

77-420^{Q&As}

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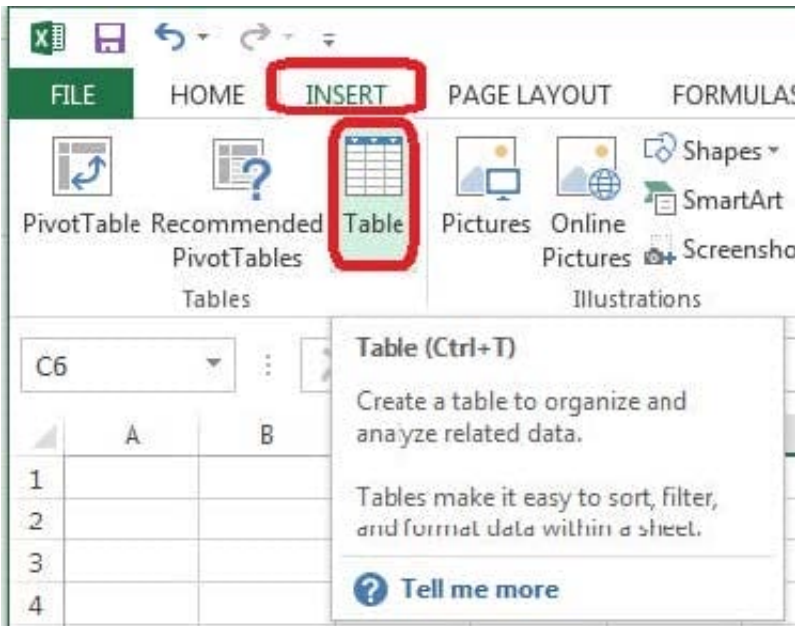
QUESTION 1

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 2

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

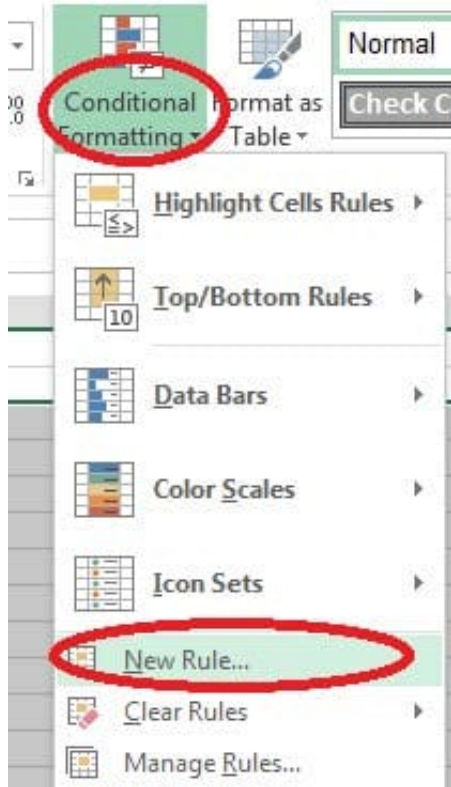
Maximum: Number, "25"

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

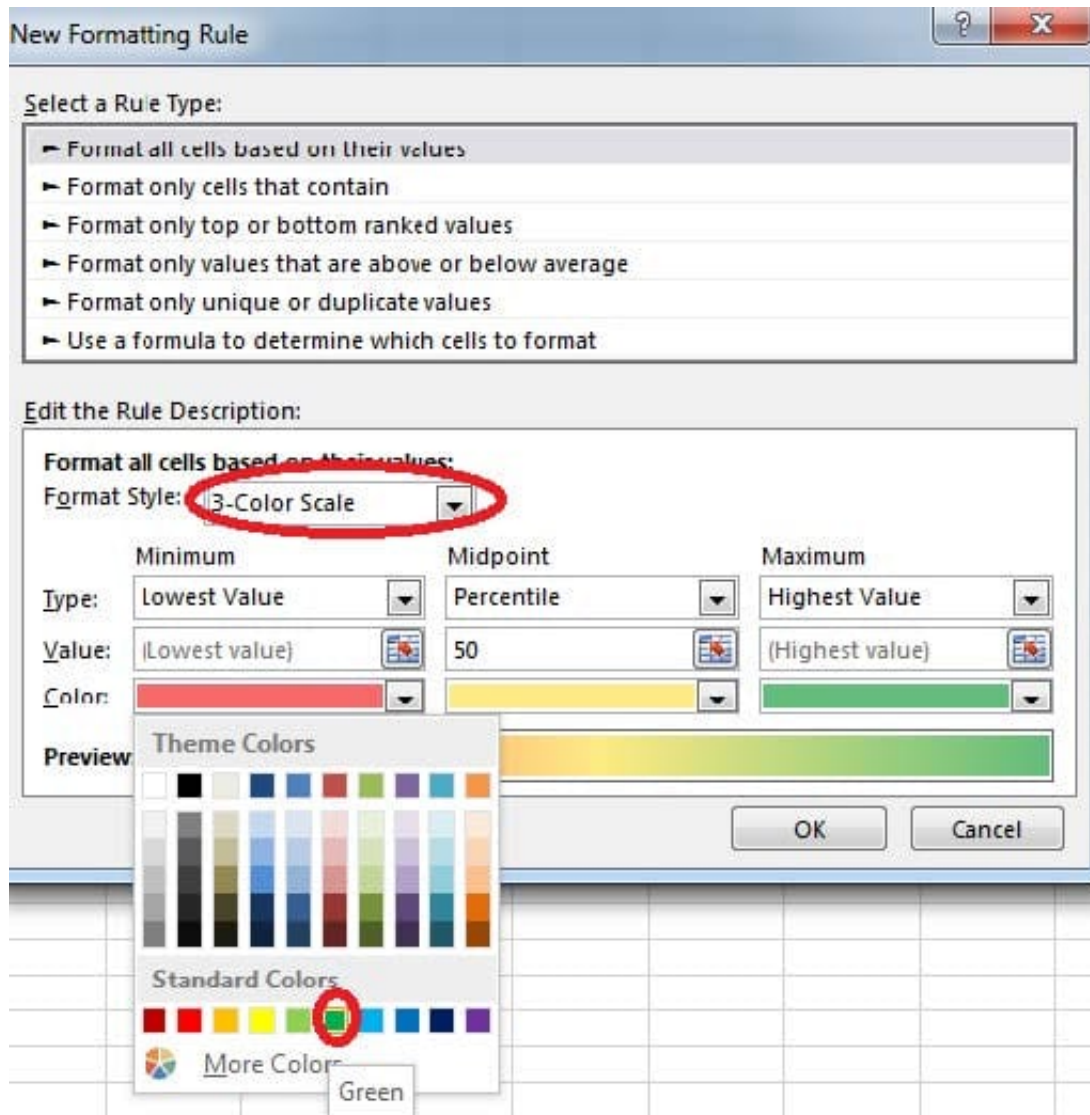
Step 1: Click cell C3

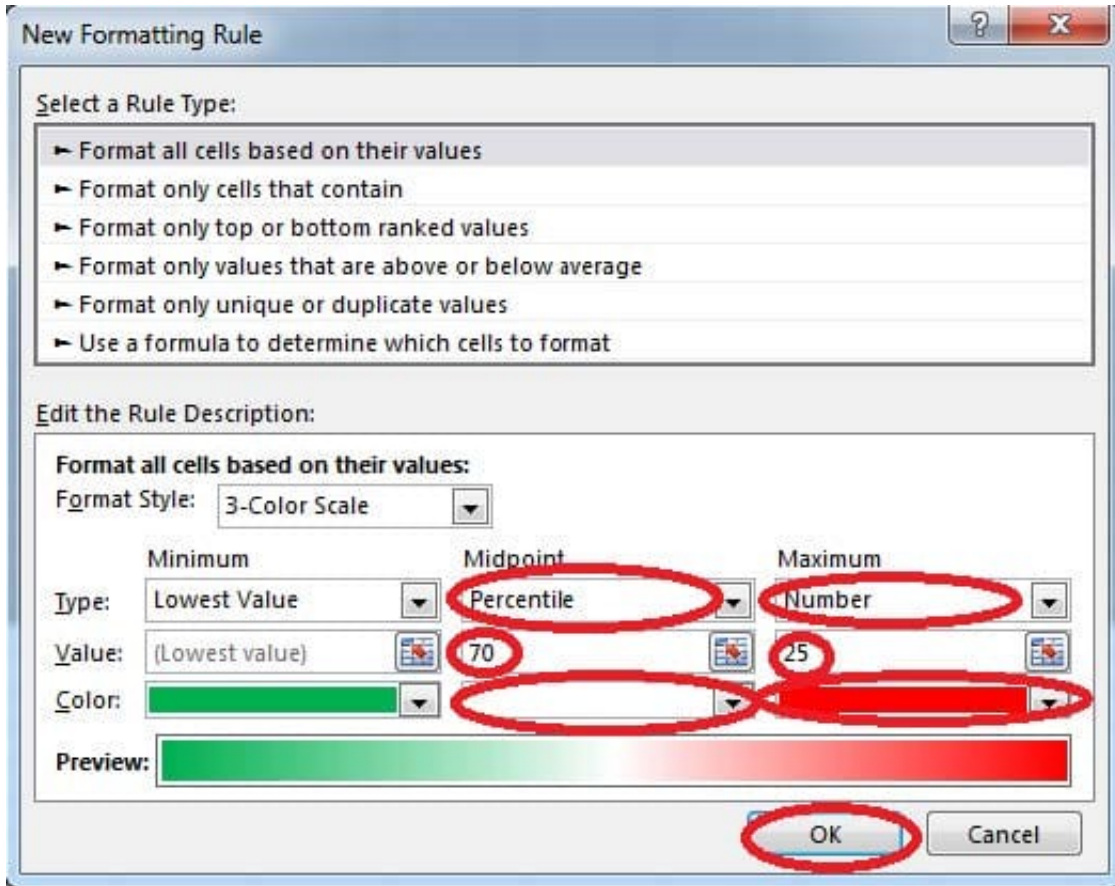
Step 2: Shift-Click cell S25.

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.





QUESTION 3

Crop the picture.

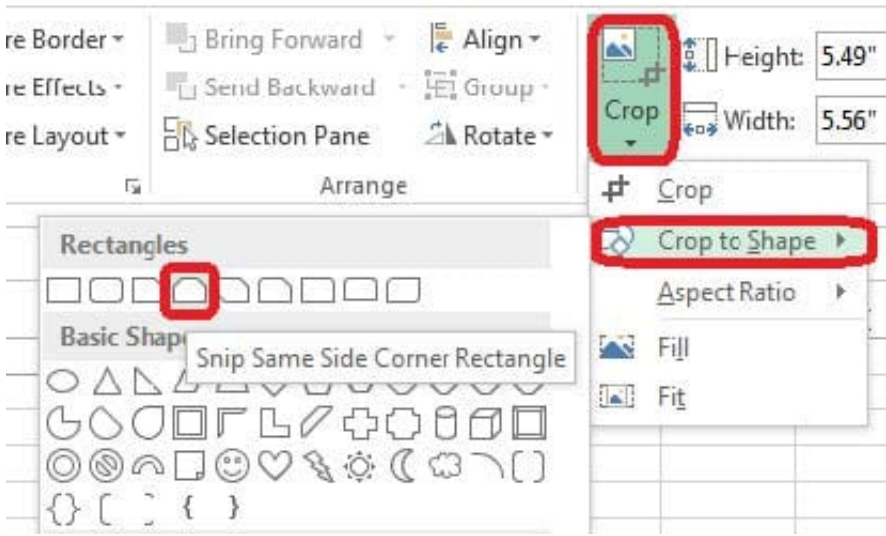
Books.jpg

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

Insert a row.

Directly below current row 1.

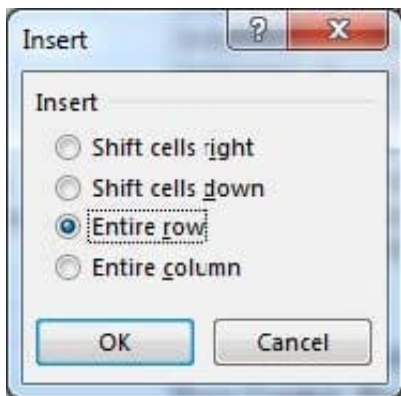
Correct Answer: Use the following steps to complete this task in explanation:

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.



QUESTION 5

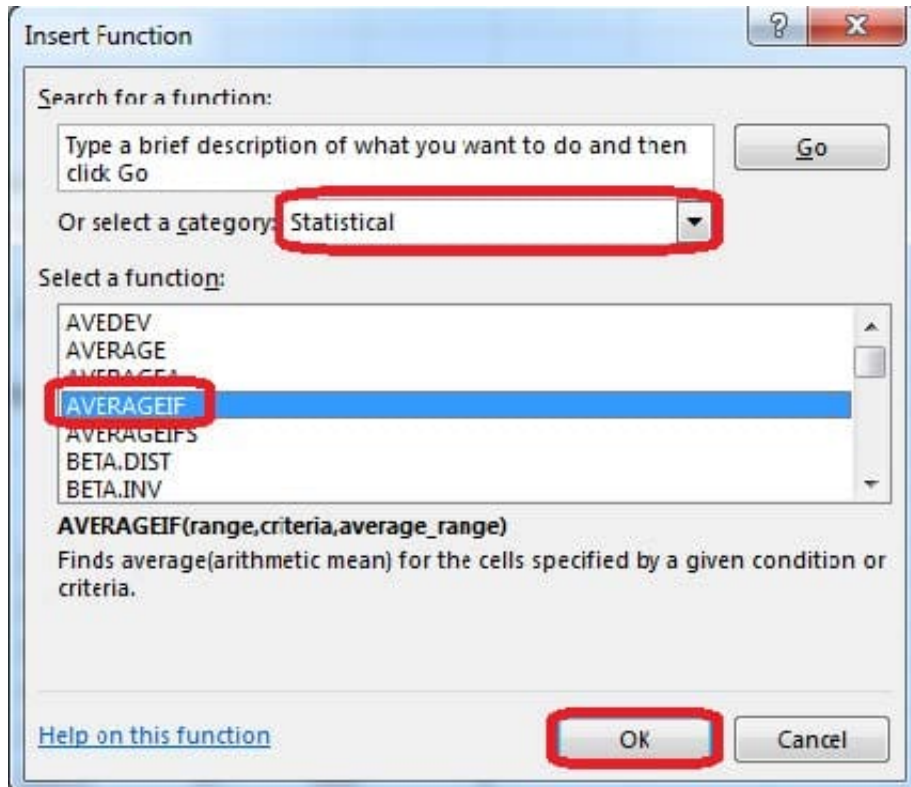
Formula Find the average score of all student ids without a zero homework score. Cell L2 Use Function AVERAGEIF Range F7:F29 Criteria: "0" Average_range: "Homework"

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

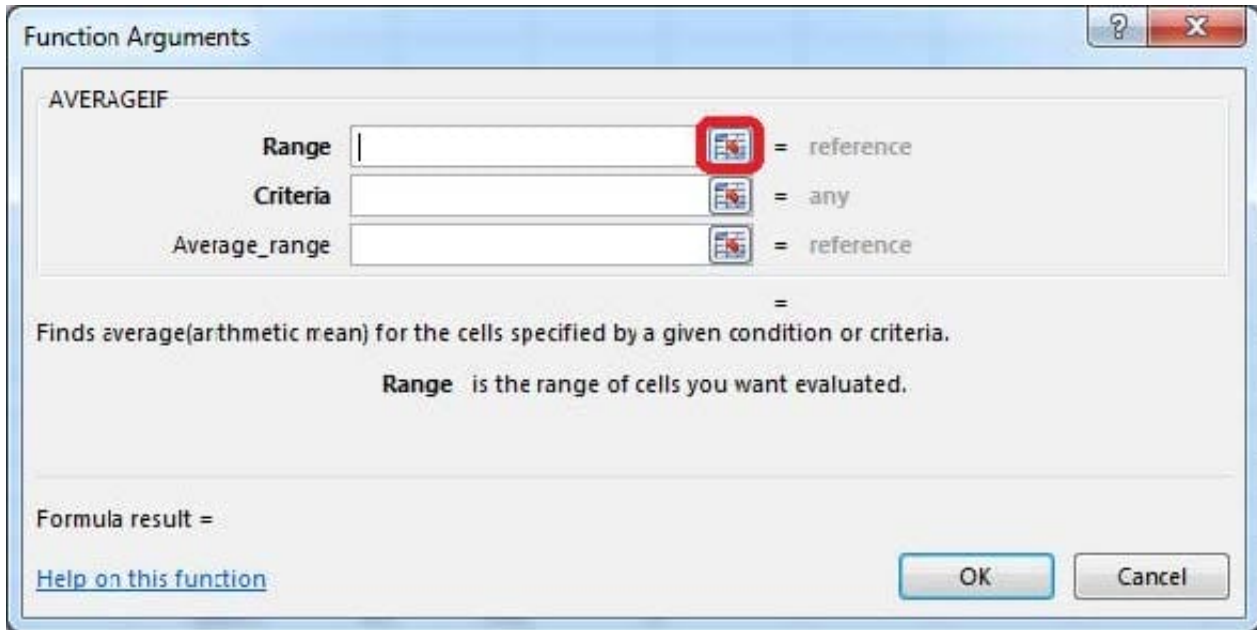
Step 1: Click cell L2, and then click the Insert Function Button.



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



Step 3: In the function Arguments dialog box click the reference button.

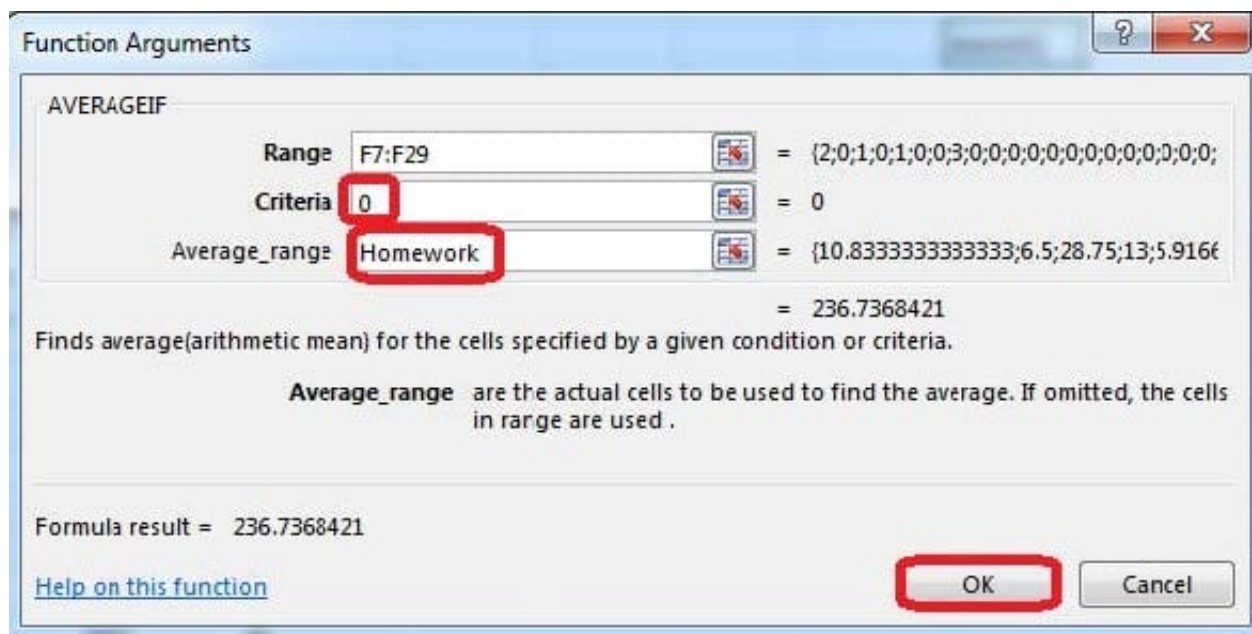


Step 4: Click cell F7, shift-click cell F29, and press the enter key. Step 5: In the Function Arguments dialog box in the Criteria box type: 0, in the Average_range box type: Homework, and click the OK button.

✕ ✓ *fx* =AVERAGEIF(F7:F29)

| Average | Minimum | Maximum | 0 Scores |
|----------|---------|---------|----------|
| 10.33333 | 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 |

Function Arguments
F7:F29



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