

77-420^{Q&As}

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QUESTION 1

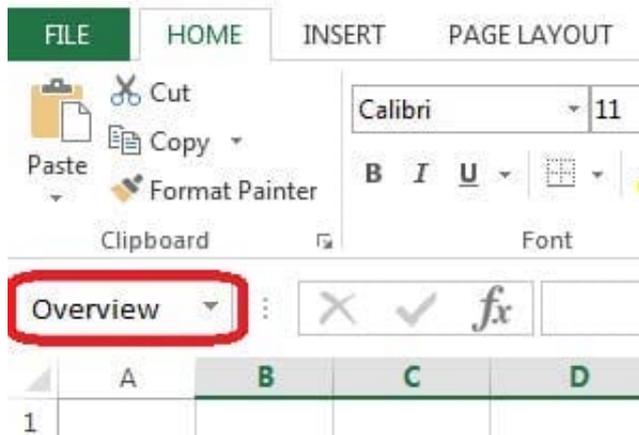
Rename a table. Cell range B6:F29 Name: "Overview"

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.

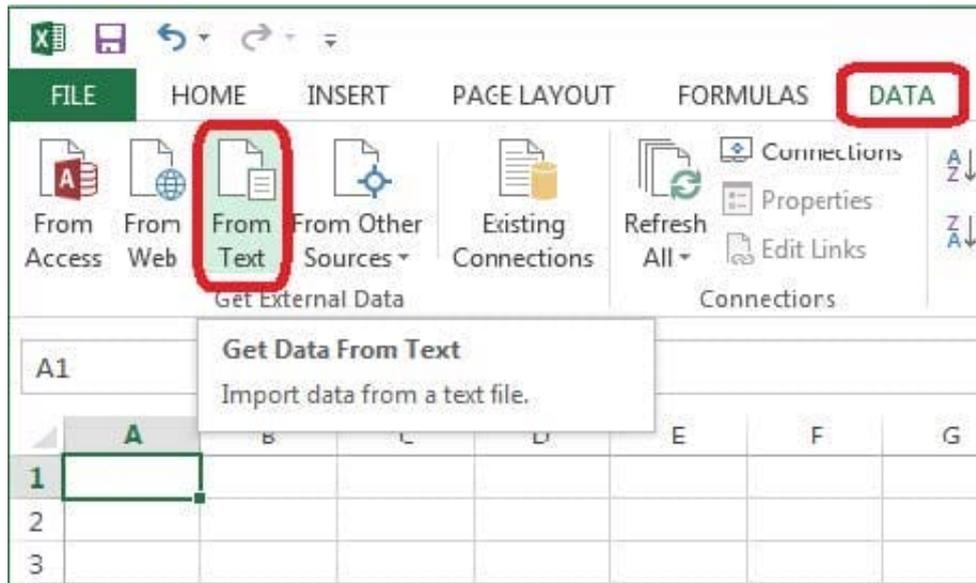
File source Autumn.txt

Tab-delimited

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

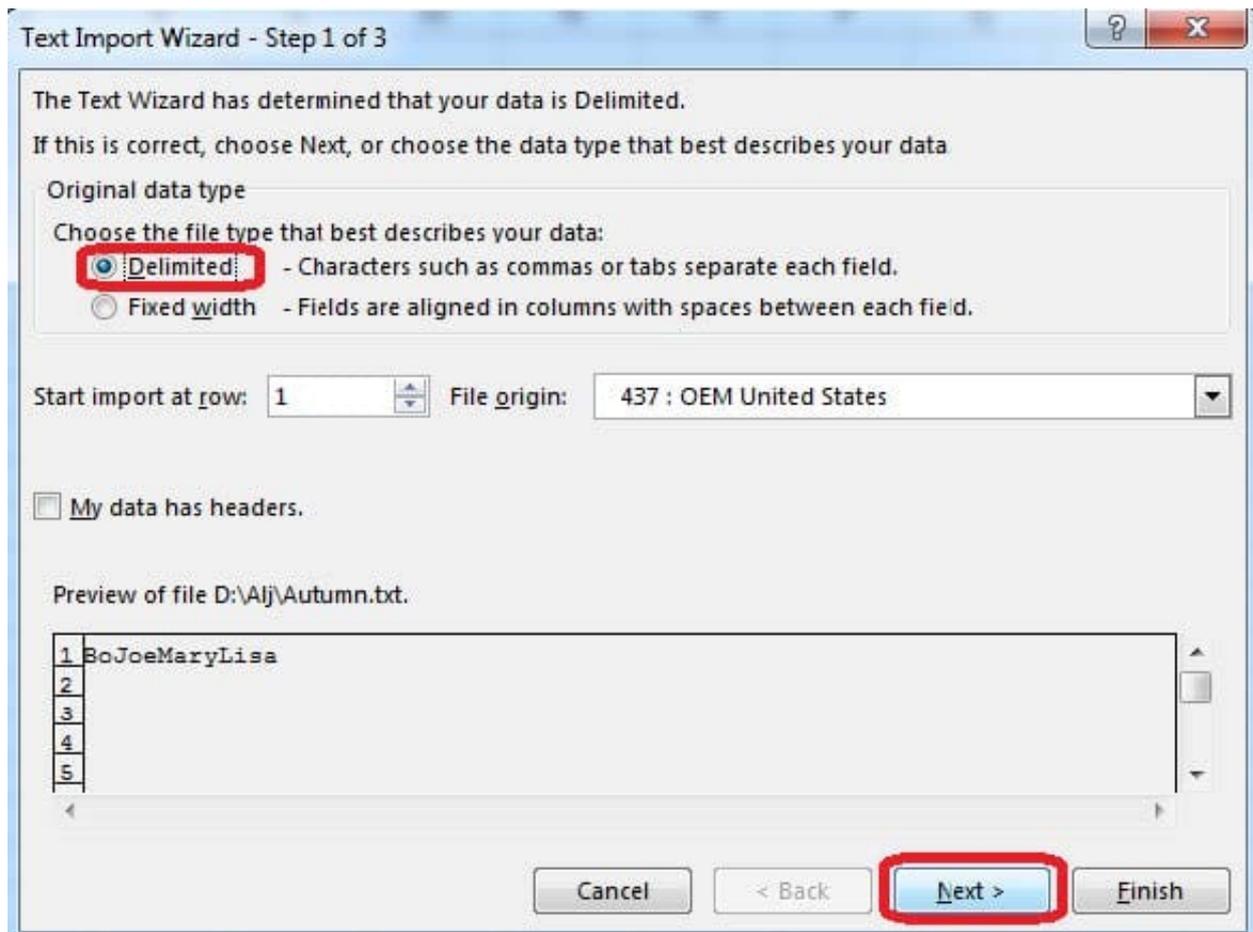
Step 1: Click cell A1.

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

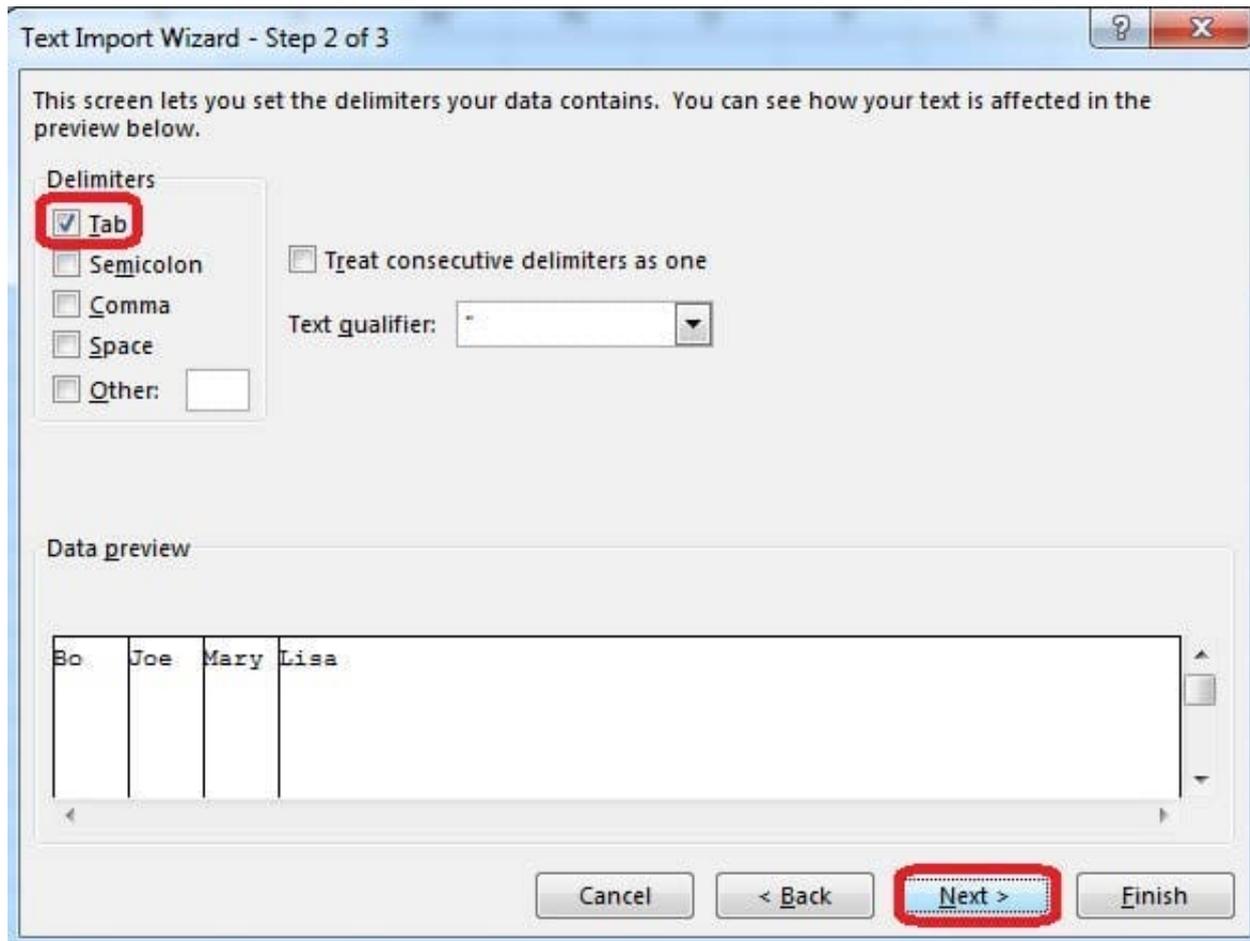


The Text Import Wizard starts.

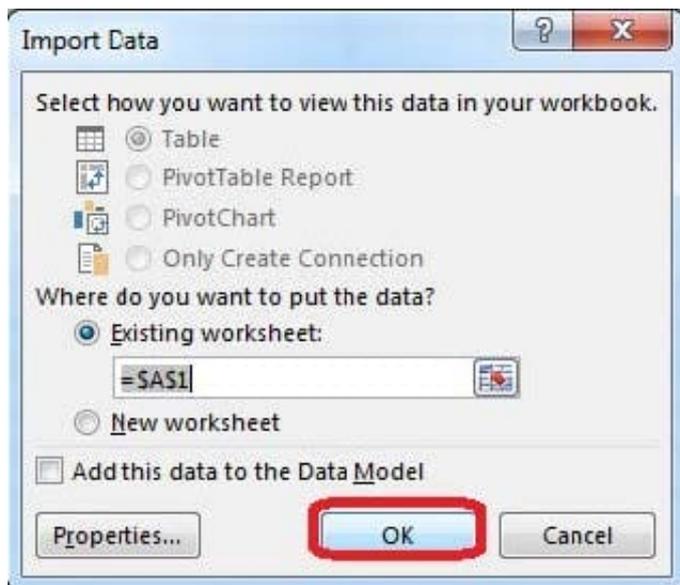
Step 3: Make sure Delimited is selected, and click Next.



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



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



QUESTION 3

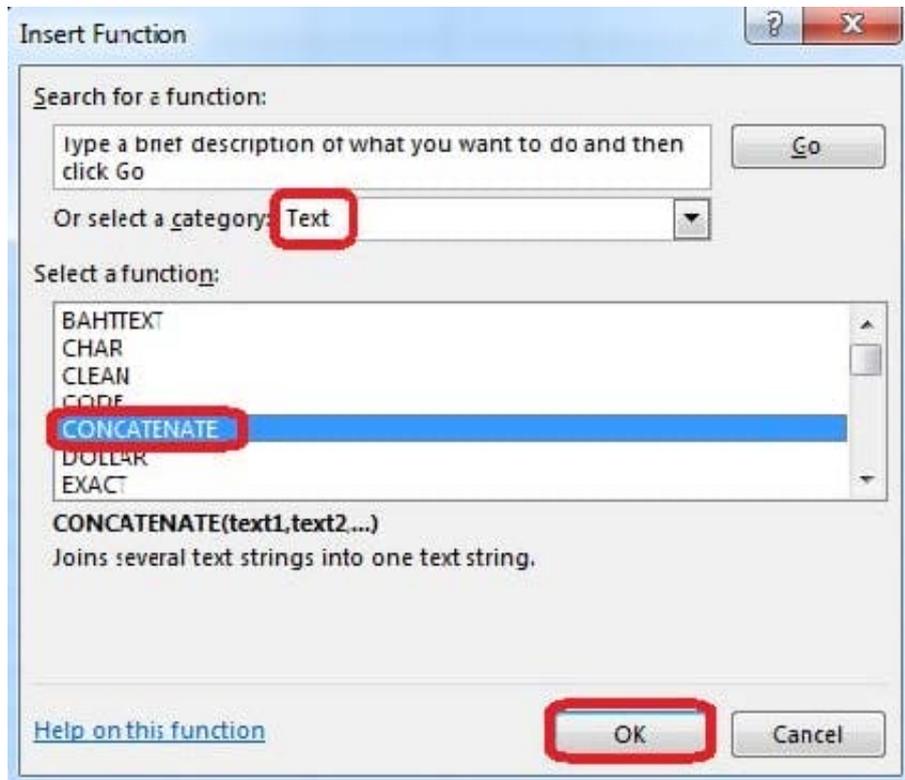
Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of

column F Absolute Reference

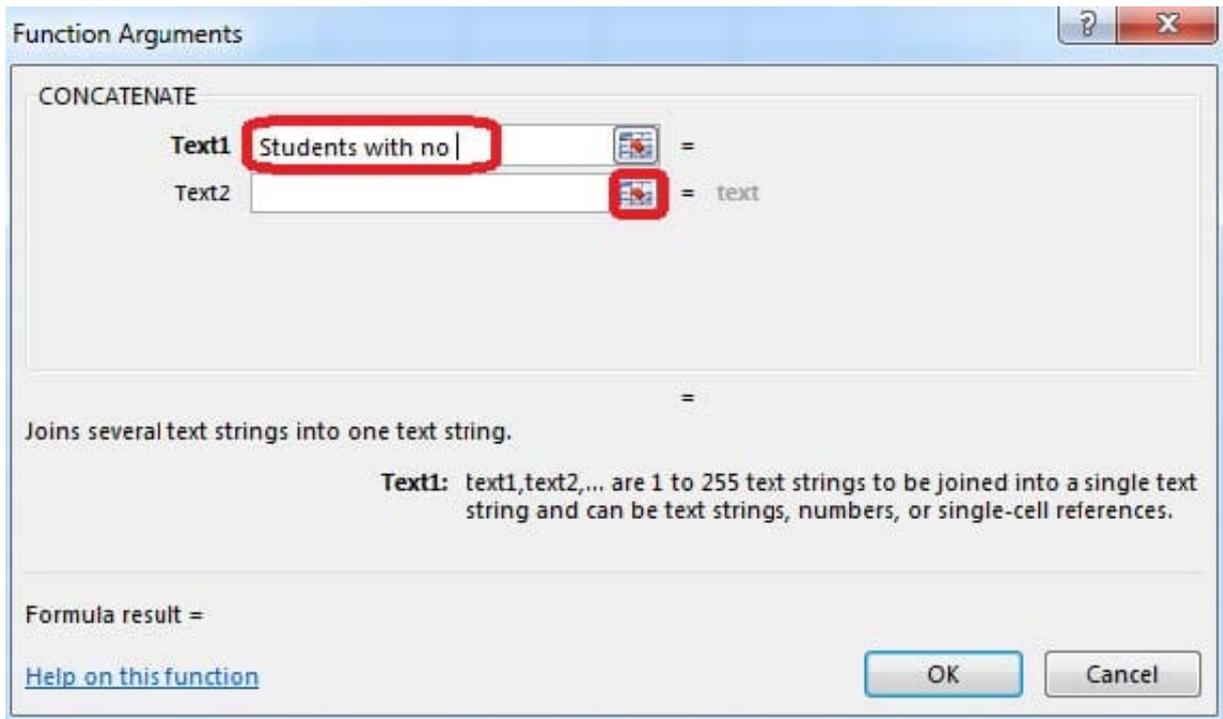
Correct Answer: Use the following steps to complete this task in explanation:

Step 1: Click K2 and click on the insert function button.

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



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



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

QUESTION 4

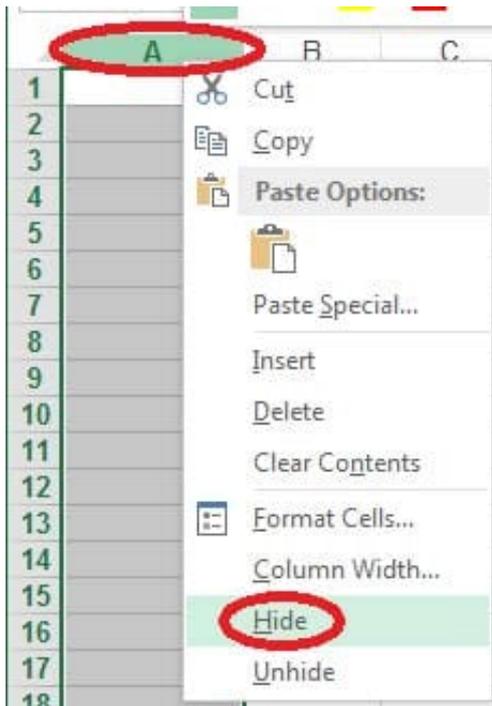
Hide columns.

Column A.

Columns O through R.

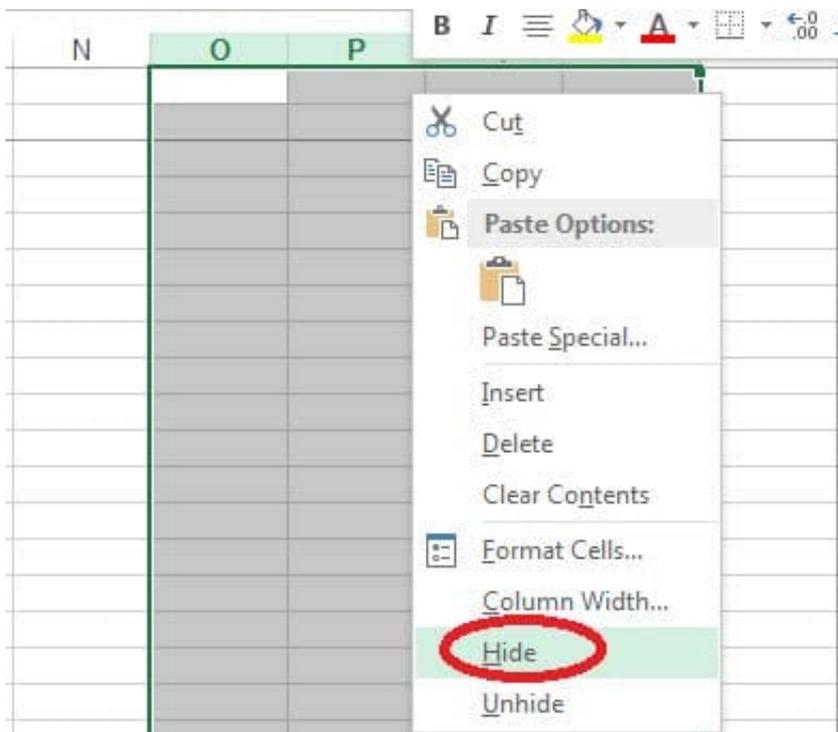
Correct Answer: Use the following steps to complete this task in explanation:

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.



QUESTION 5

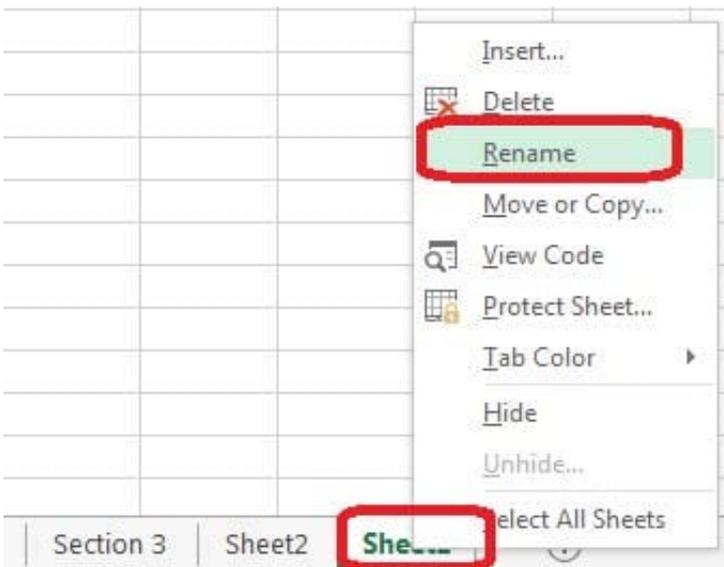
Add a worksheet After other worksheets Rename "Section 5"

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).



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



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

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