

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

Excel 2013

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## QUESTION 1

Formula.

Find the maximum homework score for each student.

Cell range E7:E29

Use Function MAX

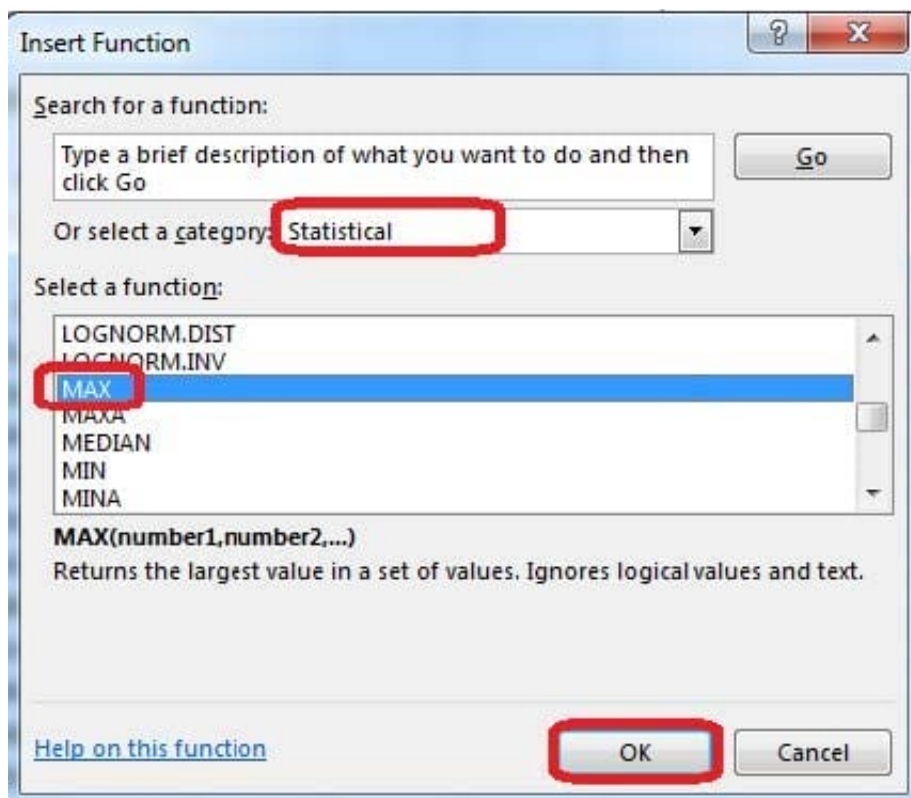
Number 1: maximum homework score for each student on "Section 3" worksheet.

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

Step 1: Click cell E7, and then click the Insert Function Button.

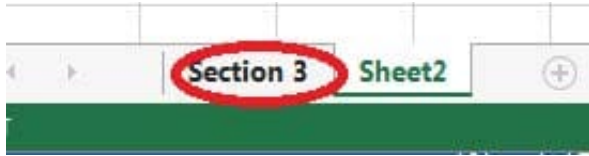


Step 2: In the Insert Function dialog box select Category Statistical, select function MAX, and click OK.

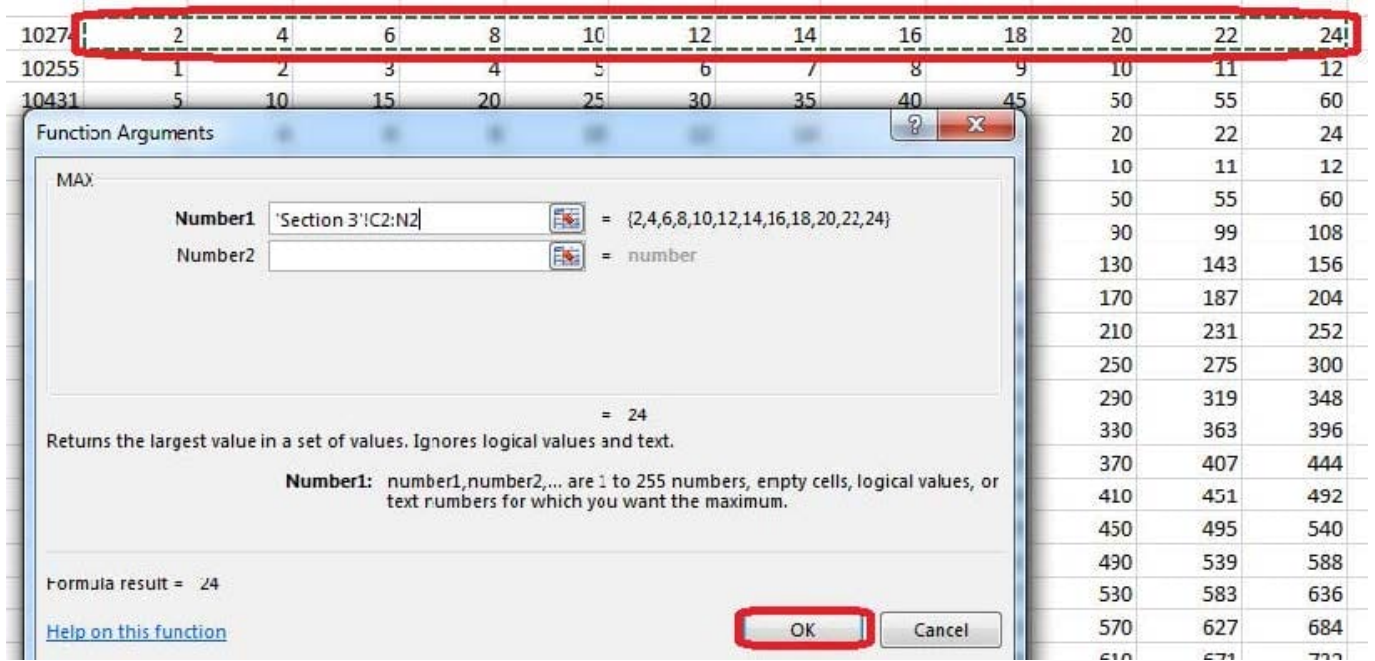


The function Arguments Dialog box appears:

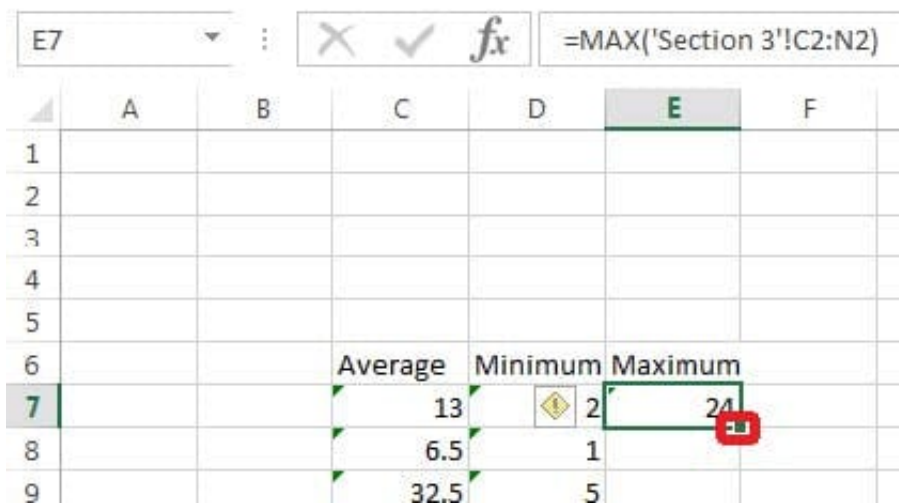
Step 3: Click on the Section 3 tab (left bottom part of the window).



Step 4: Locate the data for the first student. This will be cell range C2 to N2. Click C2 and then Shift-click cell N2. Then click the OK button.



Step 5: Copy cell E7 downwards until cell E29.



Result will be like:

Average	Minimum	Maximum
13	2	24
6.5	1	12
32.5	5	60
13	2	24
6.5	1	12
32.5	5	60
58.5	9	108
84.5	13	156
110.5	17	204
136.5	21	252
162.5	25	300
188.5	29	348
214.5	33	396
240.5	37	444
266.5	41	492
292.5	45	540
318.5	49	588
344.5	53	636
370.5	57	684
396.5	61	732
422.5	65	780
448.5	69	828
474.5	73	876

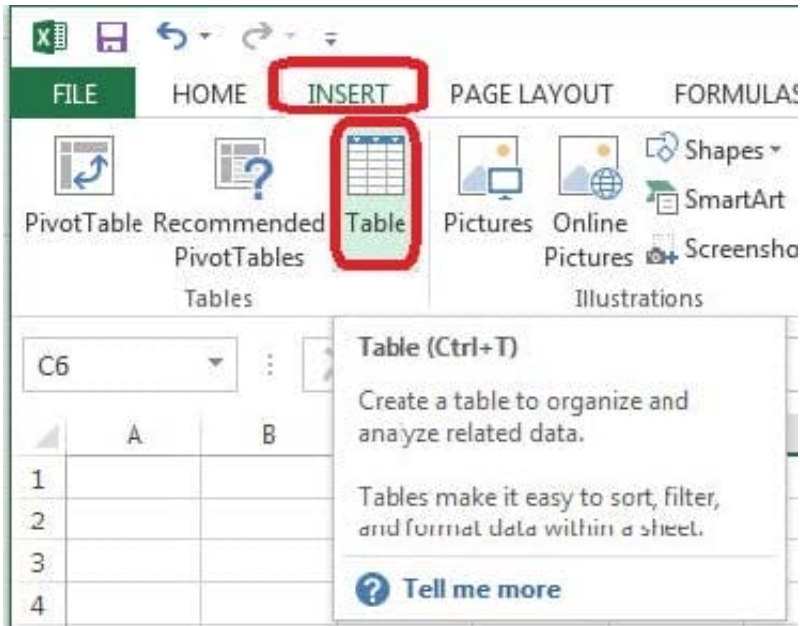
## QUESTION 2

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.

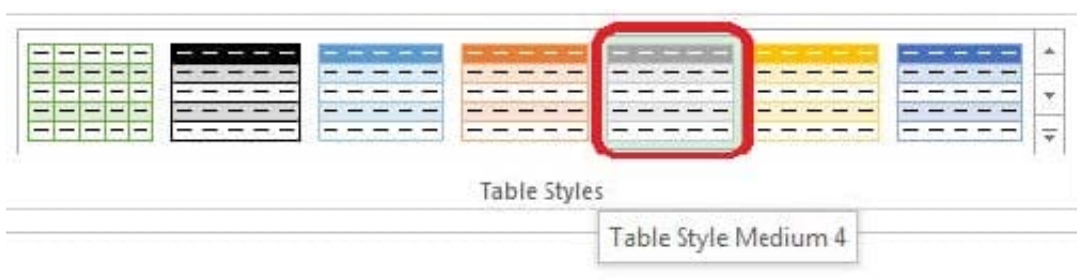
Step 2: Click the Insert tab, and click the Table button.



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 3

Insert a row.

Directly below current row 1.

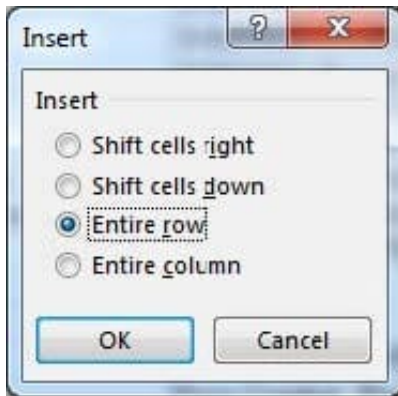
Correct Answer: Use the following steps to complete this task in explanation:

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 4

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:



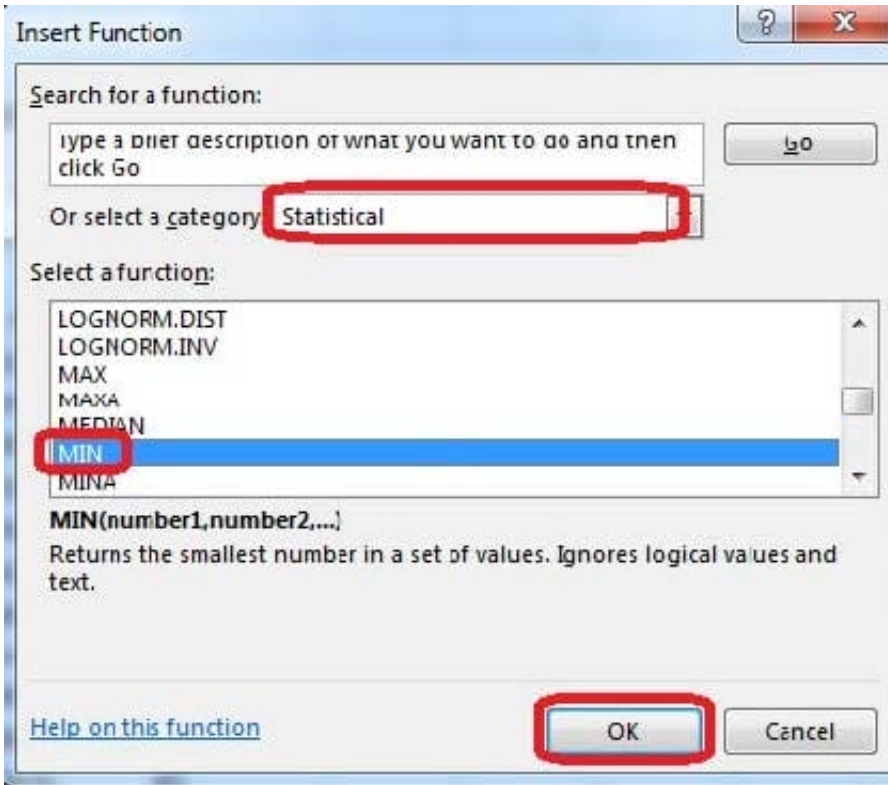
Step 1: Click cell D7, and then click the Insert Function Button.



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

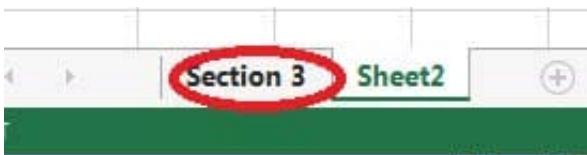
Formula.

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

The screenshot shows an Excel spreadsheet with a red box highlighting the range C2:N2. The formula bar shows `=MIN('Section 3'!C2:N2)`. A 'Function Arguments' dialog box is open, showing the MIN function with the range 'Section 3'!C2:N2' and the result '2'. The dialog box also includes a 'Help on this function' link and 'OK' and 'Cancel' buttons.

Step 5: Copy cell D7 downwards until cell D29.

The screenshot shows the Excel spreadsheet with the formula `=MIN('Section 3'!C2:N2)` in the formula bar. The result '2' is displayed in cell D7. A red box highlights the result '2' in cell D7.

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 5**

Crop the picture.

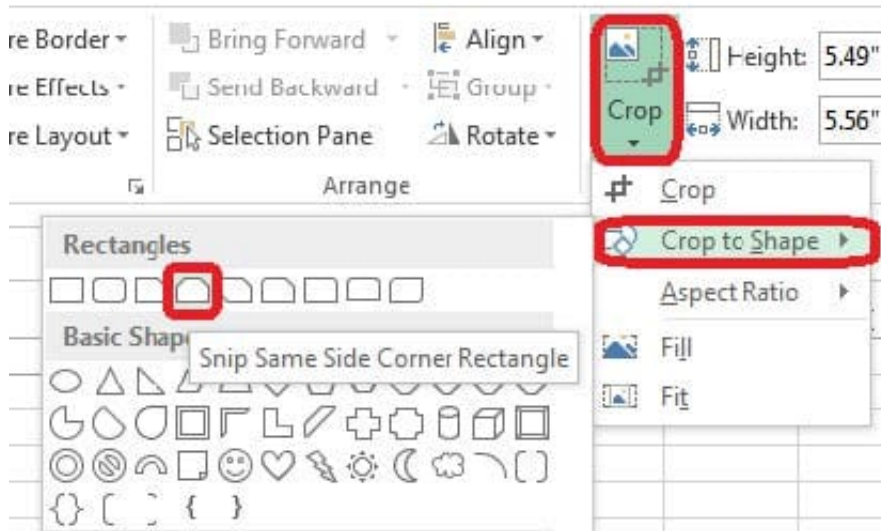
Books.jpg

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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