



# Microsoft

77-420 Exam

Excel 2013

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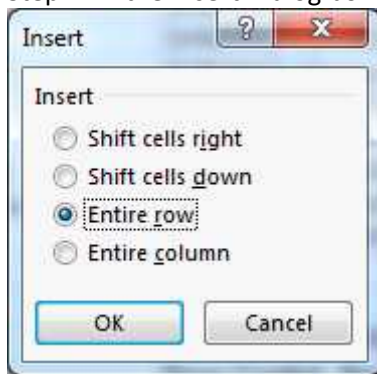
## Version: 7.0

### 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.

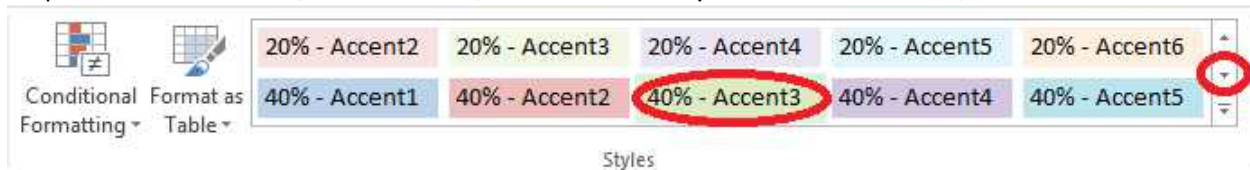


### Question: 2

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.



### Question: 3

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

Type: 14-Mar

Locale (location): English (United States)

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**Answer:**

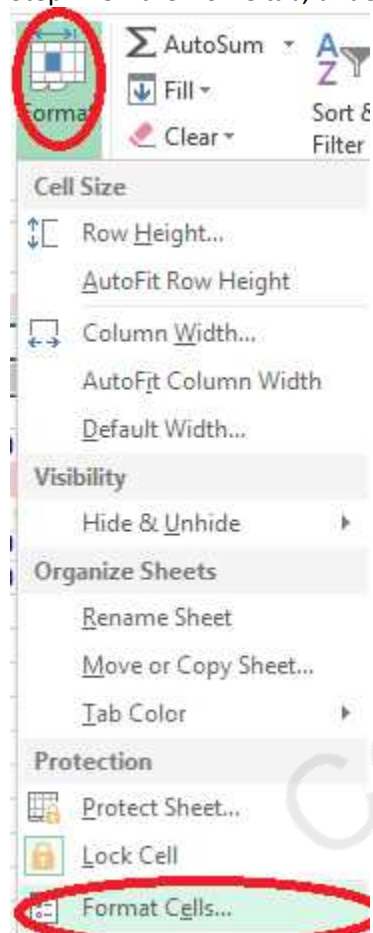
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Step 1: Open the correct worksheet (Section 3 Worksheet).

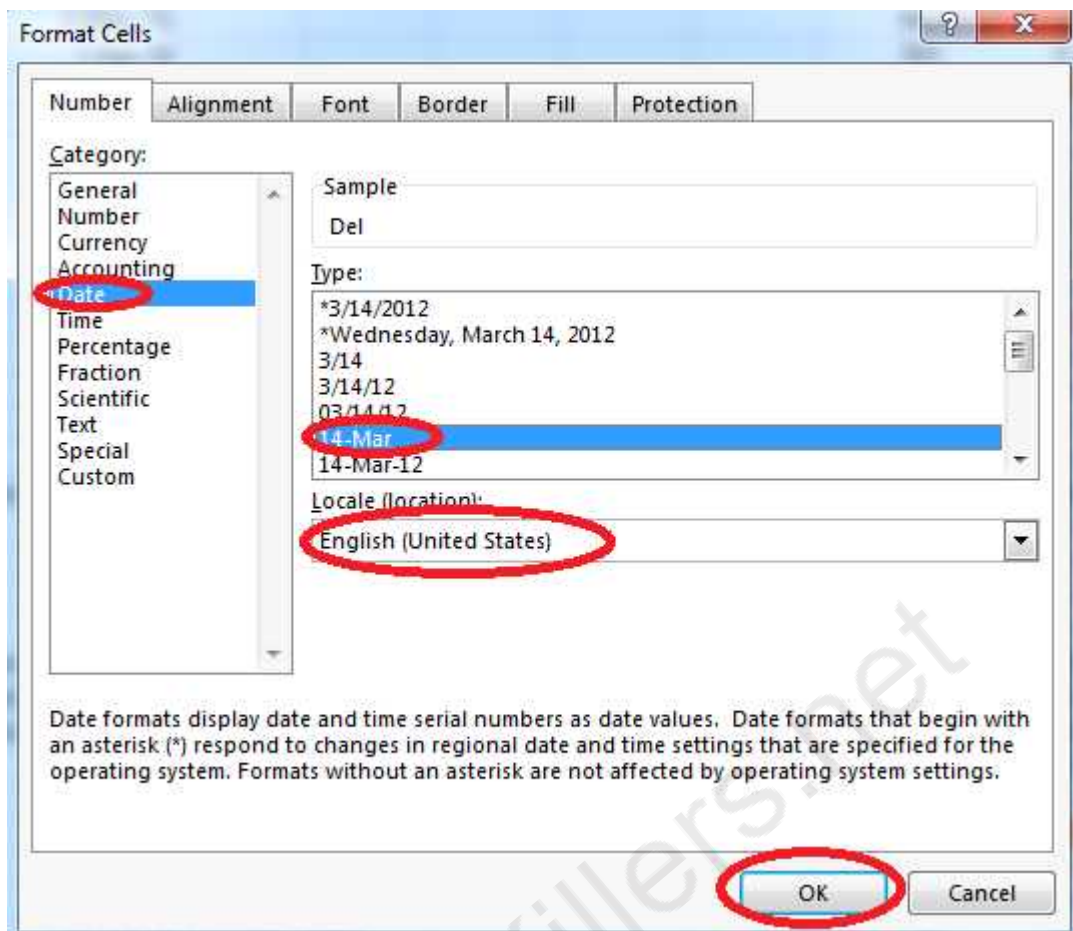
Step 2: Click in cell A2.

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

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



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



**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.

	A	B	C	D	E
1					
2		Date	22-Aug	29-Aug	
3					
4					

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

I	J	K	L	M	N	O	P	Q	R	S	T
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	

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