

100% Money Back
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Vendor:Microsoft

Exam Code:77-420

Exam Name:Excel 2013

Version:Demo

QUESTION 1

Create a new named range.

Cell range C7:C29.

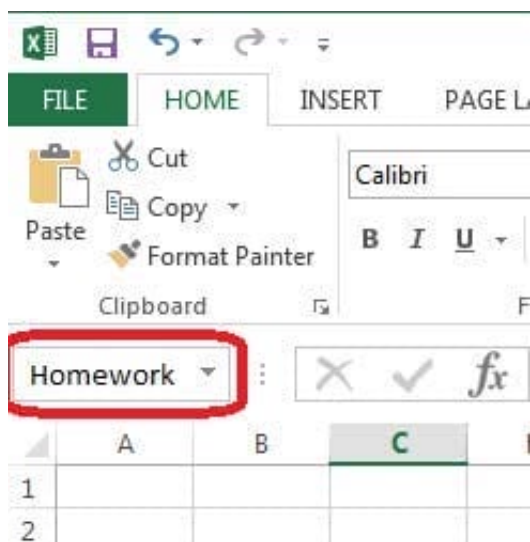
Name: "Homework"

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

Step 1: Click cell C7, and then Shift-click cell C29

Step 2: Click the Name box at the left end of the formula bar.

Step 3: Type: Homework. Press ENTER.



QUESTION 2

Change the color theme. MathTracker.xlsx Slipstream

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

Step 1: Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.



QUESTION 3

Formula.

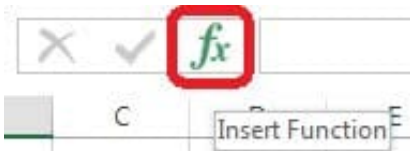
Find the minimum homework score for each student.

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:

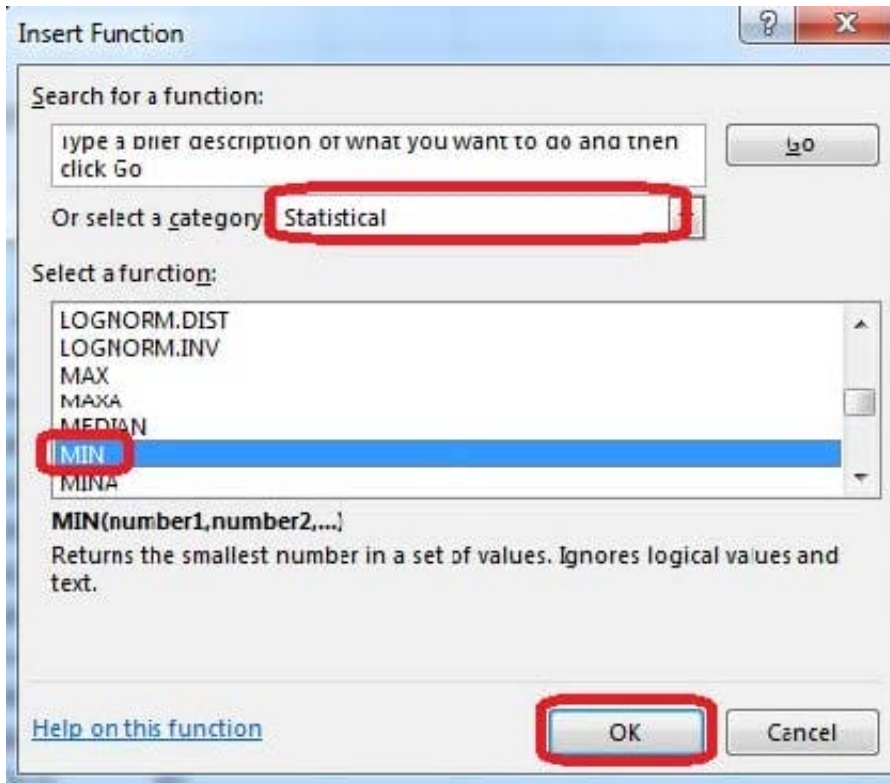
Step 1: Click cell D7, and then click the Insert Function Button.



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.

Function Arguments dialog box for the MIN function. The formula bar shows `=MIN('Section 3'!C2:N2)`. The dialog box shows the following arguments:

- Number1:** 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}
- Number2:** = number

The result of the formula is 2. The dialog box also includes a description: "Returns the smallest number in a set of values. Ignores logical values and text." and a link to "Help on this function". The OK button is highlighted with a red box.

B	C	D	E	F	G	H	I	J	K	L	M	N
1027	2	4	6	8	10	12	14	16	18	20	22	24
10255	1	2	3	4	5	6	7	8	9	10	11	12
10431	5	10	15	20	25	30	35	40	45	50	55	60
18	20	22	24									
9	10	11	12									
45	50	55	60									
81	90	99	108									
17	130	143	156									
53	170	187	204									
89	210	231	252									
25	250	275	300									
61	290	319	348									
97	330	363	396									
33	370	407	444									
69	410	451	492									
05	450	495	540									
41	490	539	588									
77	530	583	636									
13	570	627	684									
49	610	671	732									

Step 5: Copy cell D7 downwards until cell D29.

Spreadsheet showing the result of copying the formula. The formula bar shows `=MIN('Section 3'!C2:N2)`. The spreadsheet shows the following data:

A	B	C	D	E	F
1					
2					
3					
4					
5					
6		Average	Minimum	Maximum	
7		13	2		
8		6.5			
9		32.5			

The value 2 in cell D7 is highlighted with a red box.

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 4

Formula. Find the average of each student's homework scores.

Cell range C7:C29

Use Function AVERAGE

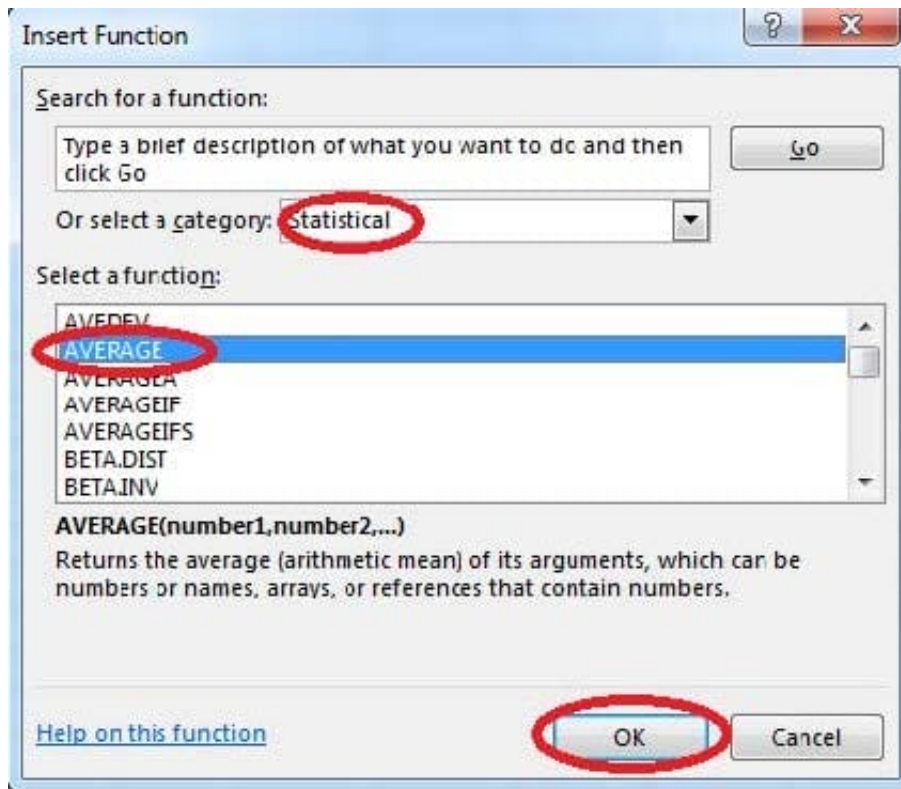
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

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

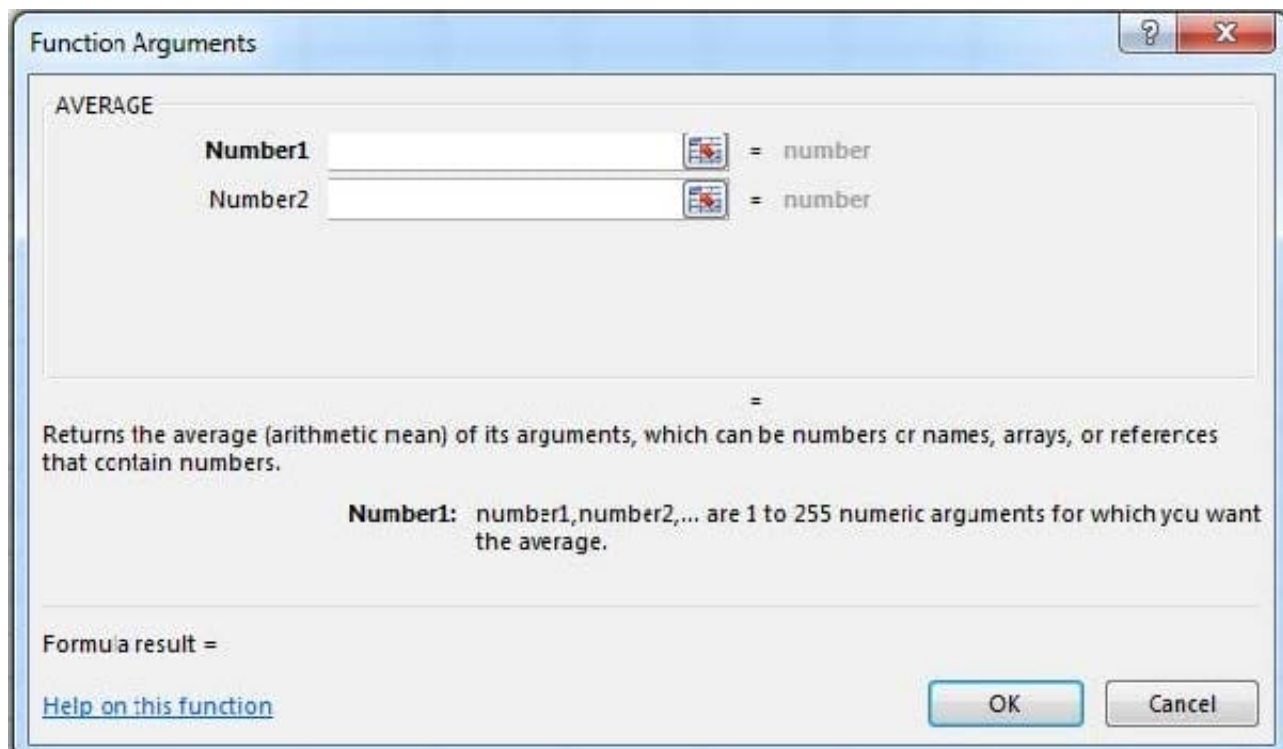
Step 1: Click cell C7, and then click the Insert Function Button.

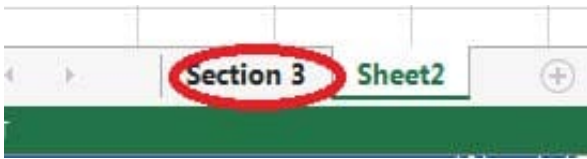


Step 2: In the Insert Function dialog box select Category Statistical, select function AVERAGE, and click OK.



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.

	B	C	D	E	F	G	H	I	J	K	L	M	N
10274		2	4	6	8	10	12	14	16	18	20	22	24
10255		1	2	3	4	5	6	7	8	9	10	11	12
10431		5	10	15	20	25	30	35	40	45	50	55	60

Function Arguments

AVERAGE

Number1: 'Section 3'!C2:N2 = {2,4,6,8,10,12,14,16,18,20,22,24}

Number2: = number

= 13

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

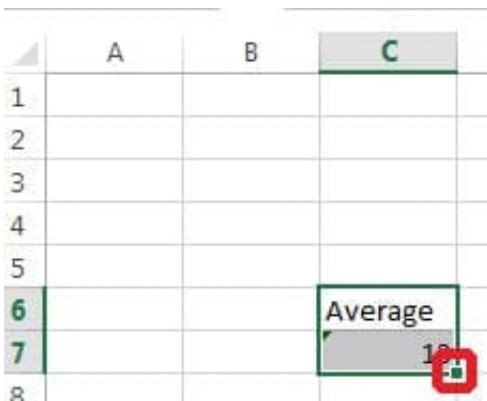
Number1: number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 13

[Help on this function](#)

OK Cancel

Step 5: Copy cell C7 downwards until cell C29.



Result will be like:

	Average
	13
	6.5
	32.5
	13
	6.5
	32.5
	58.5
	84.5
	110.5
	136.5
	162.5
	188.5
	214.5
	240.5
	266.5
	292.5
	318.5
	344.5
	370.5
	396.5
	422.5
	448.5
	474.5

QUESTION 5

Insert a row.

Directly below current row 1.

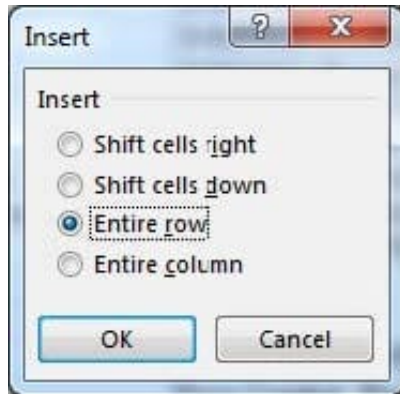
Correct Answer: Use the following steps to complete this task in explanation:

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 6

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

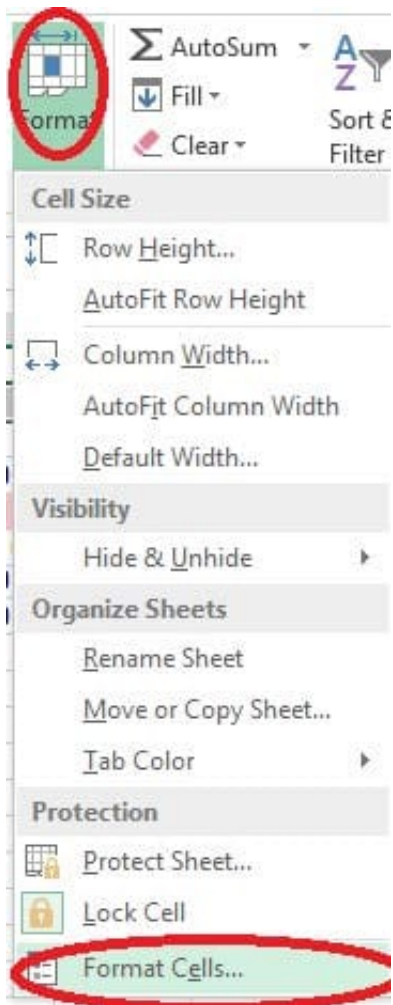
Correct Answer: Use the following steps to complete this task in explanation:

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

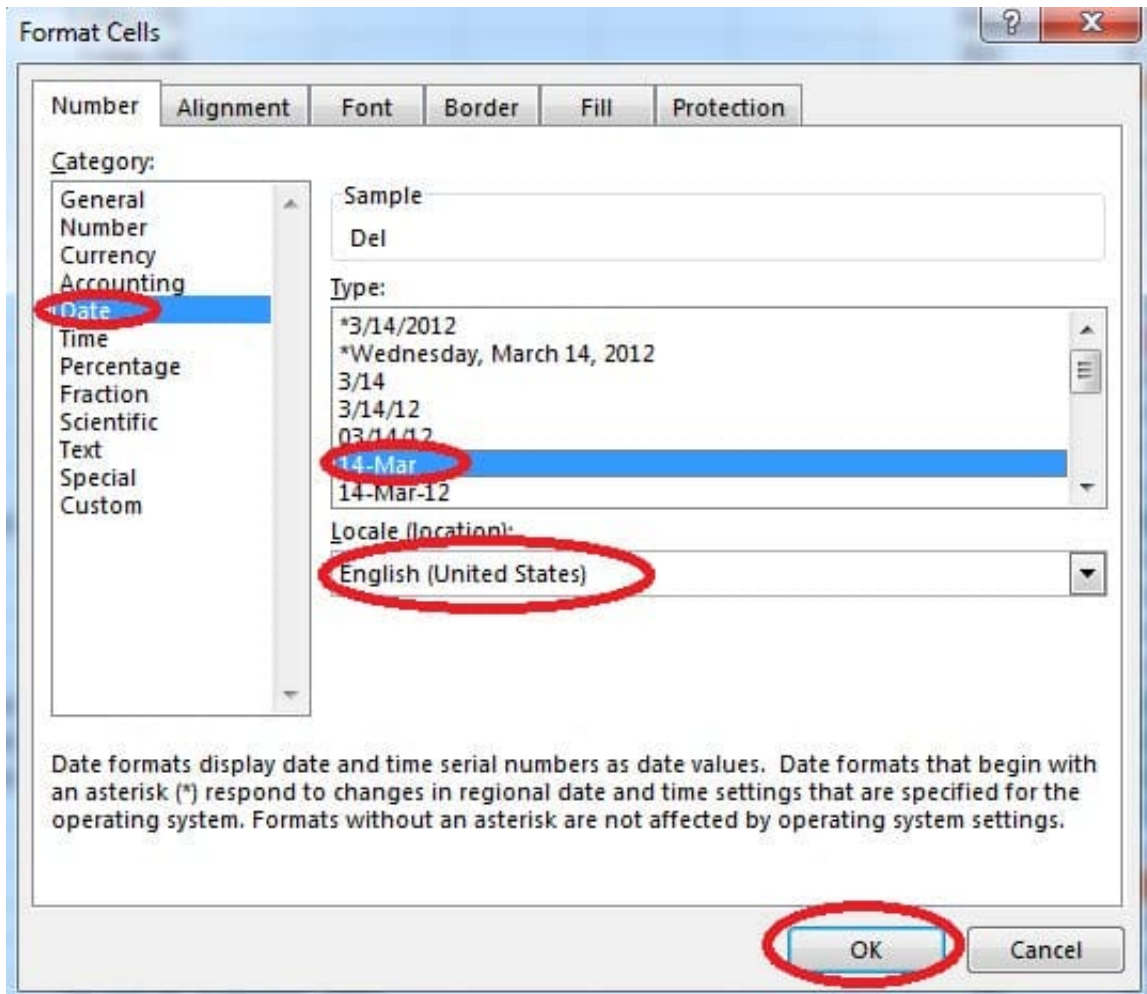
Step 2: Click in cell A2.

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 7

Crop the picture.

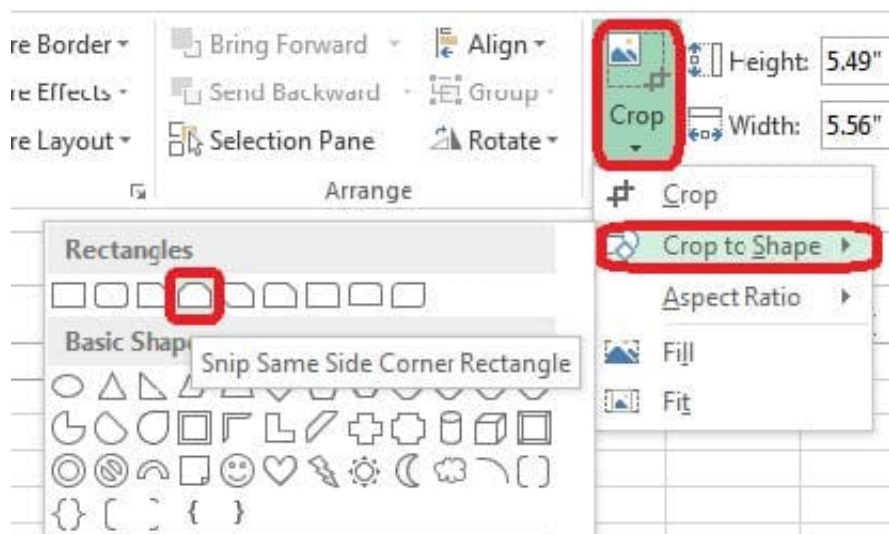
Books.jpg

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.



QUESTION 8

Formula.

Count the number of 0 homework scores for each student.

Cell range F7:F29

Use function COUNTIF

Range: all possible homework scores for each student on "Section 3" worksheet.

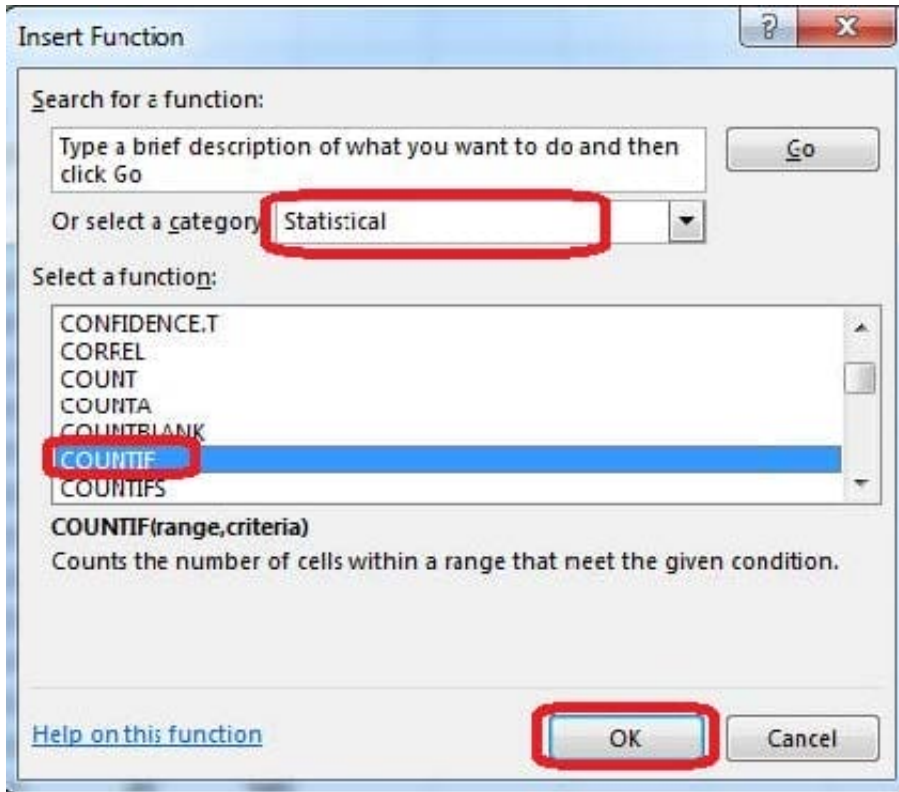
Criteria: 0

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

Step 1: Click cell F7, and then click the Insert Function Button.

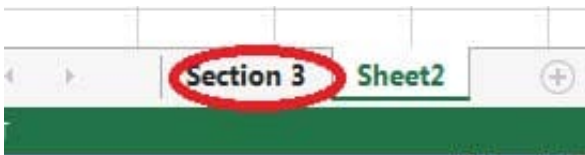


Step 2: In the Insert Function dialog box select Category Statistical, select function COUNTIF, and click OK.



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. Press Enter.

Formula bar: $\text{=COUNTIF('Section 3'!C2:N2+'Section 3'!C2:N2)}$

	B	C	D	E	F	G	H	I	J	K	L	M	N
10274		2	4	6	0	10	12	14	16	0	20	22	24
10255		1	2	3	4	5	6	7	8	9	10	11	12
10431		5	10	15	20	25	30	35	40	0	50	55	60
										18	20	22	24
										9	10	11	12
										45	50	55	60
										81	90	99	108
										117	130	0	156
										153	170	187	204
										189	210	231	252
										225	250	275	300
										261	290	319	348
										297	330	363	396
										333	370	407	444
										369	410	451	492
										405	450	495	540
										441	490	539	588

Function Arguments

COUNTIF

Range: '3'!C2:N2+'Section 3'!C2:N2 = {4,8,12,0,20,24,28,32,0,40,44,48}

Criteria: = any

Counts the number of cells within a range that meet the given condition.

Range is the range of cells from which you want to count nonblank cells.

Formula result =

[Help on this function](#) [OK] [Cancel]

Step 5: In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button. Step 6: Copy cell F7 downwards until cell F29.

Function Arguments

COUNTIF

Range: 'Section 3'!C2:N2 = {2,4,6,0,10,12,14,16,0,20,22,24}

Criteria: 0 = 0

= 2

Counts the number of cells within a range that meet the given condition.

Criteria is the condition in the form of a number, expression, or text that defines which cells will be counted.

Formula result = 2

[Help on this function](#) [OK] [Cancel]

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	0 Scores
7			10.83333	0	24	2
8			6.5	1	12	
9			28.75	0	60	

Result will be like:

Average	Minimum	Maximum	0 Scores
10.83333	0	24	2
6.5	1	12	0
28.75	0	60	1
13	2	24	0
5.916667	0	12	1
32.5	5	60	0
58.5	9	108	0
58.5	0	156	3
110.5	17	204	0
136.5	21	252	0
162.5	25	300	0
188.5	29	348	0
214.5	33	396	0
240.5	37	444	0
266.5	41	492	0
292.5	45	540	0
318.5	49	588	0
344.5	53	636	0
370.5	57	684	0
396.5	61	732	0
422.5	65	780	0
448.5	69	828	0
474.5	73	876	0

QUESTION 9

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,

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

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 4: Click cell C2, then shift-click cell D2.

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

Step 5: Copy until cell S2 (by dragging from cell D2 to cell S2).

	I	J	K	L	M	N	O	P	Q	R	S	T
1												
2	3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	
3												
4												

QUESTION 10

Apply a style to the chart.

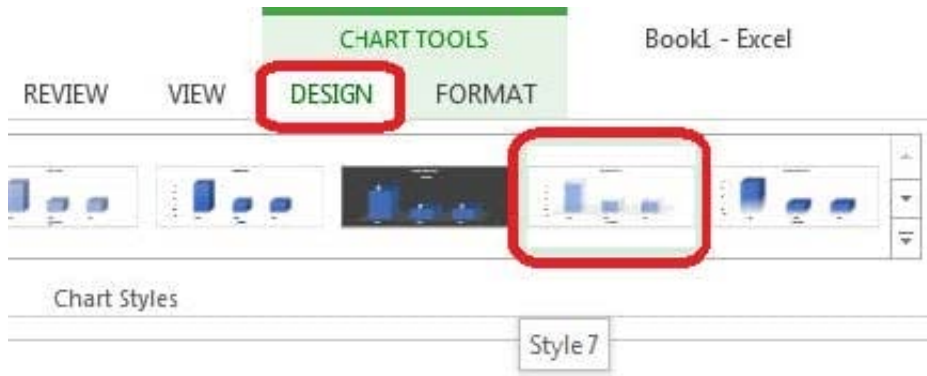
Chart.

Chart Styles Style 7

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

Step 1: Click on the chart.

Step 2: On the Design tab, in the Chart Styles group, click the Style 7 chart style.



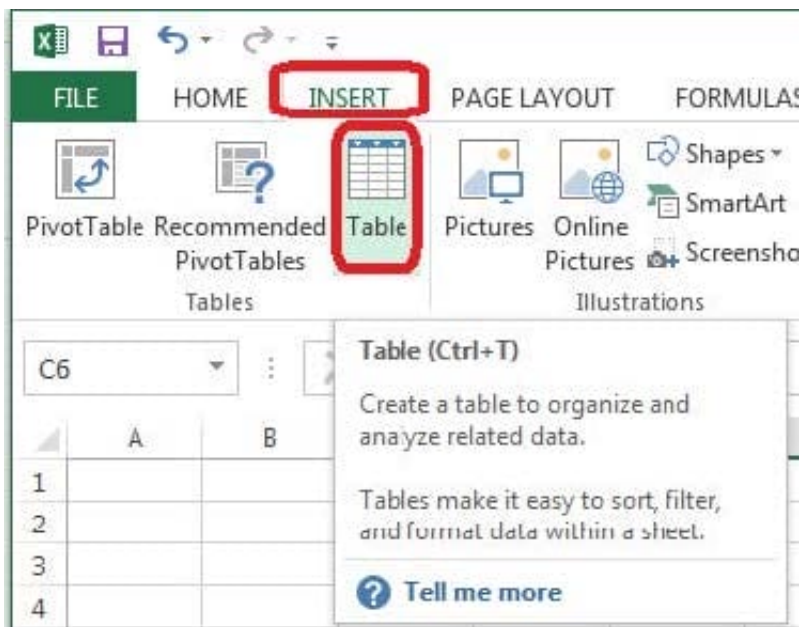
QUESTION 11

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.

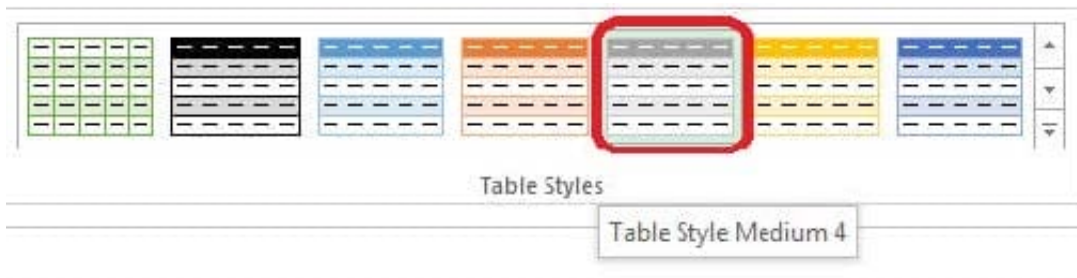
Step 2: Click the Insert tab, and click the Table button.



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 12

Modify the document property.

MathTracker.xlsx

Subject "Homework"

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

Step 1: Click the File menu.



Step 2: Select Info (if necessary) and click Show All Properties,

Book1 - Excel

Info

Book1

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path
- Hidden rows
- Active Filters
- Content that people with disabilities are unable to read

Versions

- Today, 9:20 PM (autosave)
- Today, 9:08 PM (autosave)
- Today, 8:50 PM (autosave)
- Today, 8:38 PM (autosave)
- Today, 6:44 PM (autosave)

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties

Size 11.4KB
Title Add a title
Tags Add a tag
Categories Add a category

Related Dates

Last Modified Today, 9:20 PM
Created Yesterday, 7:08 PM
Last Printed

Related People

Author Admin
Add an author

Last Modified By Admin

Related Documents

Open File Location

Show All Properties

Step 3: In the Subject textbox type: HomeWork and click the Return button.



Info

Book1



Protect Workbook

Control what types of changes people can make to this workbook.



Inspect Workbook

Before publishing this file, be aware that it contains:

- Document properties, author's name and absolute path
- Hidden rows
- Active Filters
- Content that people with disabilities are unable to read

Properties

Size	11.4KB
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	
Status	Add text
Categories	Add a category
Subject	HomeWork
Hyperlink Base	Add text
Company	Specify the company