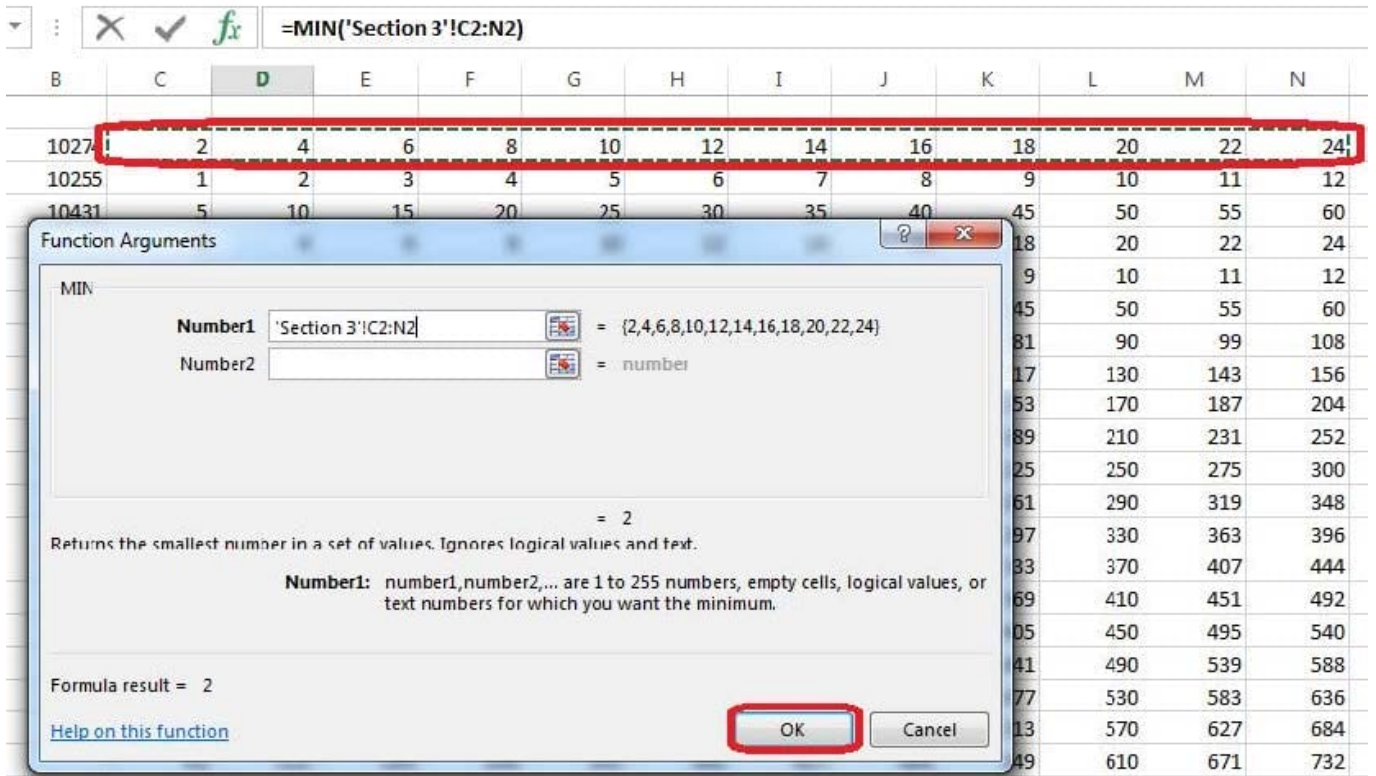Find the minimum homework score for each student.

The function Arguments Dialog box appears:

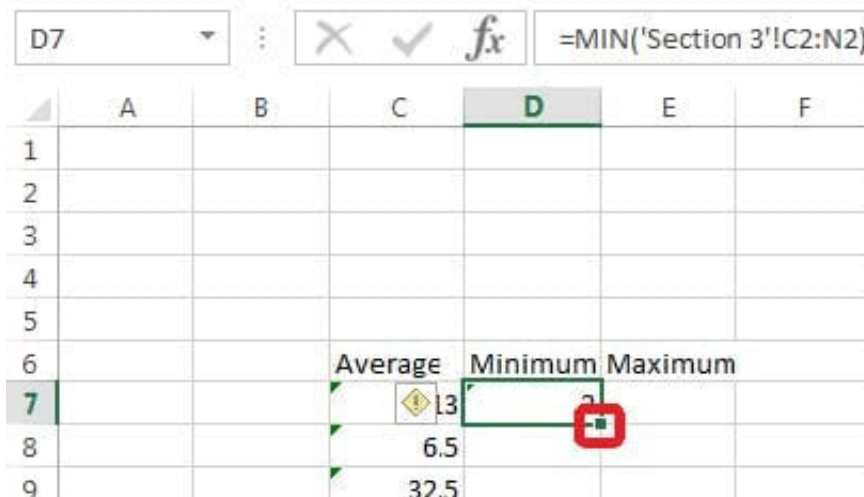Step 3: Click on the Section 3 tab (left bottom part of the window).

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.

Step 5: Copy cell D7 downwards until cell D29.

Result will be like:

Average	Minimum	Maximum
13	2	
6.5	1	
32.5	5	
13	2	
6.5	1	
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	

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.
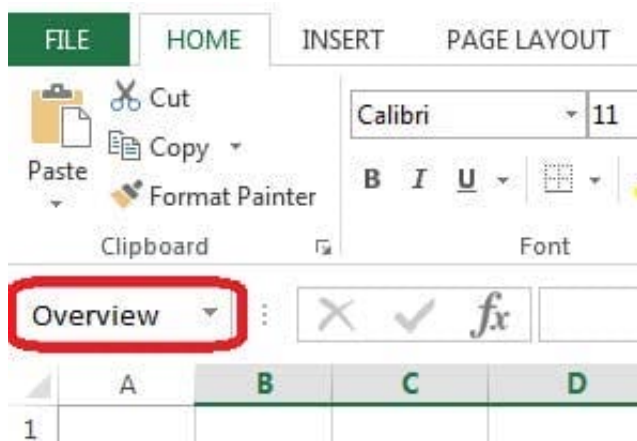
QUESTION 3

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.
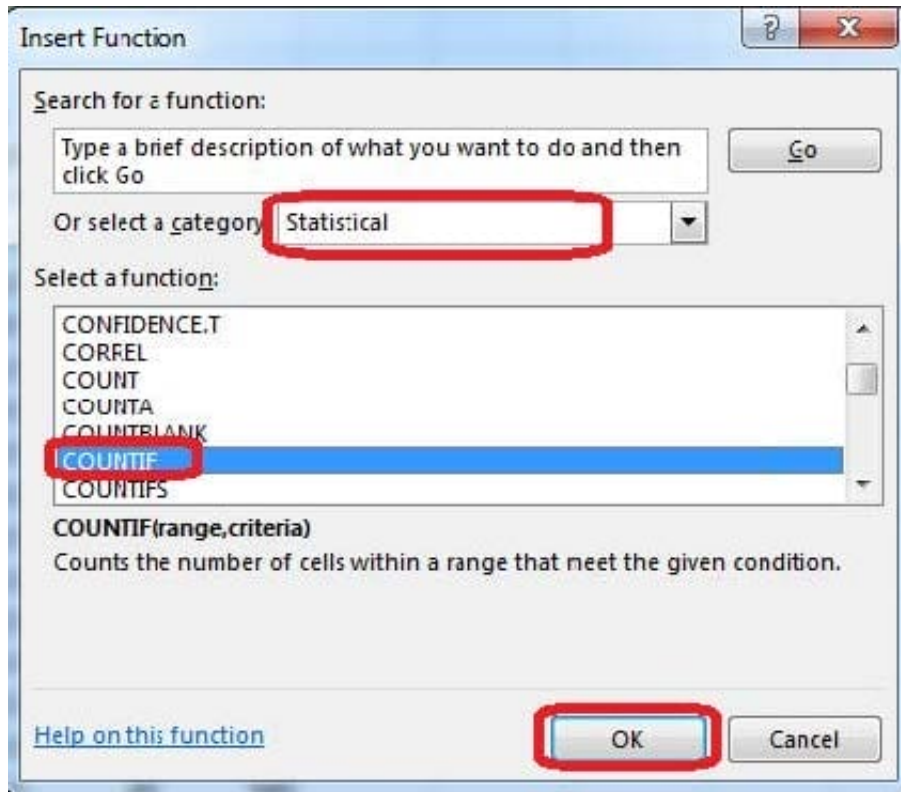
Criteria: 0

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

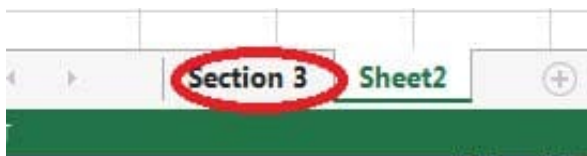Step 1: Click cell F7, and the click the Insert Function Button.

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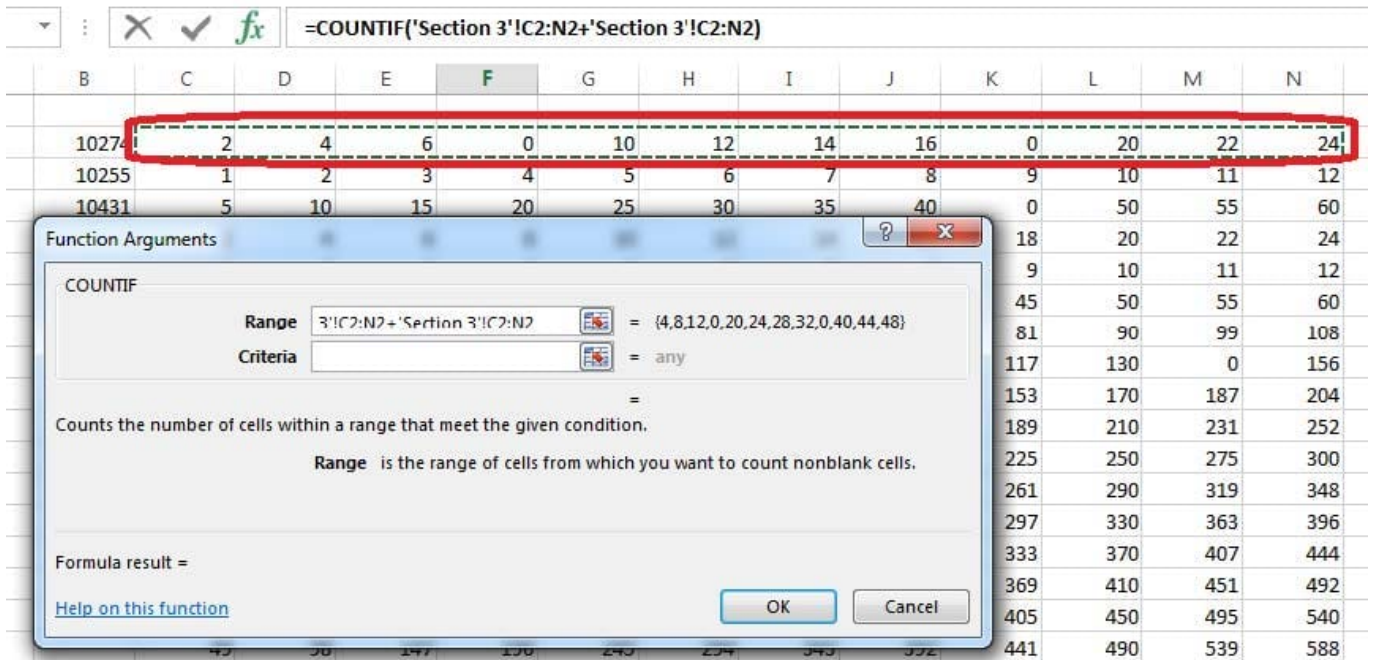

The function Arguments Dialog box appears:

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.

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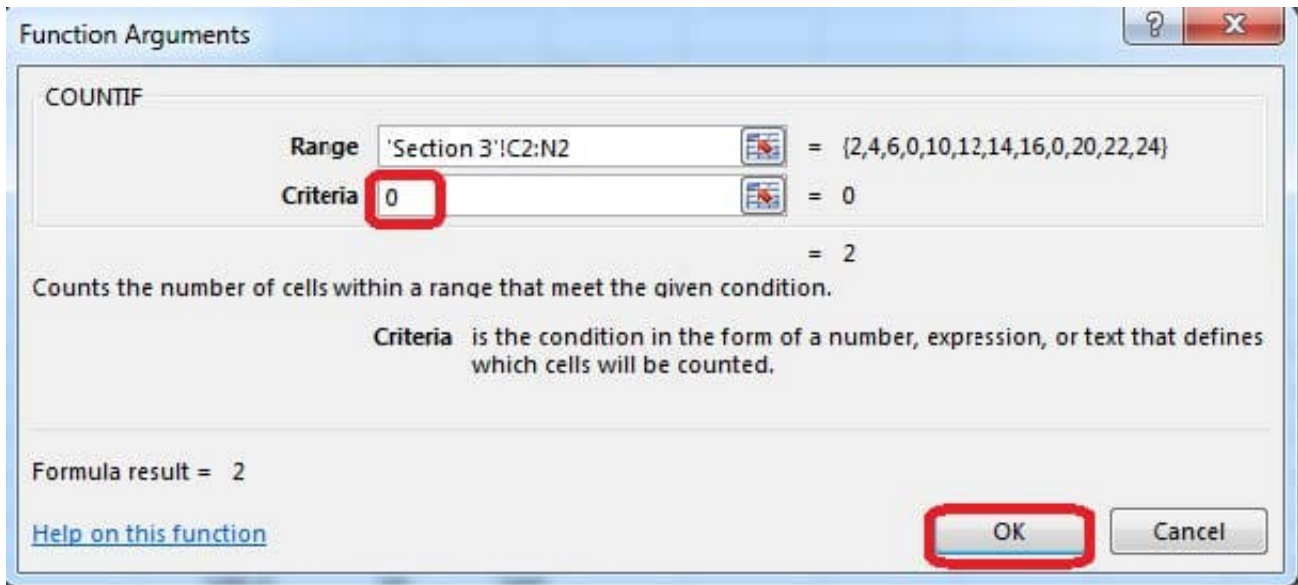
	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	0 Scores
7			10.83333	0	◈ 24	2
8			6.5	1	12	
9			28.75	0	60	

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

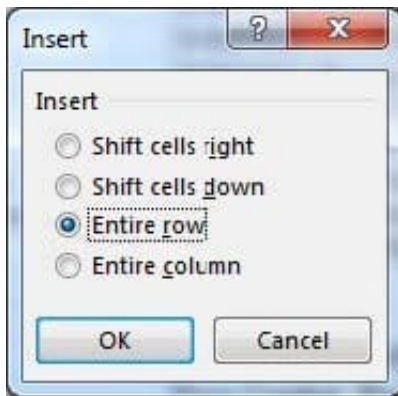**QUESTION 5**

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.

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