77-420 Q&As

Excel 2013

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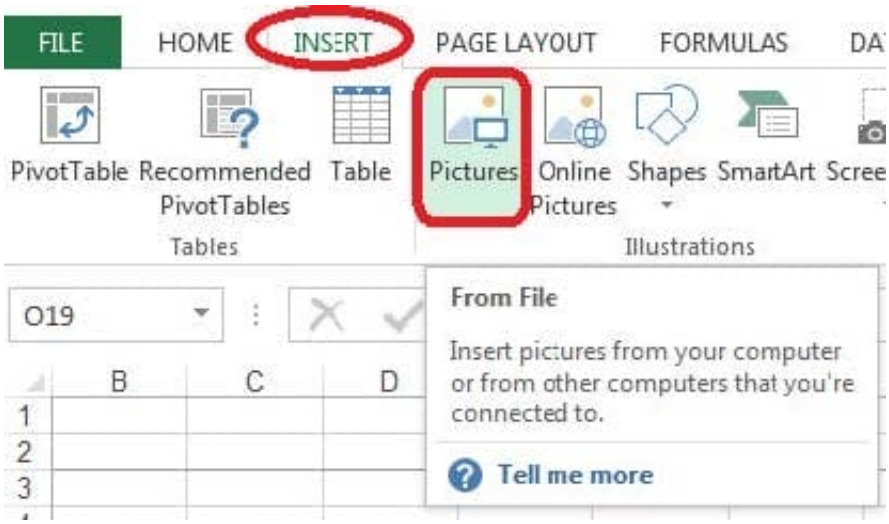
QUESTION 1

Insert a picture. To the right of the data File source Books.jpg

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

Step 1:Click in a cell to the right of the data.

Step 2:Click the INSERT tab, and then the Pictures command.



Step 3:From the Insert Picture dialog box select the Books.jpg file.

QUESTION 2

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

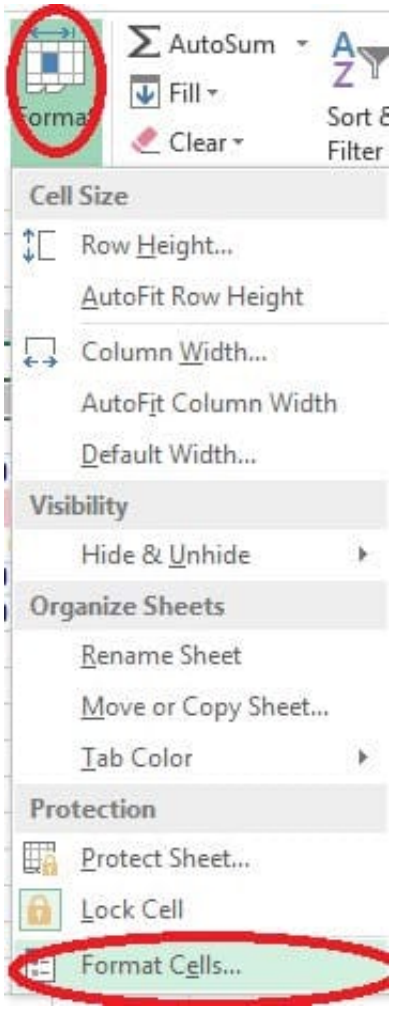
Correct Answer: Use the following steps to complete this task in explanation:

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

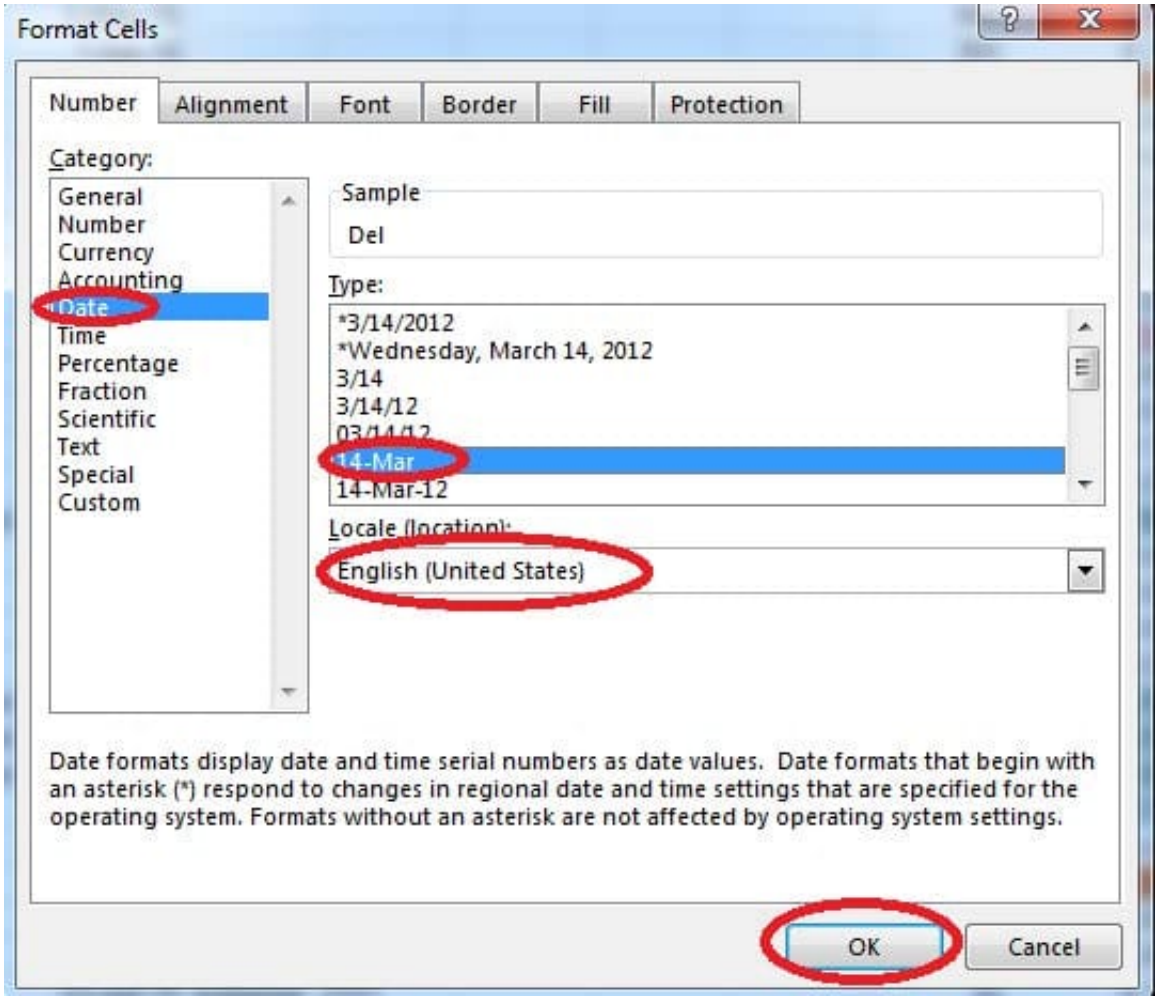
Step 2: Click in cell A2.

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.

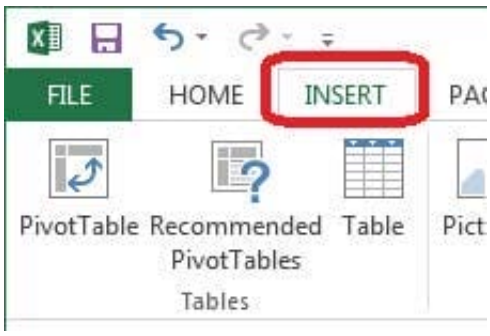


QUESTION 3

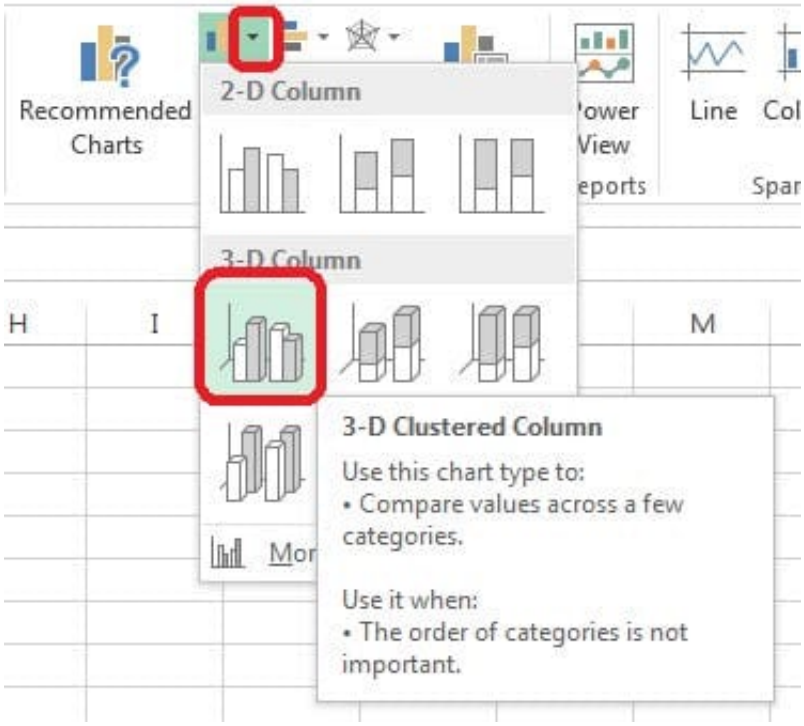
Create a chart. To the right of the data Chart 3-D Clustered Column Exclude all filtered rows Horizontal Axis Labels: "IDs" column in table Series 1: "Zero Scores" column in table.

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

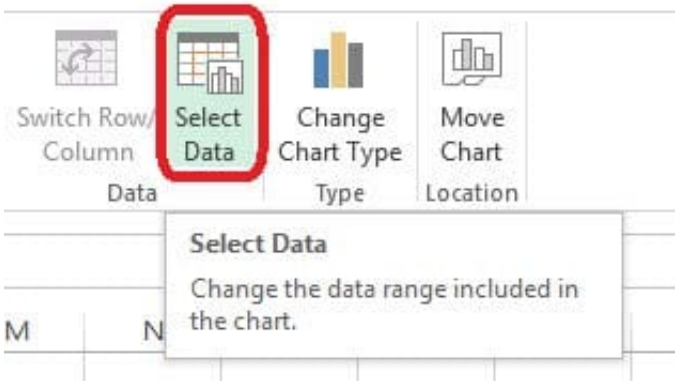
Step 1:Click in a cellin the data table, and then click on the INSERT tab.



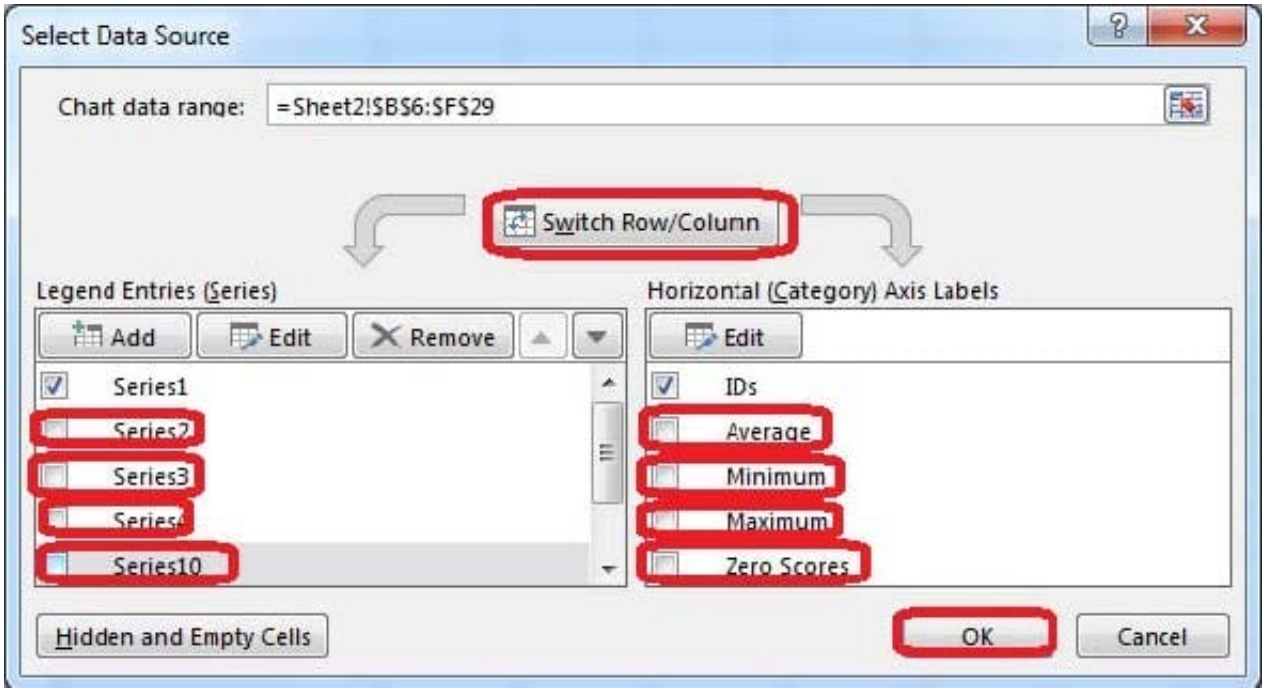
Step 2:Click Insert Column Chart, and select 3-D Clustered Column.



Step 3:If necessary move the chart to the right of the table. Step 4:Click the Select Data button.



Step 5:In the Select Data Source dialog box click the Switch Row/Column button, Deselect everything except IDs for Horizontal Axis Labels, deselect everything excepts Series1 for Legend Entries (series), and click OK.



QUESTION 4

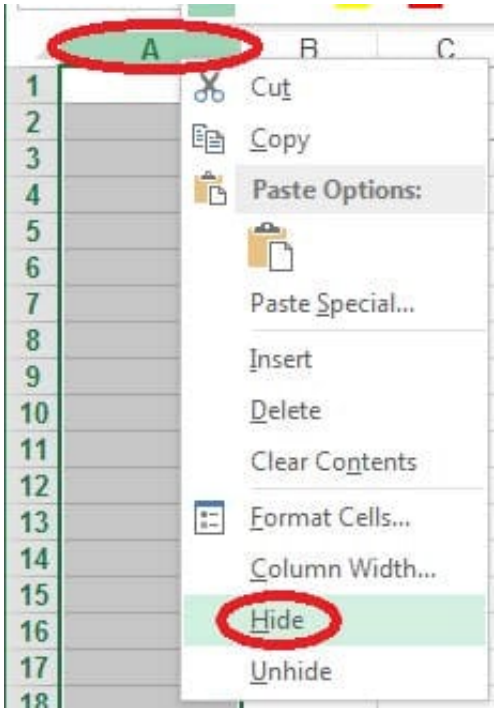
Hide columns.

Column A.

Columns O through R.

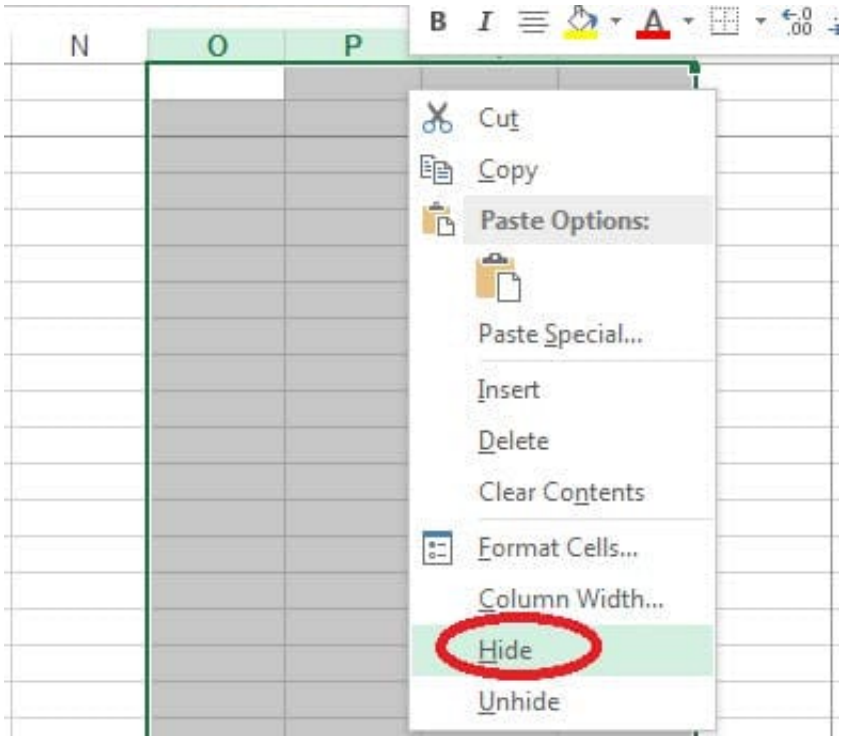
Correct Answer: Use the following steps to complete this task in explanation:

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 5

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

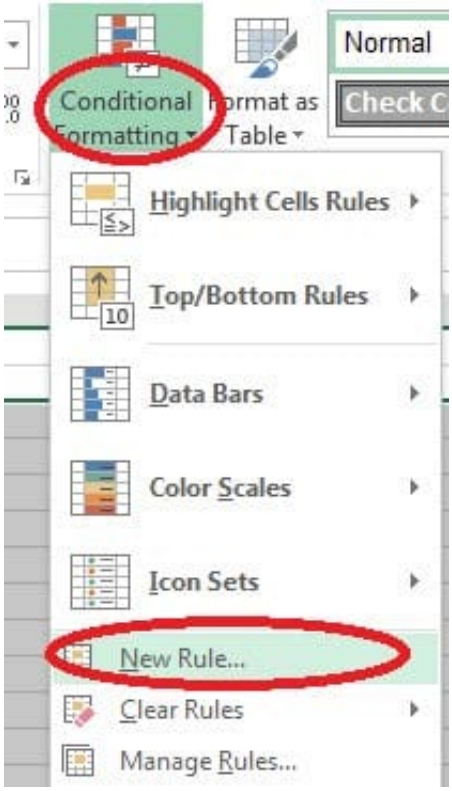
Maximum: Number, "25"

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

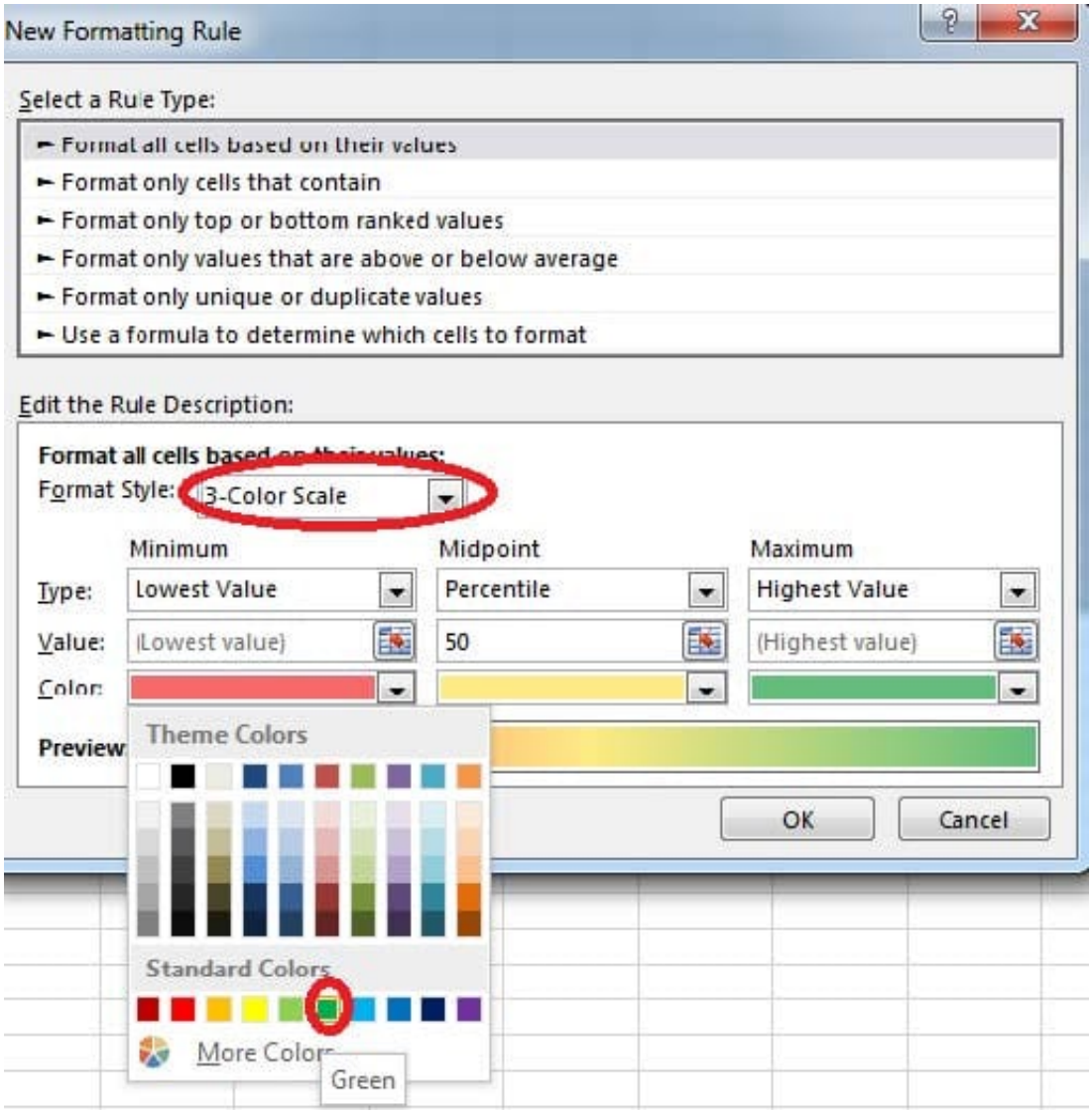
Step 1:Click cell C3

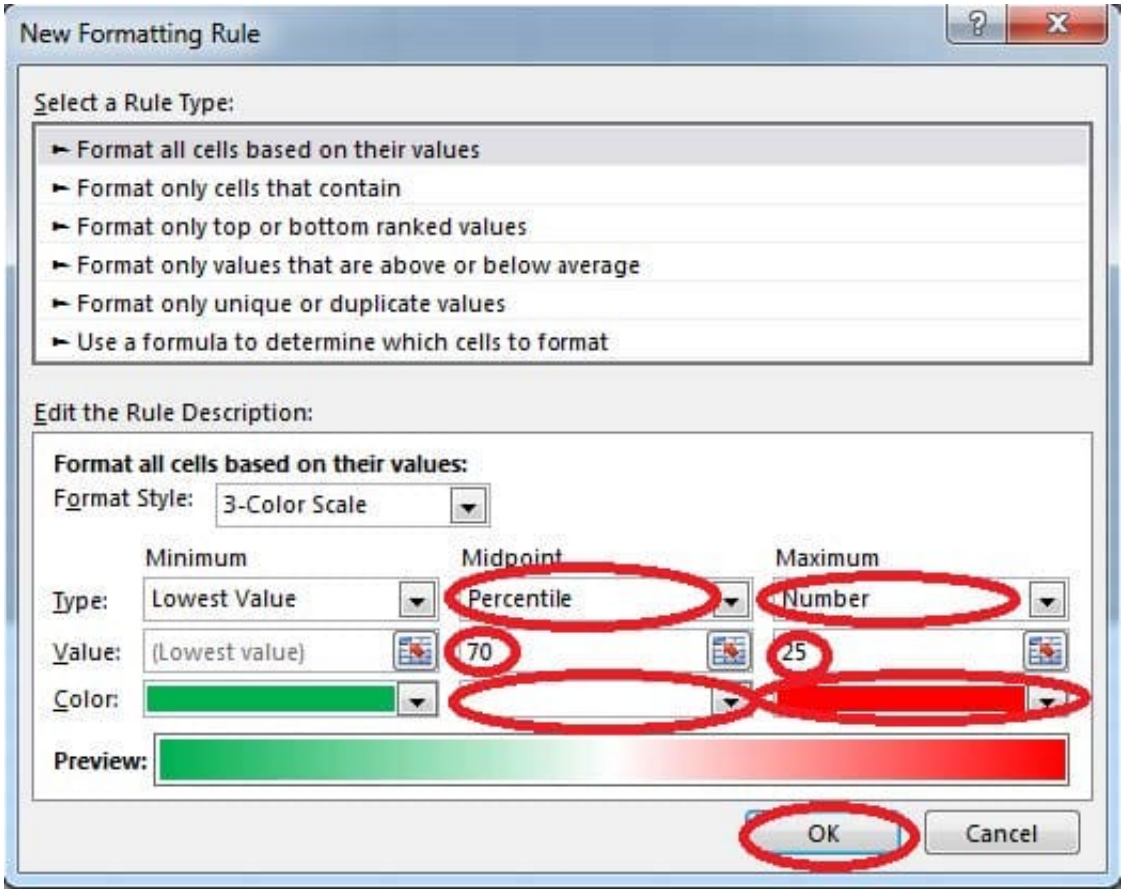
Step 2:Shift-Click cell S25.

Step 3:On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4:In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green. Step 5:In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.


New Formatting Rule
Select a Rule Type:
Format all cells based on their values
Format only cells that contain
Format only top or bottom ranked values
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format all cells based on their values:
Format Style: 3-Color Scale
Minimum
Midpoint
Maximum
Type: Lowest Value
Percentile
Highest Value
Value: (Lowest value)
50
(Highest value)
Color:
Preview:
Theme Colors
Standard Colors
More Colors...
Green
OK
Cancel



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