

Microsoft

77-420 Exam

Excel 2013

Thank you for Downloading 77-420 exam PDF Demo

You can Buy Latest 77-420 Full Version Download

https://www.certkillers.net/Exam/77-420

https://www.certkillers.net

Version: 7.0

Question: 1

Insert a row. Directly below current row 1.

Answer:

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.

Insert	
🔘 Shift cel	ls r <u>ig</u> ht
Shift cel	ls <u>d</u> own
Entire ro	w
C Entire co	olumn
OK	Cancel

Question: 2

Apply a cell style Cell range A2:S2 Style 40% - Accent3

Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.

P			20% - Accent4			1 N
Conditional Format as Formatting - Table -	40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	Y
Formatting + Table +		St	yles			

Question: 3

Modify the cell format to date. Cell range C2:S2

https://www.certkillers.net

Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet). Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, choose Format Cells.

orm		AZY Sort & Filter
Cel	ll Size	1000000
‡⊑	Row <u>H</u> eight <u>A</u> utoFit Row Height	
€ →	Column <u>W</u> idth AutoF <u>i</u> t Column Width <u>D</u> efault Width	h
Vis	ibility	
-	Hide & <u>U</u> nhide	+
Or	ganize Sheets	
	<u>R</u> ename Sheet	
	Move or Copy Sheet	8
1	<u>T</u> ab Color	*
Pro	otection	
UR I	Protect Sheet	
6	Lock Cell	
162	Format C <u>e</u> lls	

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.

Number	Alignment	Font	Border	Fill	Protection					
Category:										
General A Number Currency		Sample Del								
Account	ing	Type:	Type:							
Pate Time Percentage Fraction Scientific		*Wedn 3/14 3/14/12 03/14/1	*3/14/2012 *Wednesday, March 14, 2012							
Text Special										
Custom		Locale (location)								
		English (United States)								
an asteris	k (*) respond t	o change	s in regiona	I date and	ate values. Date formats t I time settings that are sp affected by operating syst	ecified for the				

Question: 4

Add a header and the date for each of the columns (assignments) in the range. Cell B2. Text "Date". Cell Range C2: S2 Text: "22-Aug, 29-Aug,...12-Dec"

Answer:

Step 1: Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 3: Click cell C2, then shift-click cell D2.

	Α	В	С	D	E	
1						
2		Date	22-Aug	29-Au		
3					1 50	
4						

Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).

https://www.certkillers.net

	J	K	L	M	N	0	Р	Q	R	S	1
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dep	

certhillers net

Thank You for trying 77-420 PDF Demo

To Buy Latest 77-420 Full Version Download visit link below

https://www.certkillers.net/Exam/77-420

Start Your 77-420 Preparation

[Limited Time Offer] Use Coupon "CKNET" for Further discount on your purchase. Test your 77-420 preparation with actual exam questions.