77-420^{Q&As}

Excel 2013

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QUESTION 1

Insert data from a text file.

Cell A1.

File source Autumn.txt

Tab-delimited

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

Step 1:Click cell A1.

Step 2:Click the Data tab, and click the From Text button.

| X | 3 5 | • ? | | | | | |
|----------------|-------------|------------------------|--|-------------------------|------------------|--------------------|--------|
| FILE | H | OME | INSERT | PAGE LAYOU | t fo | RMULAS | DATA |
| From Access | From Web | From Text Get Ex | From Other Sources + ternal Data | Existing Connections | Refresh All - | Connect Propert | ies Z∣ |
| A1 | | | D <mark>ata From Te</mark> rt data from a | | | | |
| - | A | в | L. | U | E | F | G |
| 1 | 12 | | | | 1 | 1 | |
| 2 | 00 | | | | | | |
| 3 | | | | | | | 1 |

The Text Import Wizard starts.

Step 3:Make sure Delimited is select, and click Next.



| ext Import Wizard - Step 1 of 3 | | 8 X |
|--|------------------------------------|----------|
| The Text Wizard has determined that your data is D | elimited. | |
| If this is correct, choose Next, or choose the data ty Original data type | pe that best describes your data | |
| Choose the file type that best describes your data | or tabs separate each field. | |
| Fixed width - Fields are aligned in column | ns with spaces between each field. | |
| Start import at <u>r</u> ow: 1 🚔 File <u>o</u> rigin: | 437 : OEM United States | • |
| | | |
| My data has headers. | | |
| Preview of file D:\Alj\Autumn.txt. | | |
| 1 BoJoeMaryLisa 2 | | ^ |
| 2 3 4 5 | | |
| 5 | | - |
| | | |
| - | ancel < Back Next > | Finish |

Step 4:Make sure Delimiters: Tab is selected. Then click Next.



| ext Import Wizard - | Step 2 of 3 | 4 | 2 X |
|--|------------------------------------|---|-----|
| This screen lets you s preview below. Delimiters Tab Semicolon Comma Space Other: | Treat consecutive delimiters as on | ou can see how your text is affected in t ne | he |
| Bo Joe Mary | Lisa | | Î |
| * | | | • |

Step 5: Finish the wizard by click the Finish Button. Step 6: Confirm with OK in the Import Data dialog box.



QUESTION 2

Apply a style to the chart.

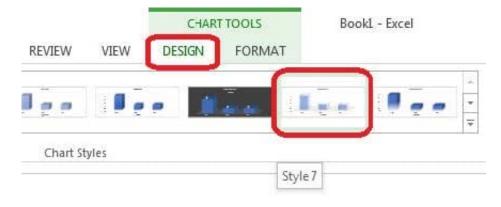
Chart.

Chart Styles Style 7

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

Step 1:Click on the chart.

Step 2:On the Design tab, in the Chart Styles group, click the Style 7chart style.



QUESTION 3

Create a hyperlink to another worksheet.

Cell A2.

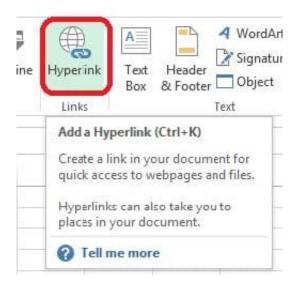
Cell reference "A3"

Sheet reference "Section 3" worksheet.

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

Step 1:Click cell A2.

Step 2:On the Insert tab, in the Links group, click Hyperlink.



Step 3:In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference \\'Section 3\\', and click OK.

| Link to: | Text to display: 'Section 3'!A3 | ScreenTi <u>p</u> |
|--|---|-------------------|
| xisting File Web Page | Type the cell reference: A3 Or select a place in this document: | |
| Pl <u>a</u> ce in This Document Create <u>N</u> ew Document | Cell Reference Section 3' Sheet2 Section 5' ⊕ Defined Names | |
| E- <u>m</u> ail Address | | OK Cancel |

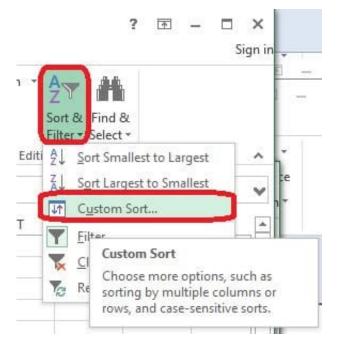
QUESTION 4

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.

| rt | | | 8 X |
|--------------------|---------------|----------|-----------------------------|
| * <u>≜↓ A</u> dd I | .evel X Delet | e Level | Options My data has headers |
| Column | | Sort On | Order |
| Sort by | Zero Scores | ▼ Values | ✓ Largest to Smallest |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | OK Cancel |
| | | | |

Step 4:Select then by: Ids, Order: Smallest to Largest, and click the OK button. Step 5:Click the Zero Scores column header header arrow, select Number Filters, and clickDoes not Equal.

| Tender | ns ☑ My data has <u>h</u> e | Options | | Copy Level | elete Level | evel X De | ⁺ <u>A</u> ↓ <u>A</u> dd |
|--------|-----------------------------|---------|----------|------------|-------------|-------------|--------------------------|
| | Order | Order | | Sort On | | | Column |
| | Largest to Smallest | ▼ Large | | Values | | Zero Scores | Sort by |
| - | Smallest to Largest | - Small | Values 📼 | | - | Then by IDs | |
| - | | | | | | | |
| | | | | | | | |
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| |
| |
| icores" |
| E. |
| Equals |
| Does Not Equal |
| > Does Not Eduard |
| |

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

| m AutoFilter | 8 × |
|--------------------------|---|
| rows where: ro Scores | |
| does not equal | • |
| And Or | |
| - | |
| | |
| | OK Cancel |
| | rows where: ero Scores does not equal |

The result will look like:

| 4 | A | В | С | D | E | F | G |
|----|---|-------|-----------|-----------|-----------|---------------|----|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | IDs 🚽 | Average 💌 | Minimum 🖬 | Maximum 💌 | Zero Scores 📭 | 1 |
| 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 | | | | | | | 12 |
| 31 | | | | | | | |

QUESTION 5

Crop the picture.

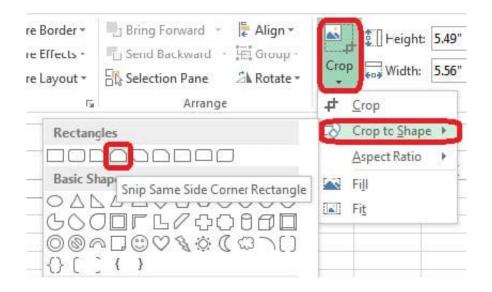
Books.jpg

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.



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