77-420^{Q&As}

Excel 2013

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QUESTION 1

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 2

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.

XI .	5	• ?					
FILE	H	OME	INSERT	PAGE LAYOUT	FOF		ATA
From Access	From Web	From Text Get Ex	From Other Sources + ternal Data	Existing Connections	Refresh All +	Connection Properties C Edit Links onnections	r> ⊉↓ ⊼↓
A1		Get D Impo)ata From Te rt data from a	xt text file.			
24	A	в	L	U	E	F	G
1	0					0	
2	98						
3						00	

The Text Import Wizard starts.

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

Fext Import Wizard -	Step 1 of 3					8 X
The Text Wizard has	determined that	at your data is D	elimited.			
If this is correct, cho	ose Next, or ch	oose the data ty	pe that bes	t describes you	r data	
Original data type						
Choose the file typ	e that best des - Characters	such as commas	a: ortabs sen	arate each fiel	4.	
Fixed width	- Fields are a	ligned in colum	ns with spa	ces between ea	ich field.	
	(¹)					
Start import at <u>r</u> ow:	1	File <u>o</u> rigin:	437 : OEM	I United State:	i	•
Preview of file D:\A	lers. .lj\Autumn.txt.	2				
1 BoJoeMaryLis	a					Â
4						1.00
4						
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Step 4:Make sure Delimiters: Tab is selected. Then click Next.



ext Import Wizard -	Step 2 of 3	-			? X
This screen lets you s preview below. Delimiters Tab Semicolon Comma Space Other:	et the delimiters yo	ur data contains. Y itive delimiters as o	'ou can see how y	your text is affected	d in the
Bo Joe Mary	Lisa				Ţ,
4					+

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



QUESTION 3

Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of

column F Absolute Reference

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

Step 1:Click K2andClick on the insert function button.

Step 2:Select Category: Text, the CONCATENATE function, and click OK.

to and for a formation.	
Search for a function:	2
lype a brief description of what you want to do and then click Go	<u>G</u> 0
Or select a category: Text	
Select a function:	
ΒΑΗΠΕΧΤ	~
CHAR	
CODE	
CONCATENATE	
DOLLAR	-
EXACT	
CONCATENATE(text1,text2,)	
Joins several text strings into one text string.	
Help on this function	Cancel

Step 3:In the Function Arguments dialog box in the Text1 box type: Students with no , and then click the Text2 reference button, and click on the header of column F in the worksheet, press the enter Key

unction Arguments				8 X
CONCATENATE Text1	tudents with no	= = text		
		-		
Joins several text string	js into one text string.			
	Text1: text1,t string	ext2, are 1 to 255 te and can be text string	et strings to be joined ps, numbers, or single-	into a single text cell references.
Formula result =				
Help on this function			ОК	Cancel

Step 4:Press the OK button in the Function Arguments dialog box.

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.

N	0	Р	$B \ I \equiv \diamondsuit \star \mathbf{A} \star \blacksquare \star \bigstar$
			Cut
			Paste <u>Special</u>
			Insert Delete Clear Co <u>n</u> tents
			E Format Cells
			<u>U</u> nhide

QUESTION 5

Add a worksheet After other worksheets Rename "Section 5"

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

Step 1:Click on the New sheet button (in the left bottom corner).

READY	FILTER	MODE	0.5	
4	F.	Section 3	Sheet2	÷
50				-
49				

Step 2:Right-click on the new worksheet, and click Rename from the context menu.

			Insert Delete
			Rename
		Q. 	Move or Copy View Code Protect Sheet Tab Color Hide Unhide
Section 2	Shoot2	Sha	elect All Sheets

Step 3:Type: Section 5 Step 4:Press the enter key.

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