

PASS4SURES.COM

A Composite Solution With Just One Click

Microsoft

77-420 PRACTICE EXAM

Excel 2013

Product Questions: 30

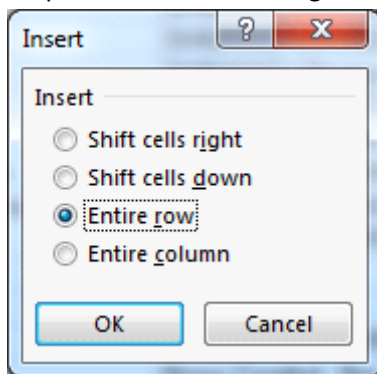
Version: 7.0

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.

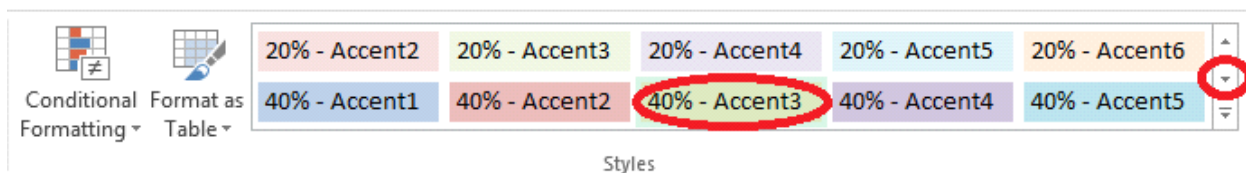


Question: 2

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)

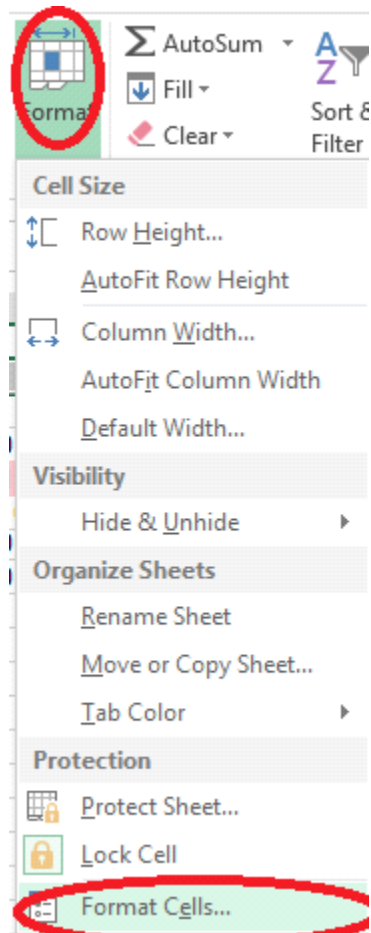
Answer:

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

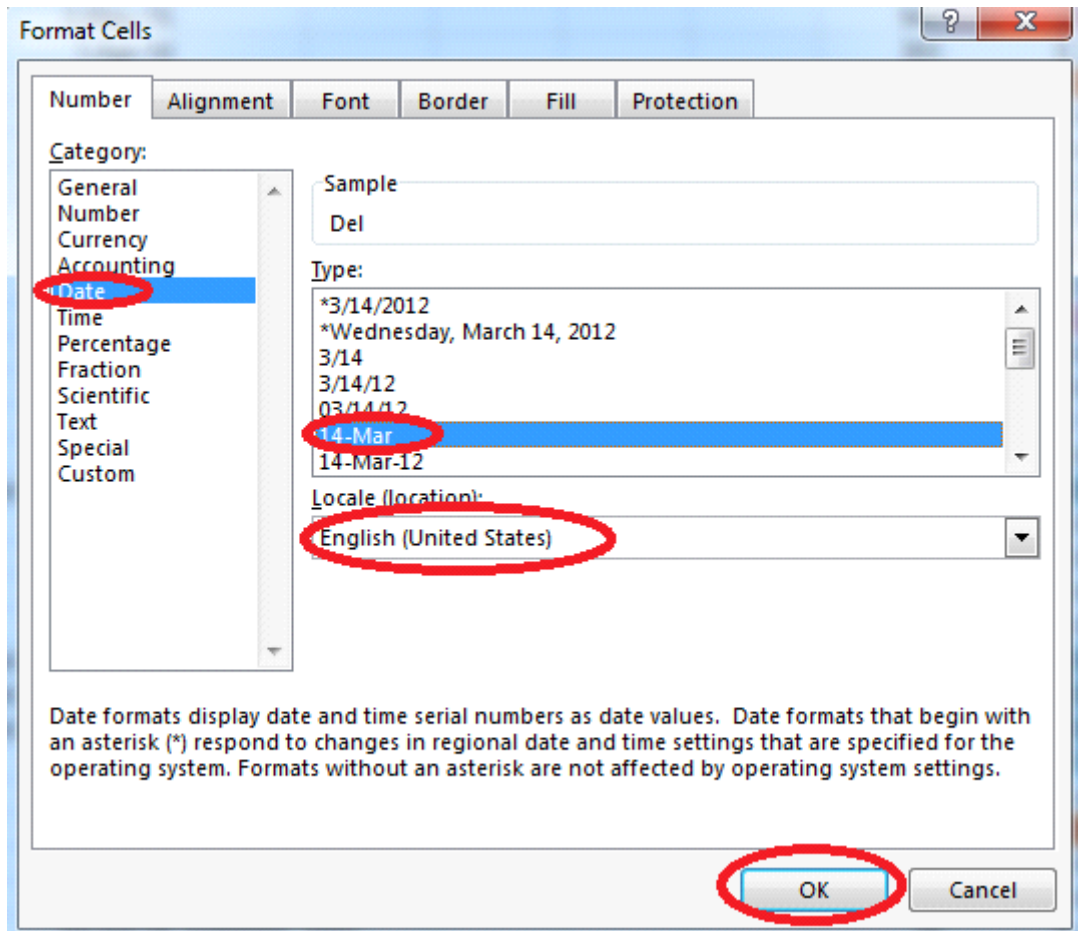
Step 2: Click in cell A2.

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

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



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
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: 5

Modify the text in the title.

Cell A1.

Text "Math 1080 - Section 3 Assignments"

Answer:

Step 1: Click cell A1

Step 2: Change the text by typing to: Math 1080 - Section 3 Assignments

Question: 6

Modify the cell alignment settings.

Cell range B3:B25

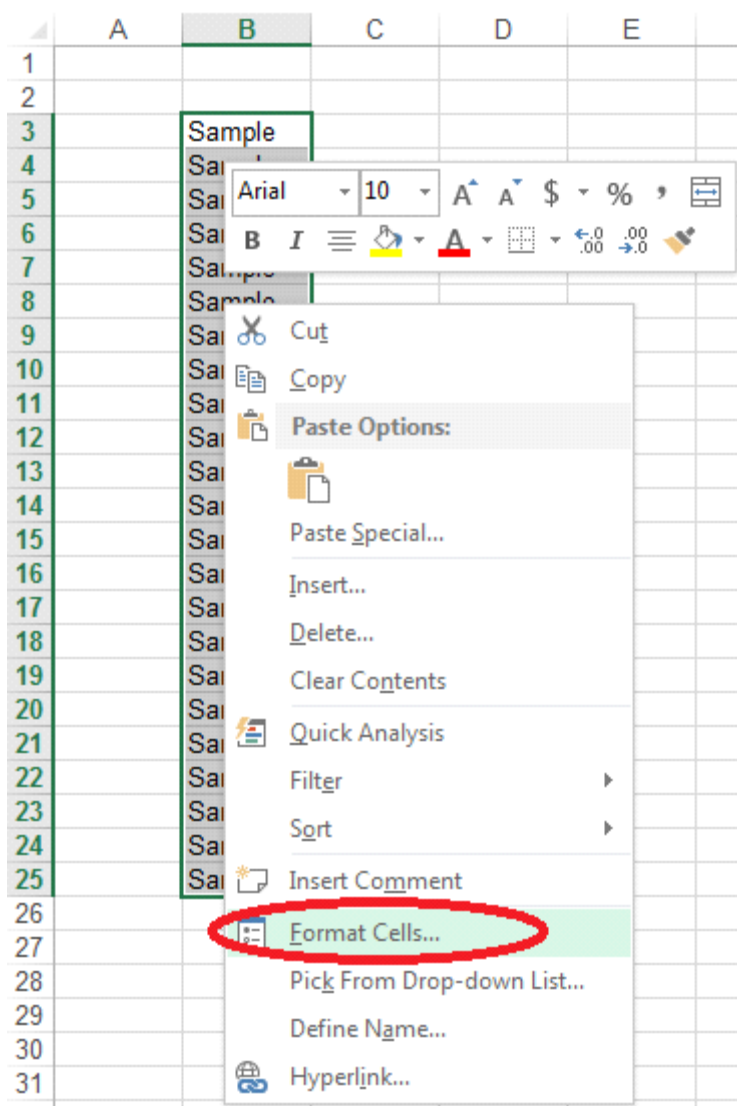
Horizontal: Right (Indent)

Answer:

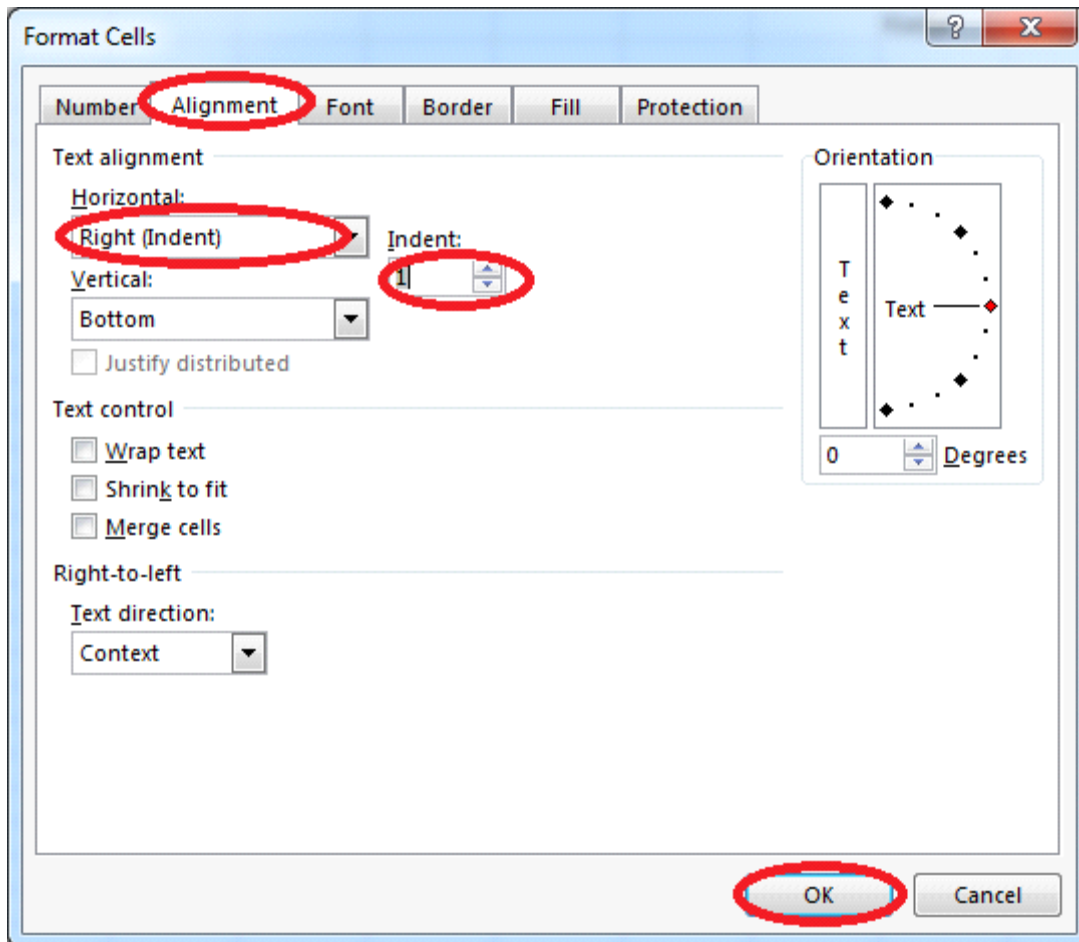
Step 1: Click cell B3.

Step 2: Shift-click cell B25

Step 3: Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.



Step 4: In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1, and then click the OK button.



Question: 7

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70"

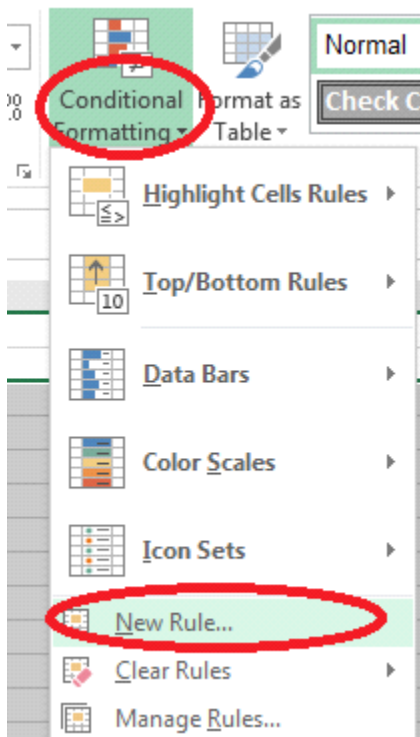
Maximum: Number, "25"

Answer:

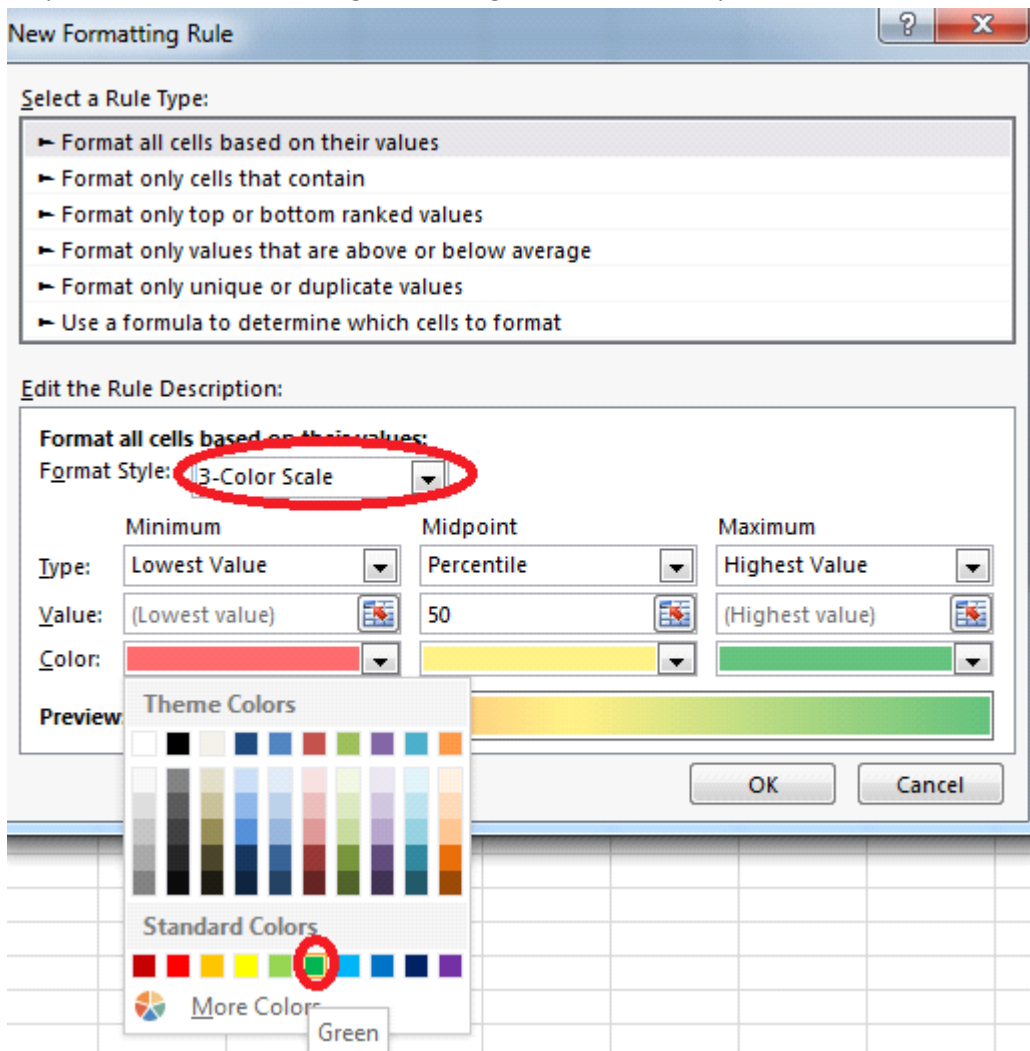
Step 1: Click cell C3

Step 2: Shift-Click cell S25.

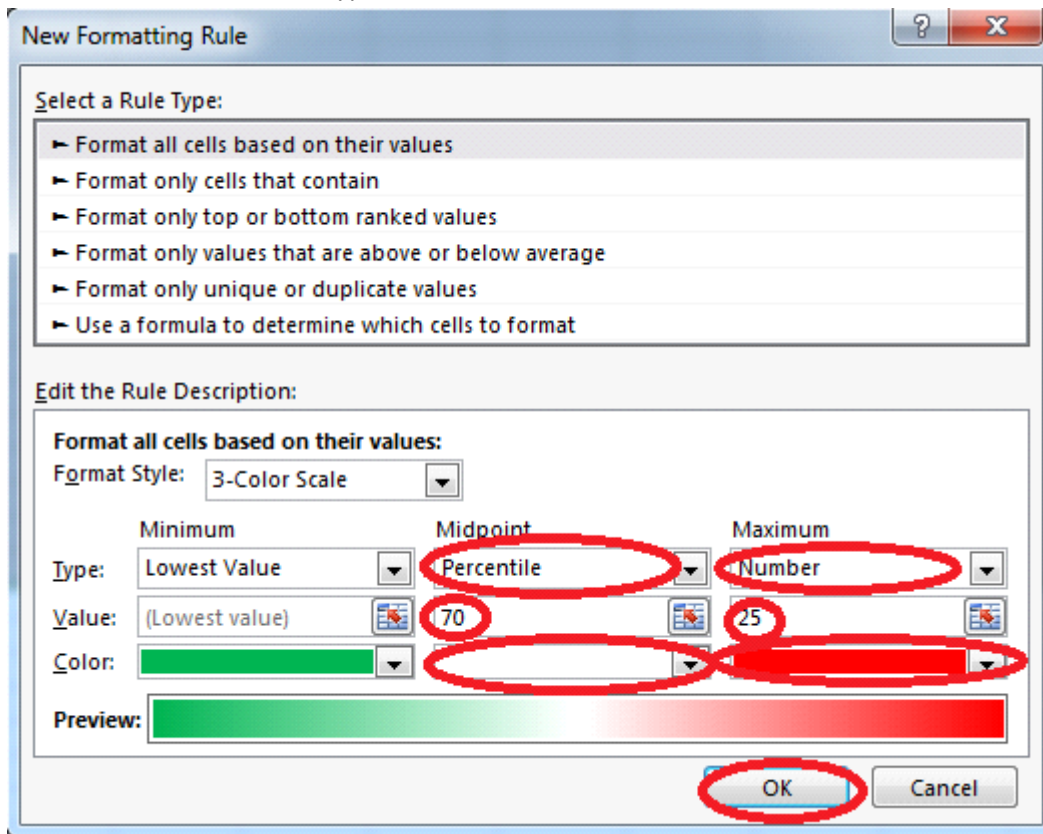
Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.



Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.



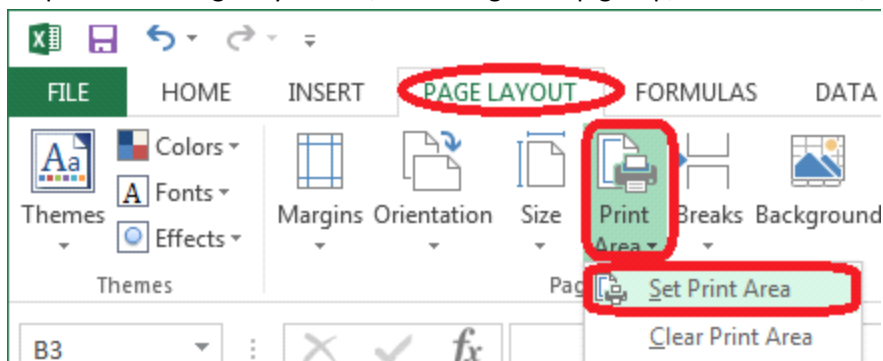
Question: 8

Configure page layout options.
Cell range B3:S25.
Set Print Area.
Enable the Gridlines Print option.

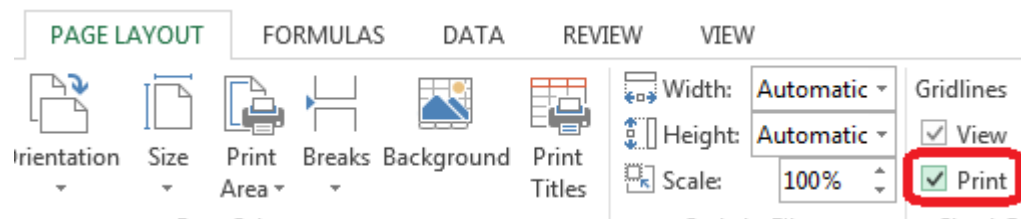
Answer:

Step 1: Click in cell B3, and then shift-click in cell S25.

Step 2: On the Page Layout tab, in the Page Setup group, click Print Area, and then click Set Print Area.



Step 3: Still in the Page Layout tab, Enable the Gridlines Print option.



Question: 9

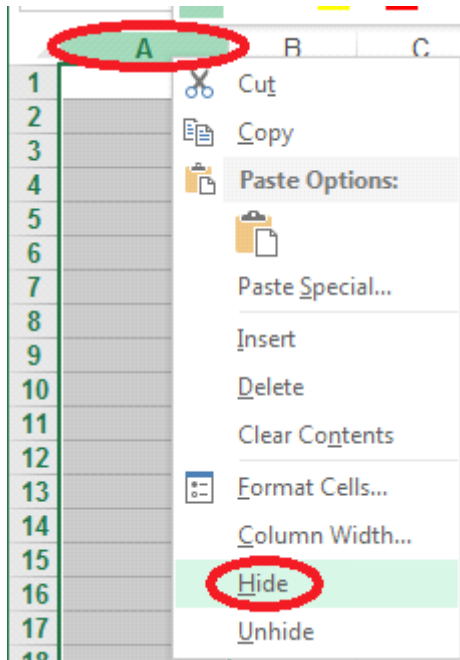
Hide columns.

Column A.

Columns O through R.

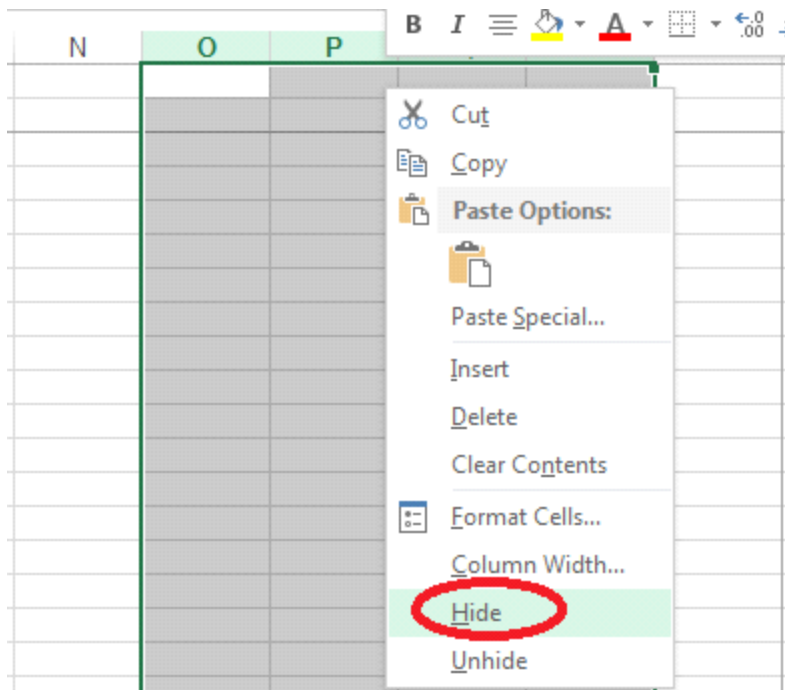
Answer:

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.

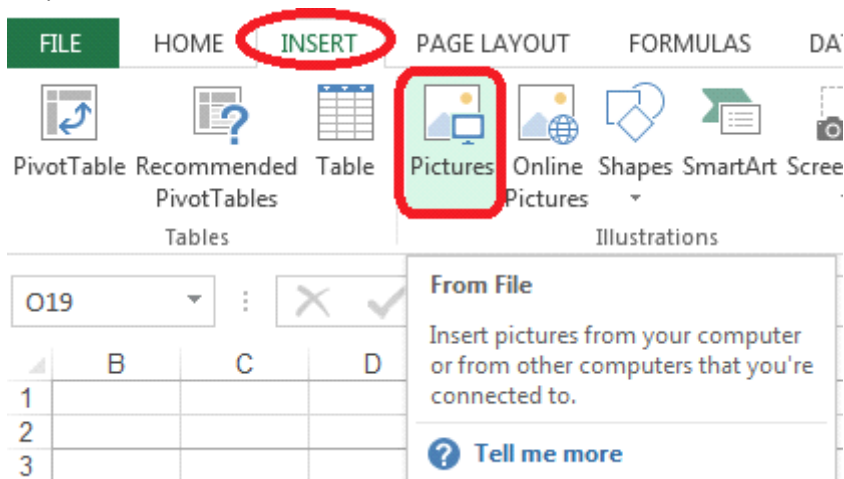


Question: 10

Insert a picture.
To the right of the data
File source Books.jpg

Answer:

Step 1: Click in a cell to the right of the data.
Step 2: Click the INSERT tab, and then the Pictures command.



Step 3: From the Insert Picture dialog box select the Books.jpg file.

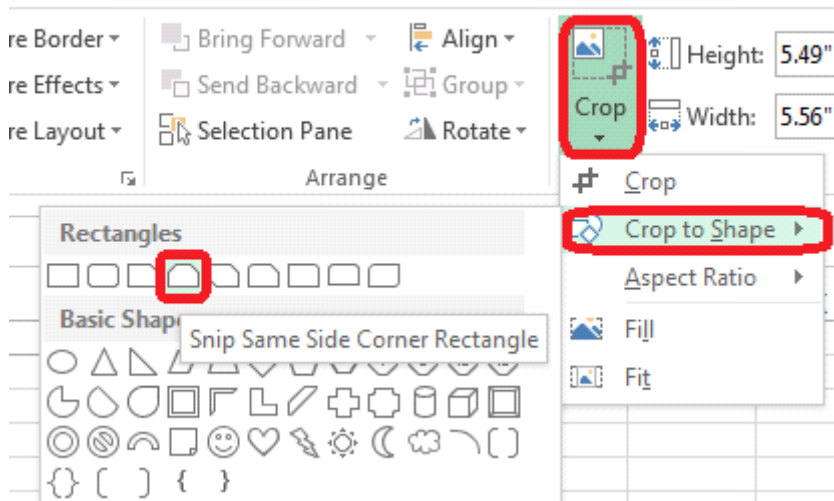
Question: 11

Crop the picture.
Books.jpg
Crop to Shape Snip Same Side Corner Rectangle.

Answer:

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: 12

Insert the instructor's name for column B.

Cell B5.

Use Function RIGHT

Text: B2

Absolute reference

Num_chars: "16"

Answer:

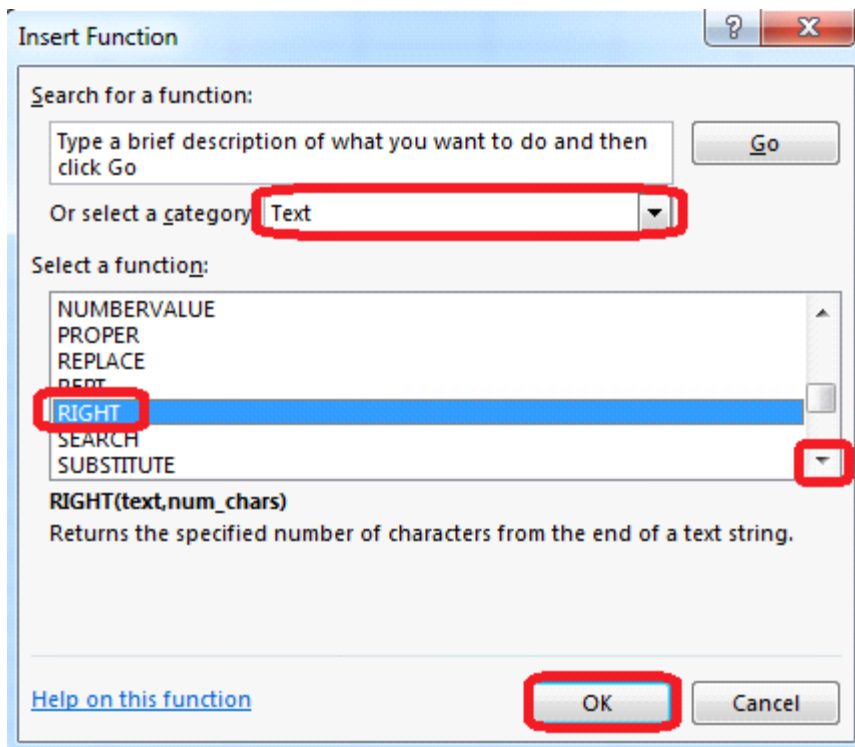
Step 1: Open the correct worksheet (Summary Worksheet).

Step 2: Click in cell B5.

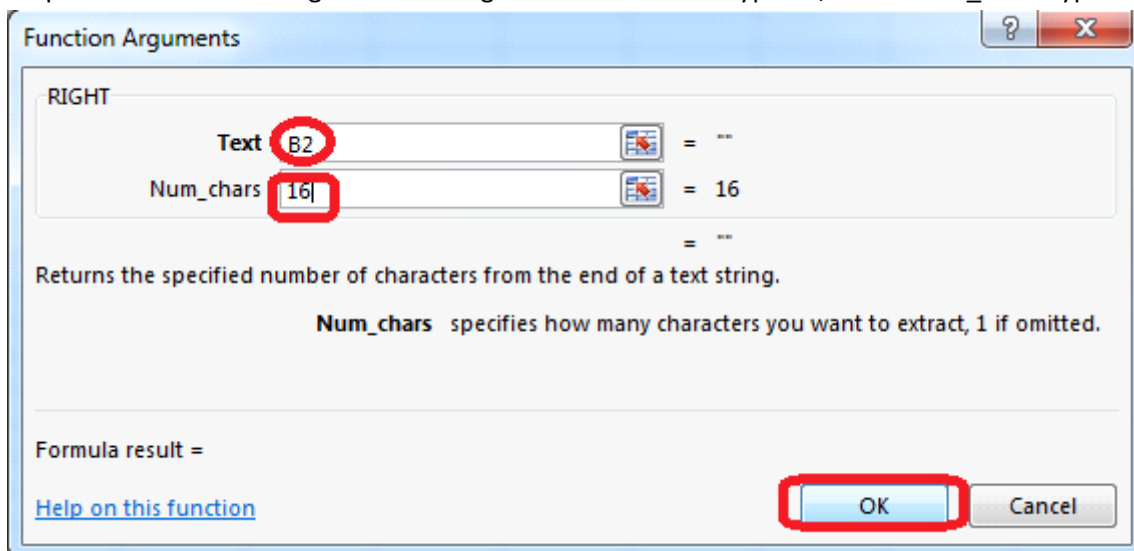
Step 3: Click on the insert function button.



Step 4: In the Insert Function Dialog box select the Category Text, scroll down and click on the function RIGHT, and click OK.



Step 5: In the Function Arguments Dialog box in the Text box type B2, in the Num_chars type 16, and click OK.



Question: 13

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

Cell range C7:C29

Use Function AVERAGE

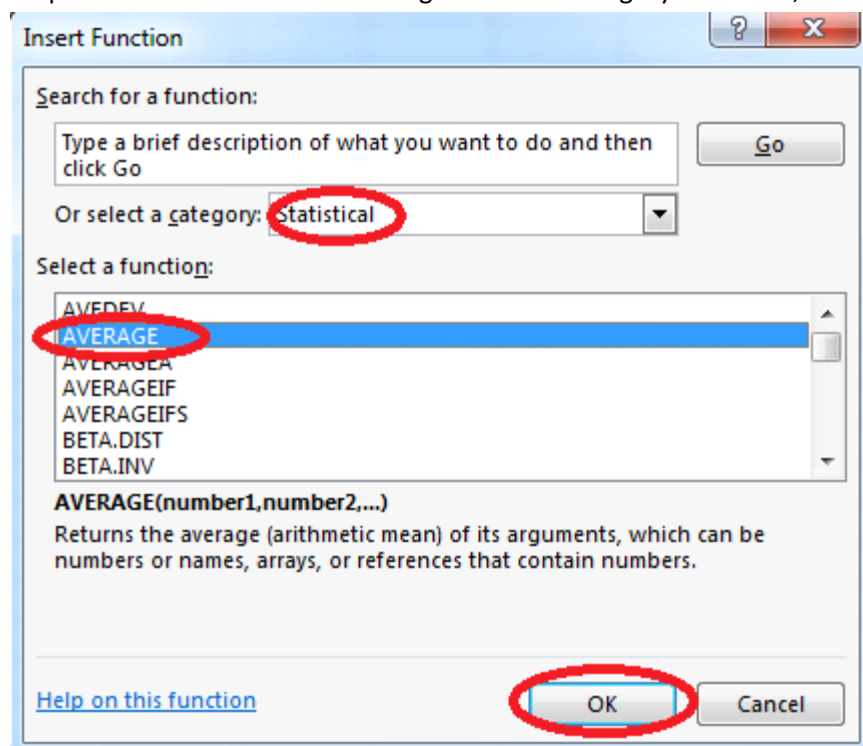
Number 1: all homework for each student on "Section 3" worksheet "22-Aug 12-Dec"

Answer:

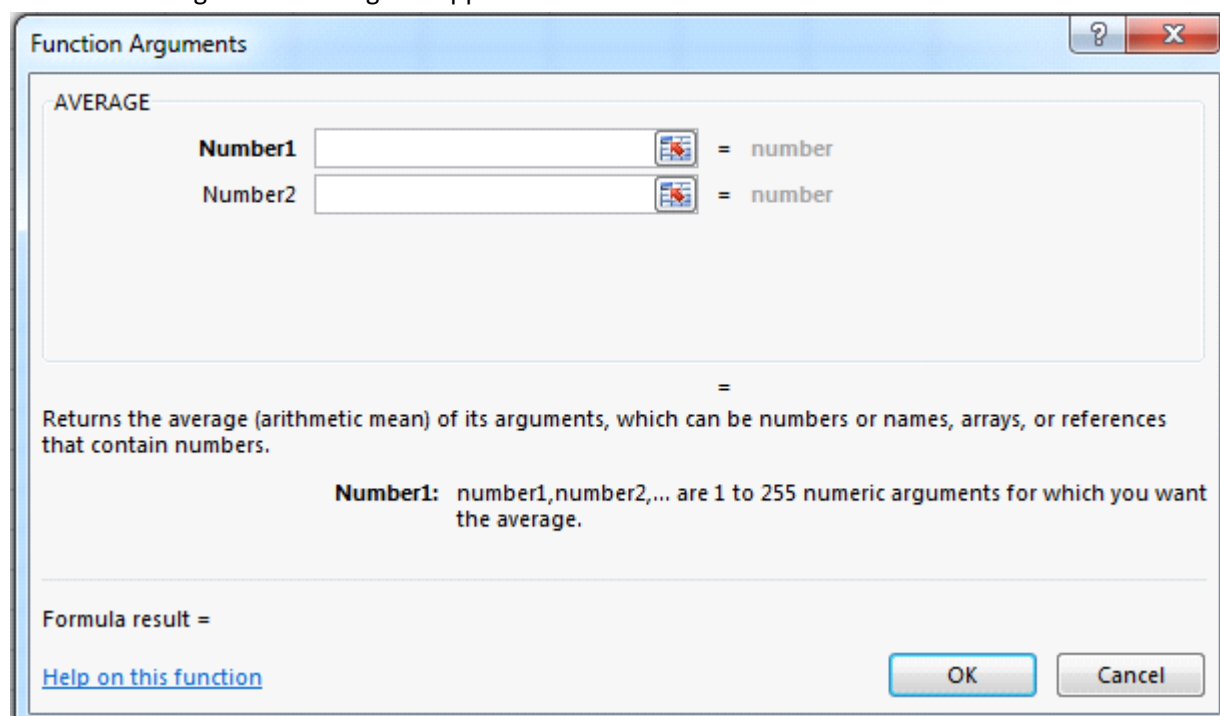
Step 1: Click cell C7, and the click the Insert Function Button.



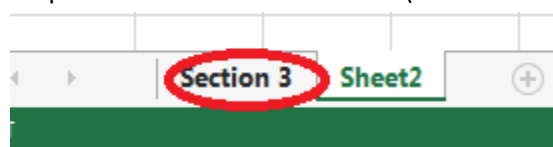
Step 2: In the Insert Function dialog box select Category Statistical, select function AVERAGE, and click OK.



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.

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.

	A	B	C
1			
2			
3			
4			
5			
6			Average
7			13

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: 14

Create a new named range.

Cell range C7:C29.

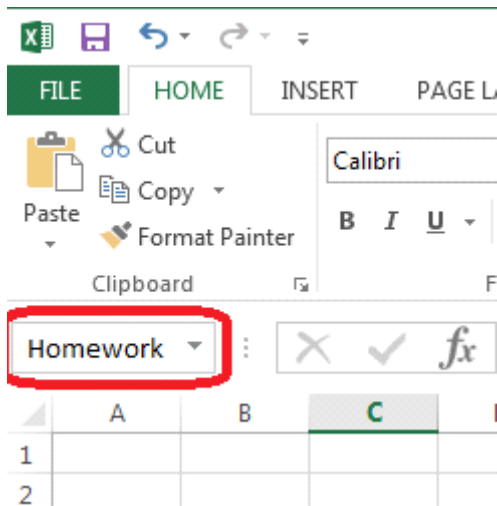
Name: "Homework"

Answer:

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: 15

Formula.

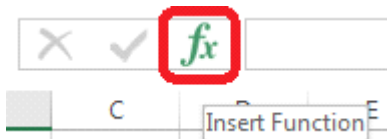
Find the minimum homework score for each student.

Cell range D7:D29

Number 1: minimum homework score for each student on "Section 3" worksheet.

Answer:

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



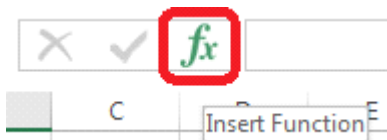
Step 2: In the Insert Function dialog box select Category Statistical, select function MAX, and click OK.

Formula.

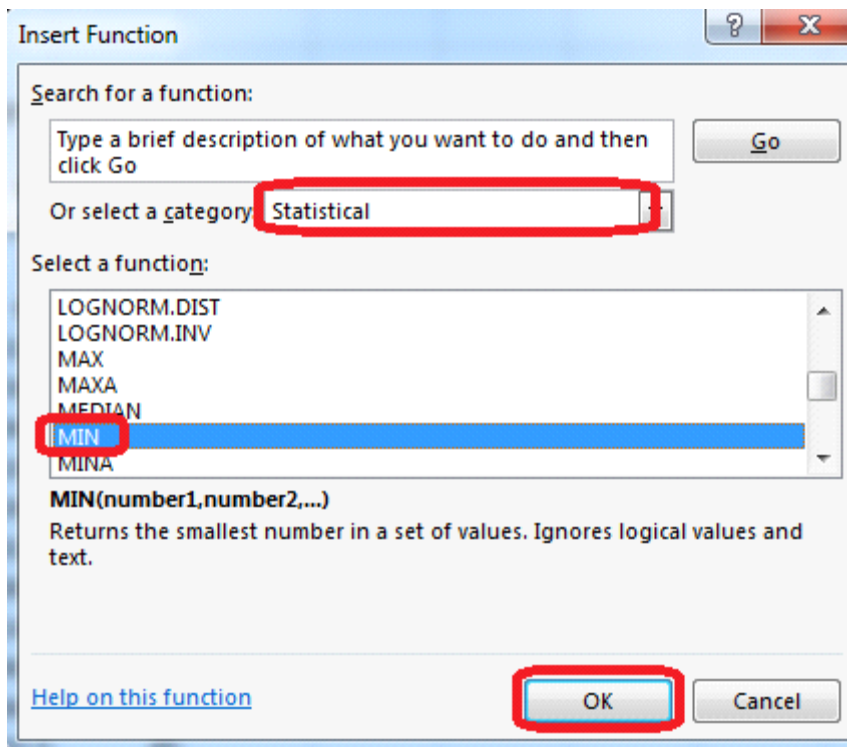
Find the minimum homework score for each student.

Answer:

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

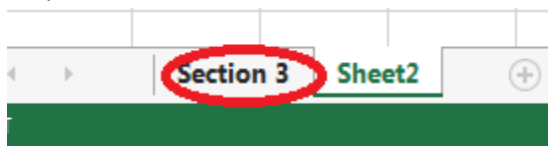


Step 2: In the Insert Function dialog box select Category Statistical, select function MIN, and click OK.

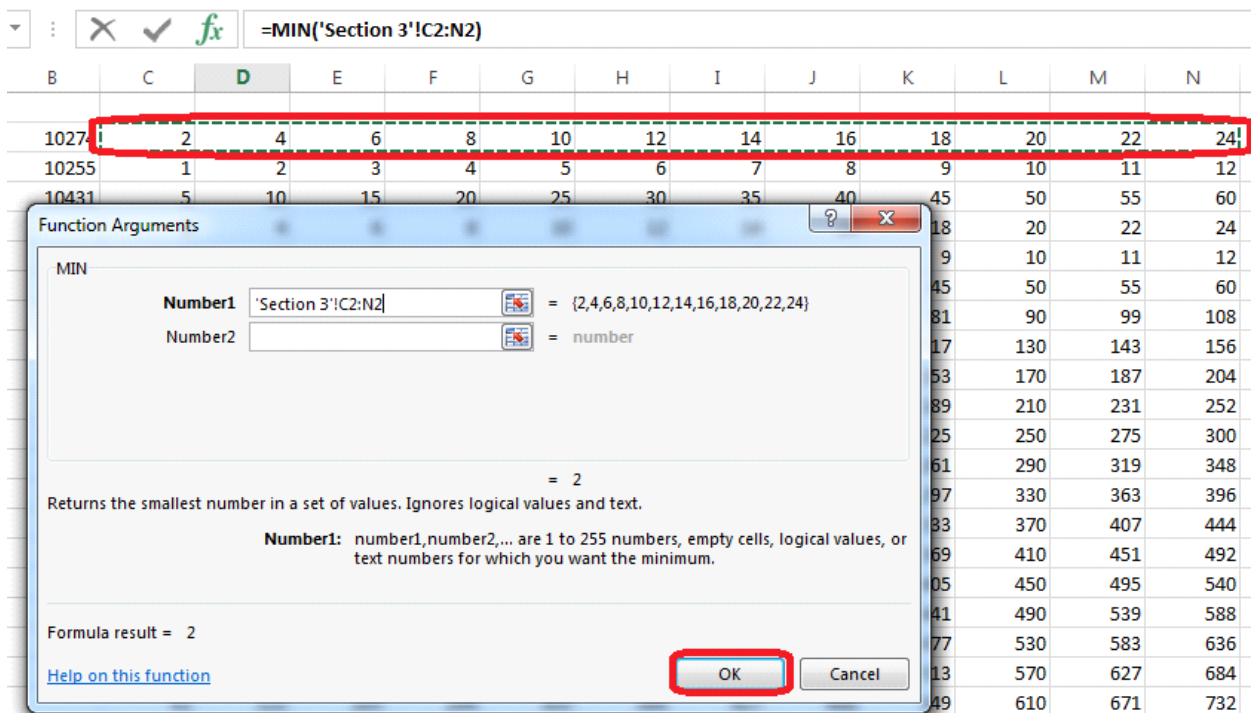


The function Arguments Dialog box appears:

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.



Step 5: Copy cell D7 downwards until cell D29.

D7					
	A	B	C	D	E
1					
2					
3					
4					
5					
6			Average	Minimum	Maximum
7			13	2	
8			6.5		
9			32.5		

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: 16

Formula.

Find the maximum homework score for each student.

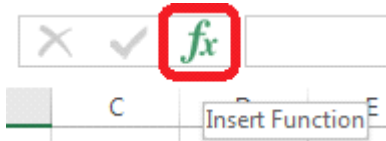
Cell range E7:E29

Use Function MAX

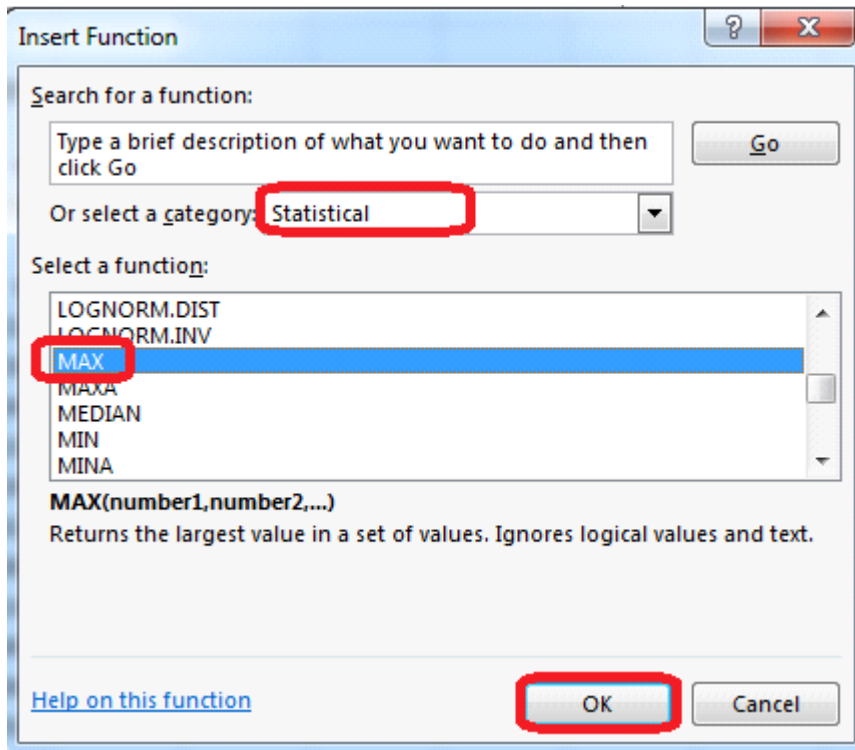
Number 1: maximum homework score for each student on "Section 3" worksheet.

Answer:

Step 1: Click cell E7, and then click the Insert Function Button.



Step 2: In the Insert Function dialog box select Category Statistical, select function MAX, 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.

The screenshot shows an Excel spreadsheet with a range of numbers in row 2, columns C to N. The numbers are: 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24. A red dashed box highlights this range. Below the spreadsheet, the 'Function Arguments' dialog for the MAX function is open. It shows 'Number1' as 'Section 3'!C2:N2' and 'Number2' as empty. The formula result is 24. The 'OK' button is highlighted with a red box.

Step 5: Copy cell E7 downwards until cell E29.

The screenshot shows the Excel formula bar with the formula `=MAX('Section 3'!C2:N2)` entered in cell E7. Below the formula bar, a table is shown with columns A, B, C, D, E, and F. The table contains data for rows 1 through 9. The 'Maximum' column (E) contains the value 24, which is highlighted with a red box.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6			Average	Minimum	Maximum	
7			13	2	24	
8			6.5	1		
9			32.5	5		

Result will be like:

Average	Minimum	Maximum
13	2	24
6.5	1	12
32.5	5	60
13	2	24
6.5	1	12
32.5	5	60
58.5	9	108
84.5	13	156
110.5	17	204
136.5	21	252
162.5	25	300
188.5	29	348
214.5	33	396
240.5	37	444
266.5	41	492
292.5	45	540
318.5	49	588
344.5	53	636
370.5	57	684
396.5	61	732
422.5	65	780
448.5	69	828
474.5	73	876

Question: 17

Formula.

Count the number of 0 homework scores for each student.

Cell range F7:F29

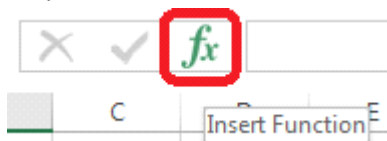
Use function COUNTIF

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

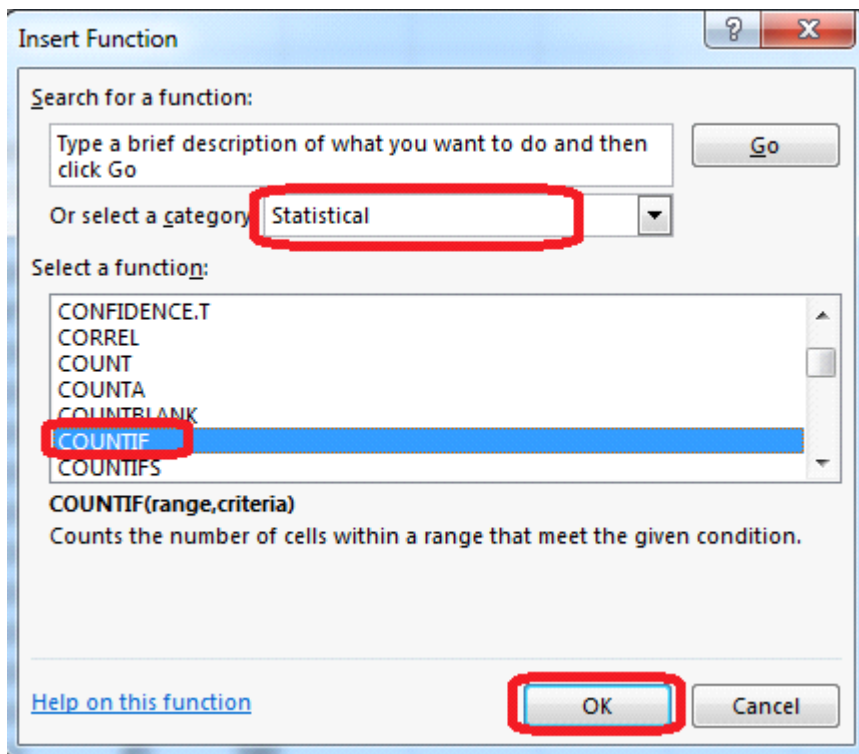
Criteria: 0

Answer:

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

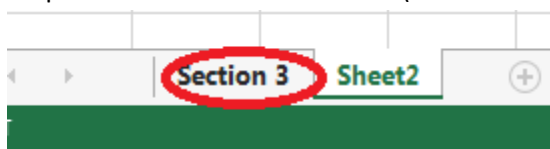


Step 2: In the Insert Function dialog box select Category Statistical, select function COUNTIF, and click OK.

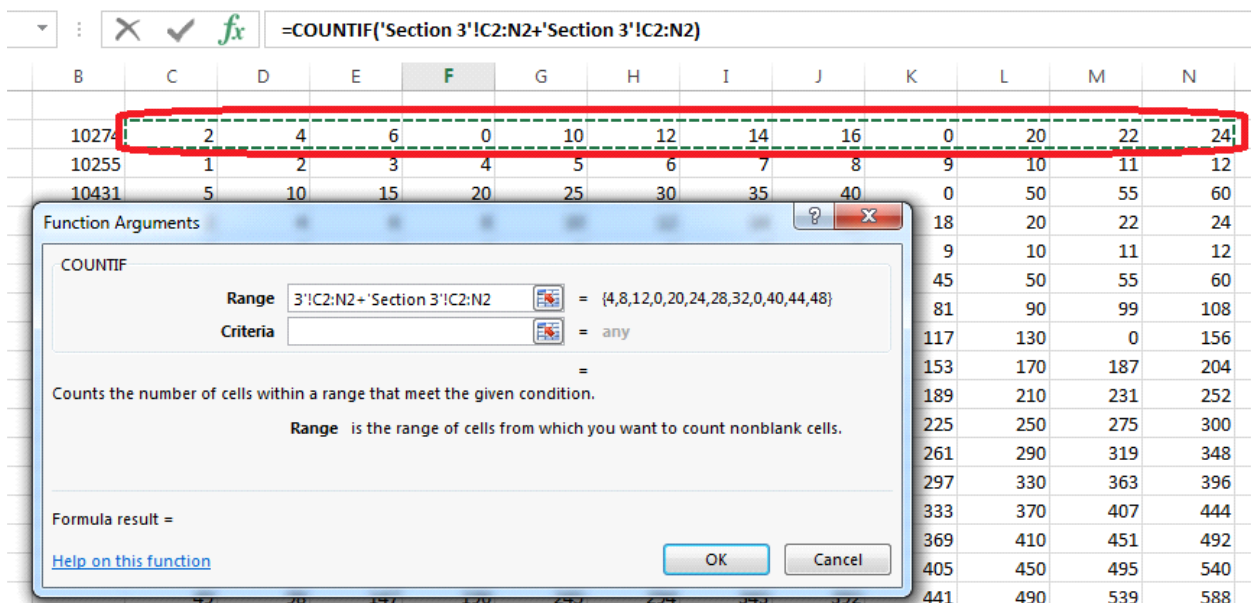


The function Arguments Dialog box appears:

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.



Step 5: In the Function Arguments Dialog box, in the Criteria field type: 0. Then click the OK button.

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**

Step 6: Copy cell F7 downwards until cell F29.

	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: 18

Formula

Find the average score of all student ids without a zero homework score.

Cell L2

Use Function AVERAGEIF

Range F7:F29

Criteria: "0"

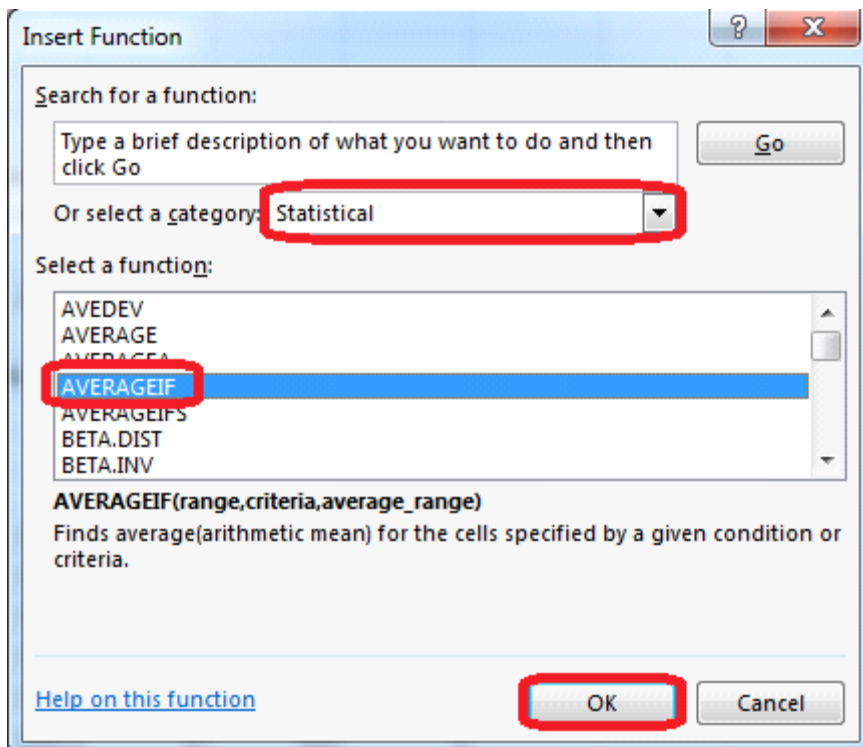
Average_range: "Homework"

Answer:

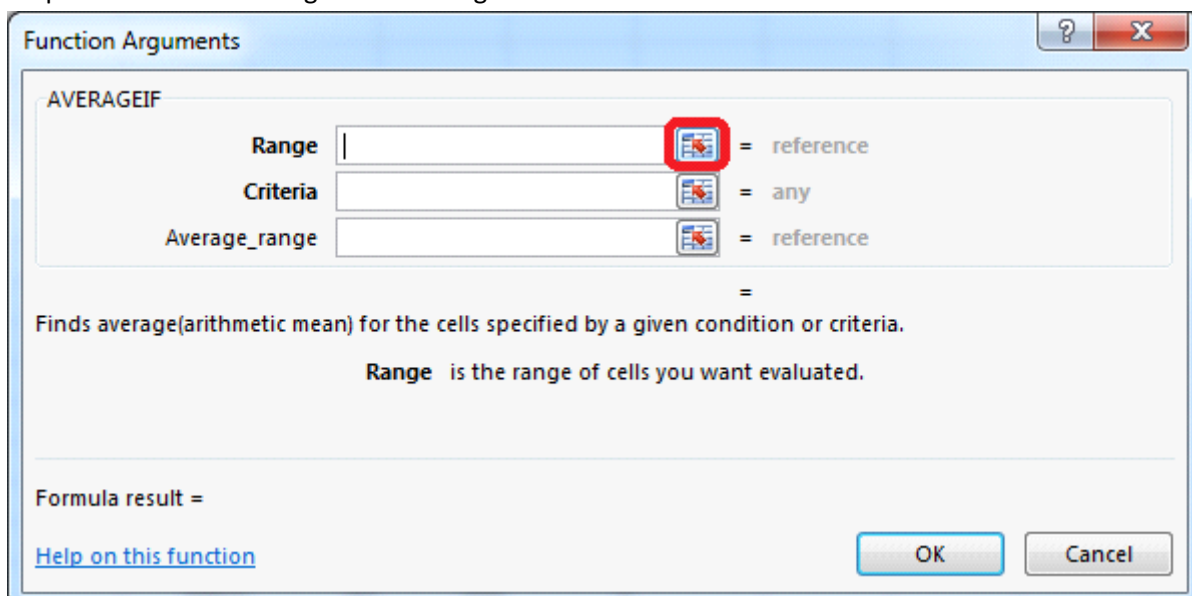
Step 1: Click cell L2, and then click the Insert Function Button.



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



Step 3: In the function Arguments dialog box click the reference button.



Step 4: Click cell F7, shift-click cell F29, and press the enter key.

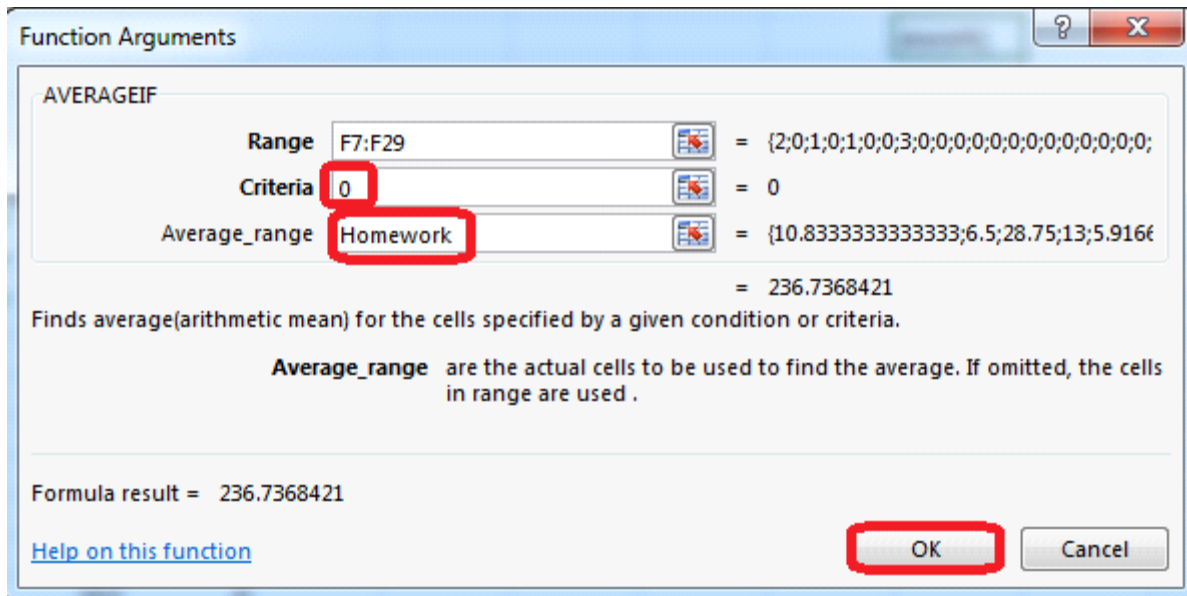
✕ ✓ *fx* =AVERAGEIF(F7:F29)

Function Arguments

F7:F29

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

Step 5: In the Function Arguments dialog box in the Criteria box type: 0, in the Average_range box type: Homework, and click the OK button.

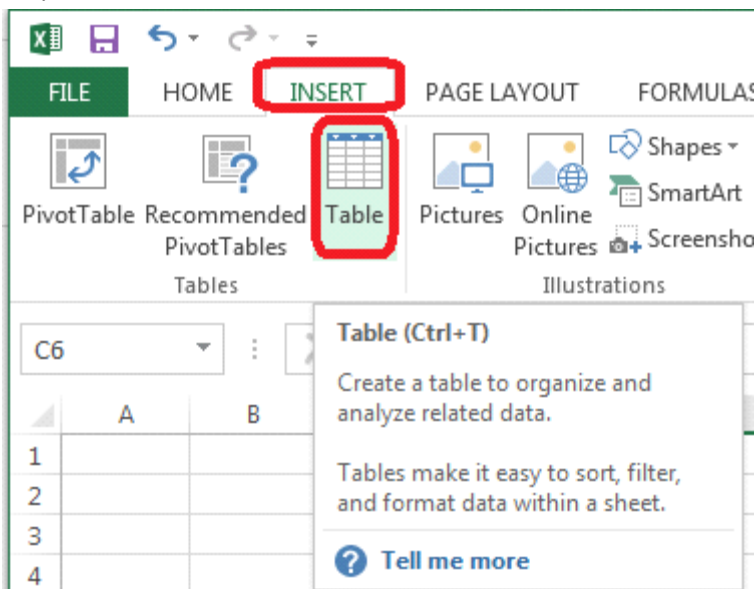


Question: 19

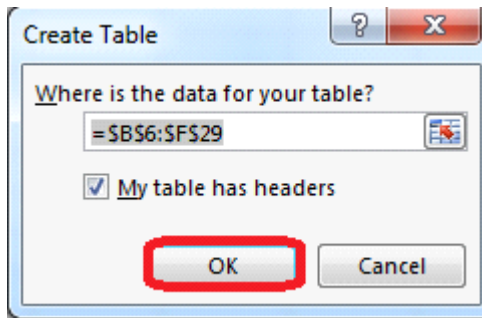
Create a table and modify the table styles.
 Cell range B6:F29
 Table Style Medium 4
 Enable the First Column Style

Answer:

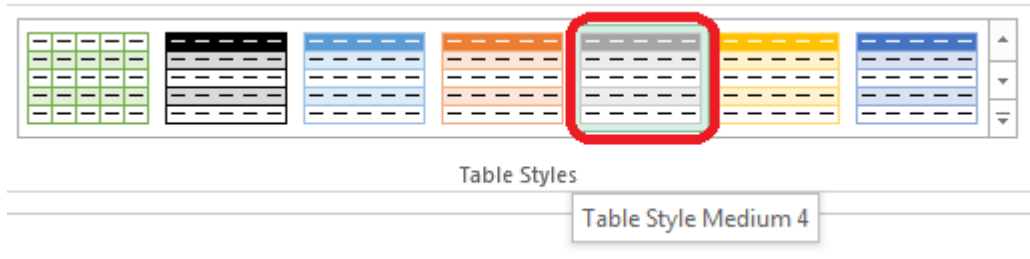
Step 1: Click cell B6, and Shift-click cell F29.
 Step 2: Click the Insert tab, and click the Table button.



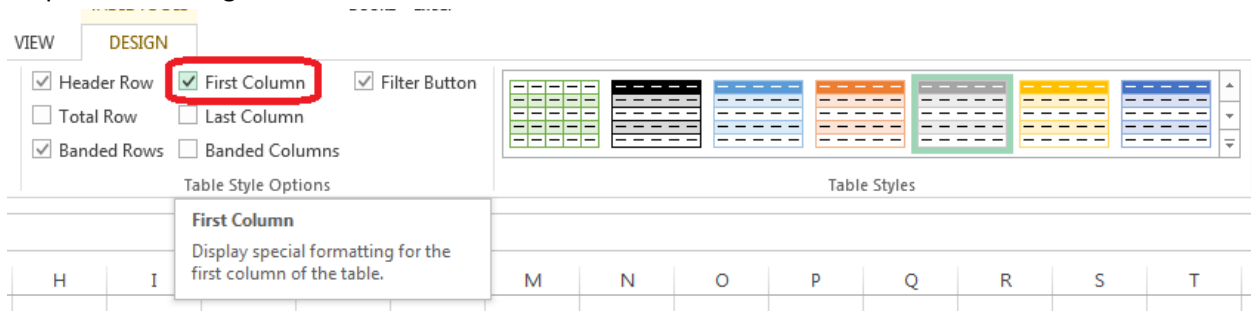
Step 3: In the Create Table dialog box click OK.



Step 4: In the Design tab, Table Styles select Table Style Medium 4.



Step 5: In the Design tab enable First Column.

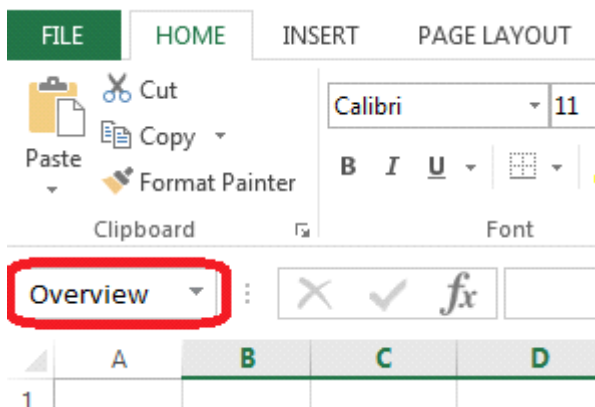


Question: 20

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

Answer:

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: 21

Sort and Filter.

Apply a sort and a filter to the table.

Cell range B6:F29

Sort

Column Zero Scores Order Largest to Smallest

Column IDs Order Smallest to Largest

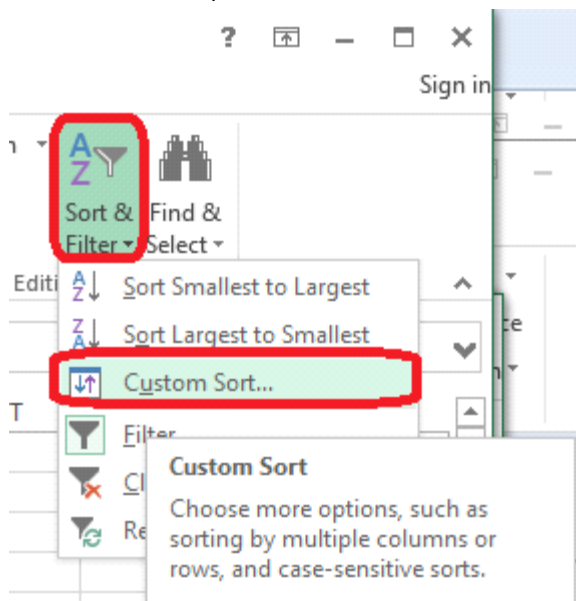
Filter

Hide students ids with no zero scores.

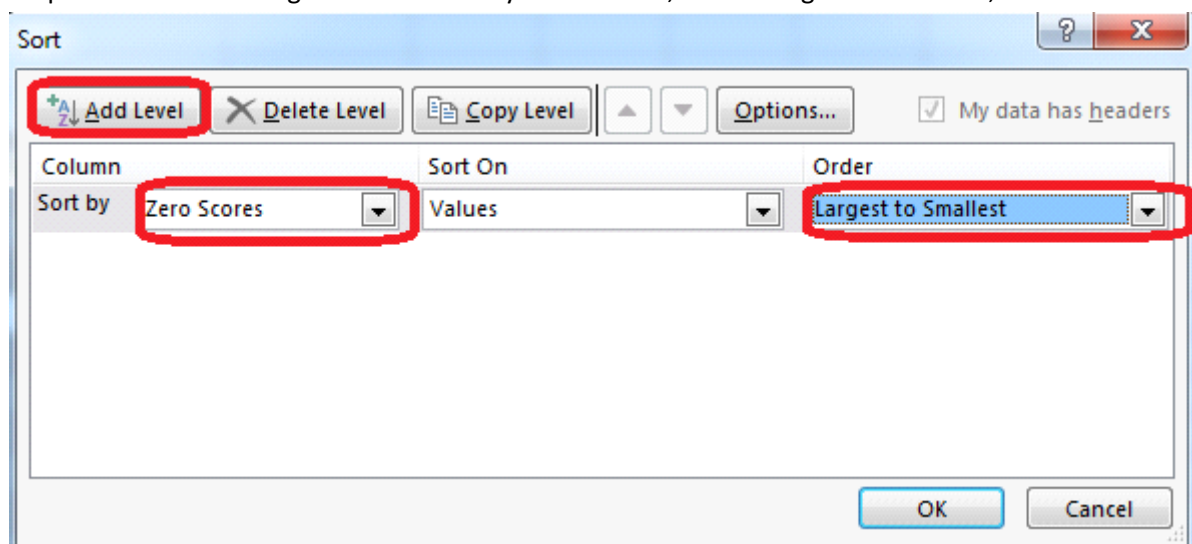
Answer:

Step 1: Click a cell in the table.

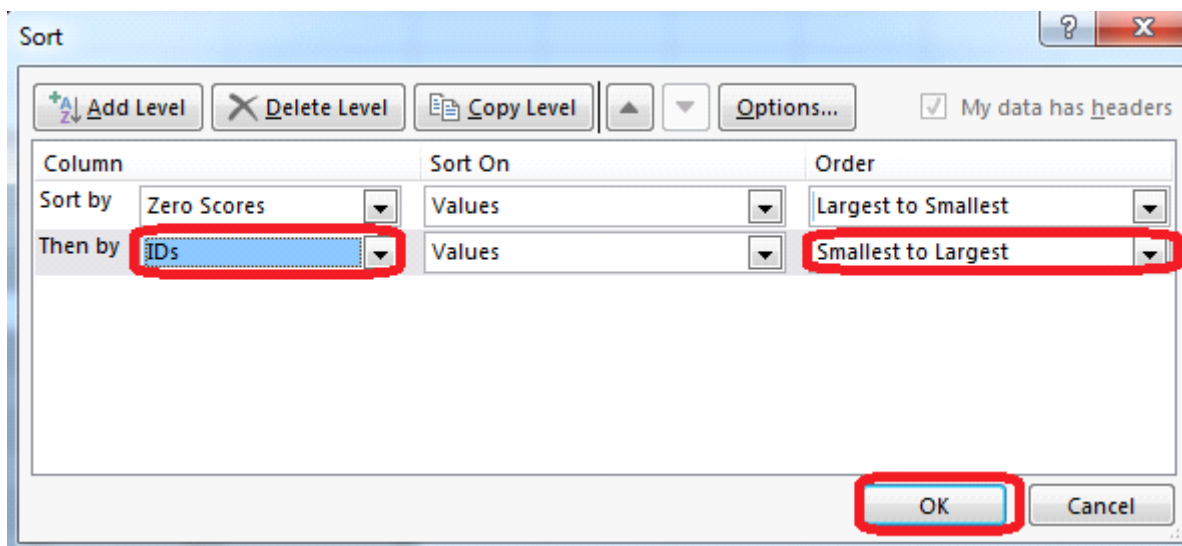
Step 2: On the Home tab select the Sort & Filter button, and select Custom sort (needed to sort on more than one column at a time).



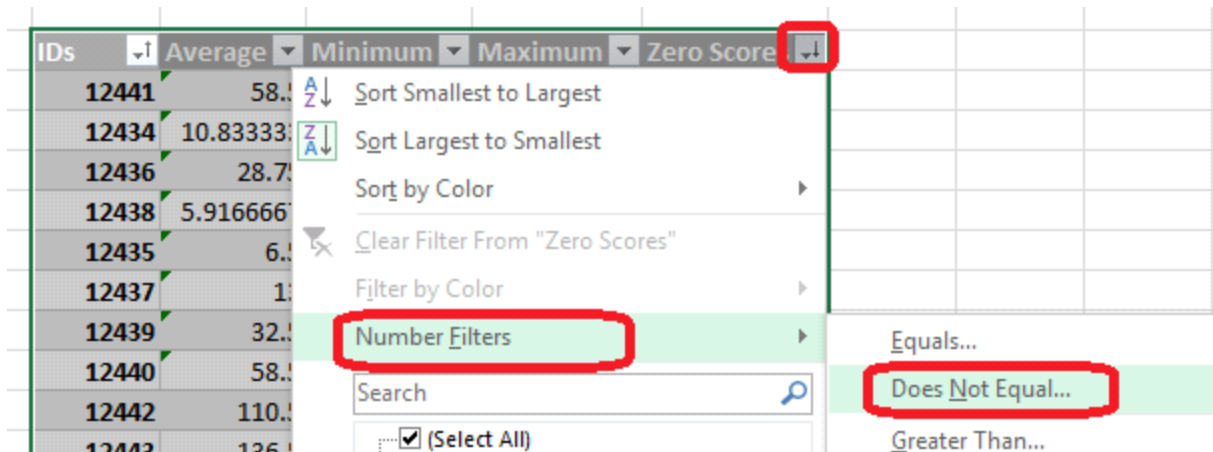
Step 3: In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.



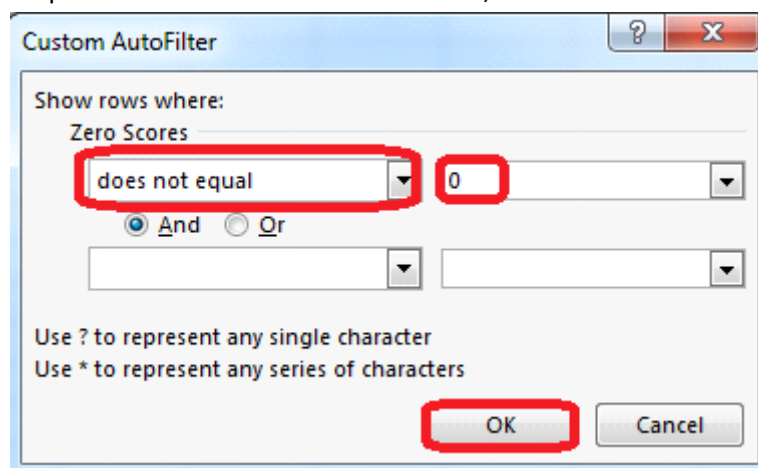
Step 4: Select then by: Ids, Order: Smallest to Largest, and click the OK button.



Step 5: Click the Zero Scores column header arrow, select Number Filters, and click Does not Equal.



Step 6: In the Custom AutoFilter enter 0, and click OK



The result will look like:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6		IDs	Average	Minimum	Maximum	Zero Scores	
7		12441	58.5	0	156	3	
8		12434	10.833333	0	24	2	
9		12436	28.75	0	60	1	
10		12438	5.9166667	0	12	1	
16		12443	126	0	252	1	
19		12446	198	0	396	1	
25		12452	332.5	0	684	1	
30							
31							

Question: 22

Create a chart.

To the right of the data

Chart 3-D Clustered Column

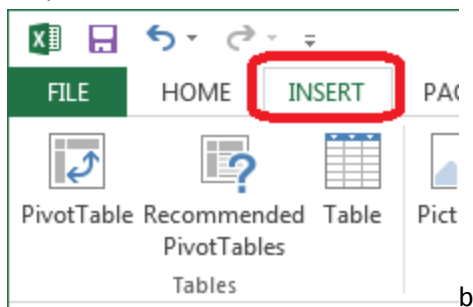
Exclude all filtered rows

Horizontal Axis Labels: "IDs" column in table

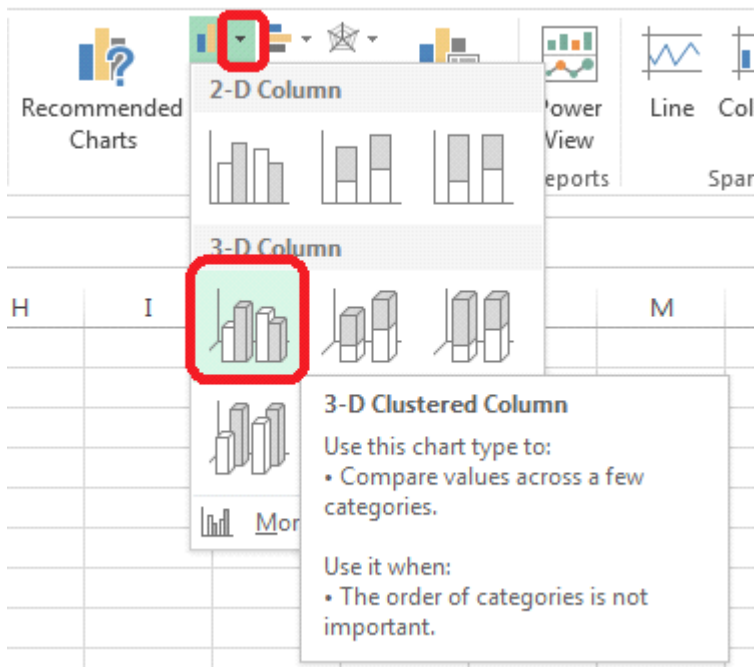
Series 1: "Zero Scores" column in table.

Answer:

Step 1: Click in a cell in the data table, and then click on the INSERT tab.

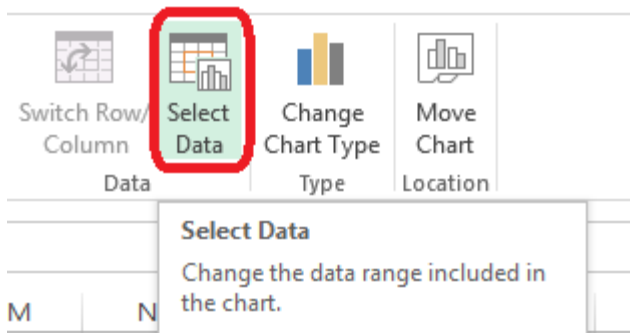


Step 2: Click Insert Column Chart, and select 3-D Clustered Column.

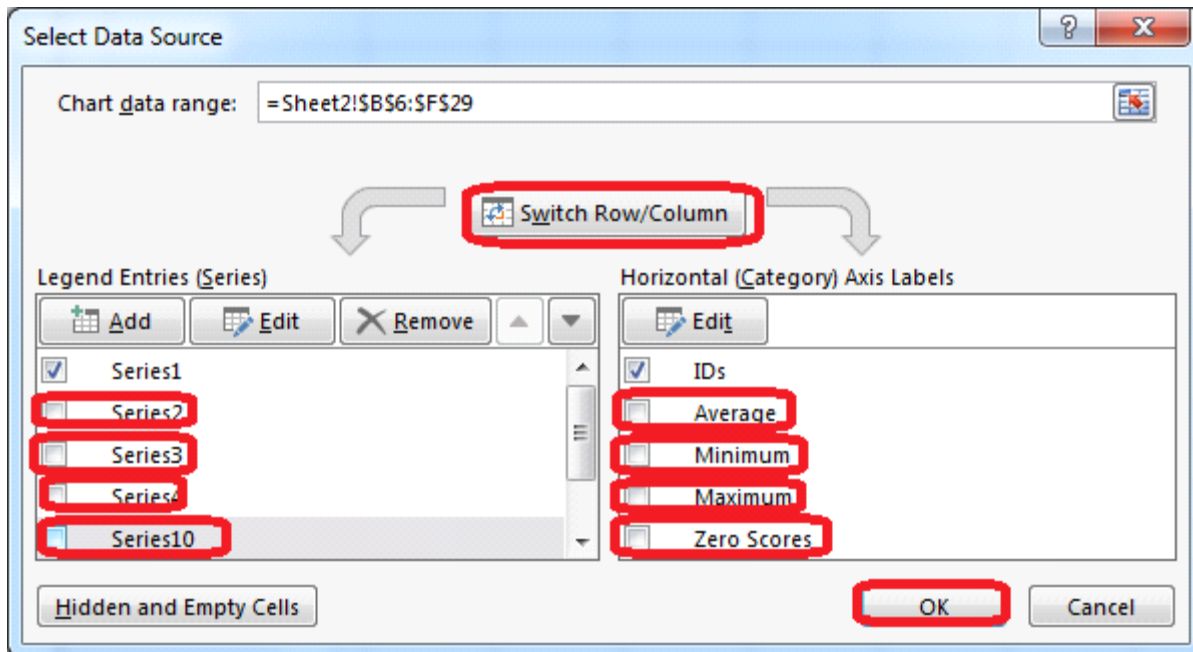


Step 3: If necessary move the chart to the right of the table.

Step 4: Click the Select Data button.



Step 5: In the Select Data Source dialog box click the Switch Row/Column button, Deselect everything except IDs for Horizontal Axis Labels, deselect everything excepts Series1 for Legend Entries (series), and click OK.

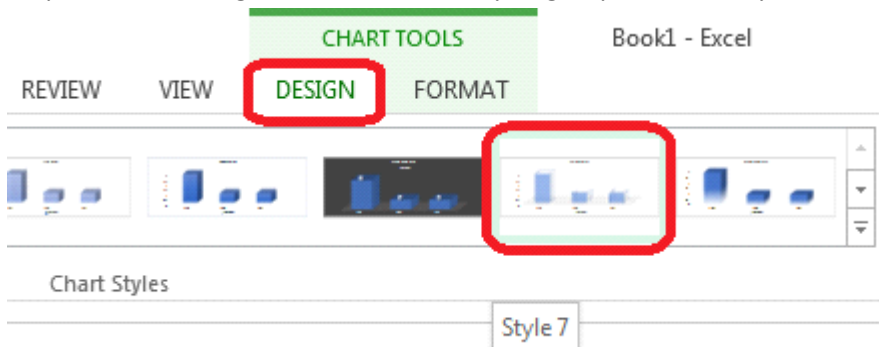


Question: 23

Apply a style to the chart.
Chart.
Chart Styles Style 7

Answer:

Step 1: Click on the chart.
Step 2: On the Design tab, in the Chart Styles group, click the Style 7 chart style.



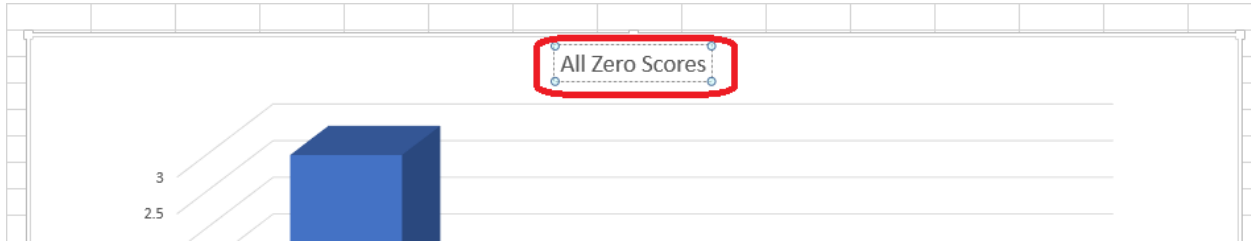
Question: 24

Rename the title of the chart.
Chart
Text "All Zero Scores"

Answer:

Step 1: Click on the Chart.
Step 2: Click on the Chart title.

Step 3: Change by typing the title to: All Zero Scores



Question: 25

Formula.

Insert text using a formula

Cell K2

Use Function CONCATENATE

Text1 : "Students with no "

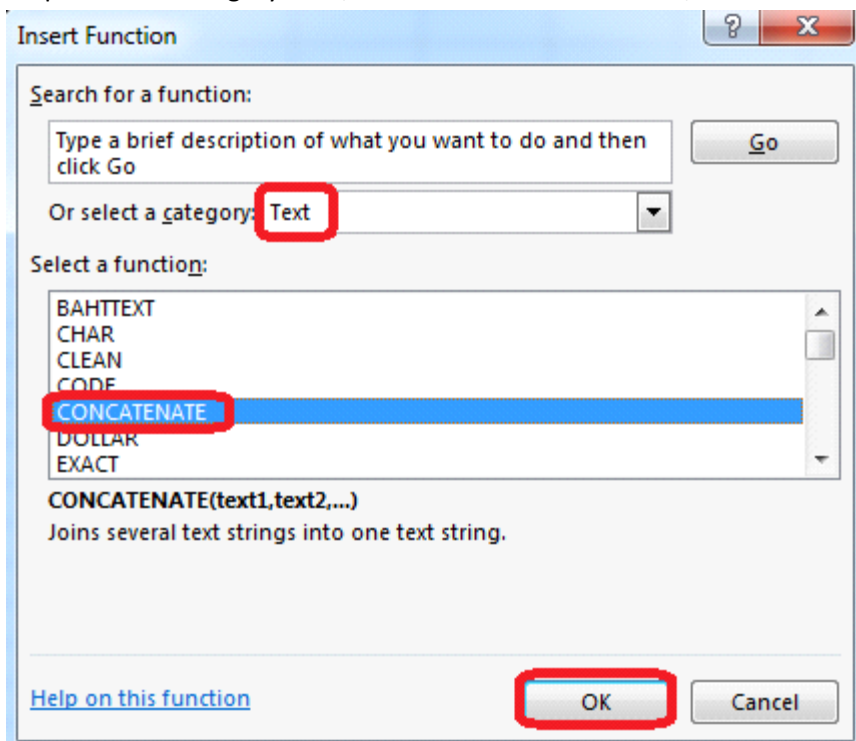
Text 2: header of column F

Absolute Reference

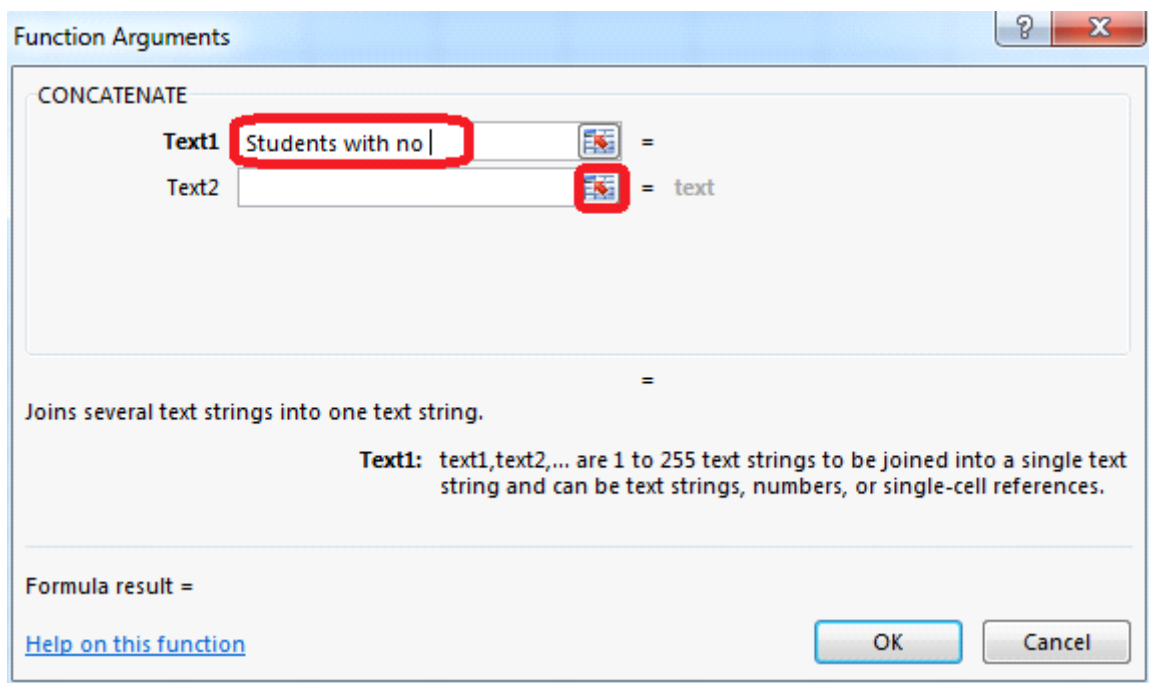
Answer:

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



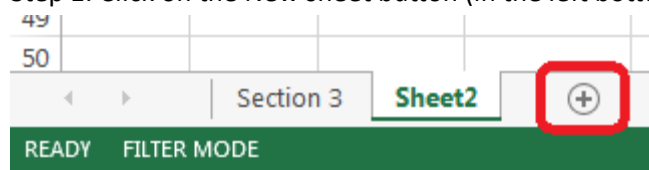
Step 4: Press the OK button in the Function Arguments dialog box.

Question: 26

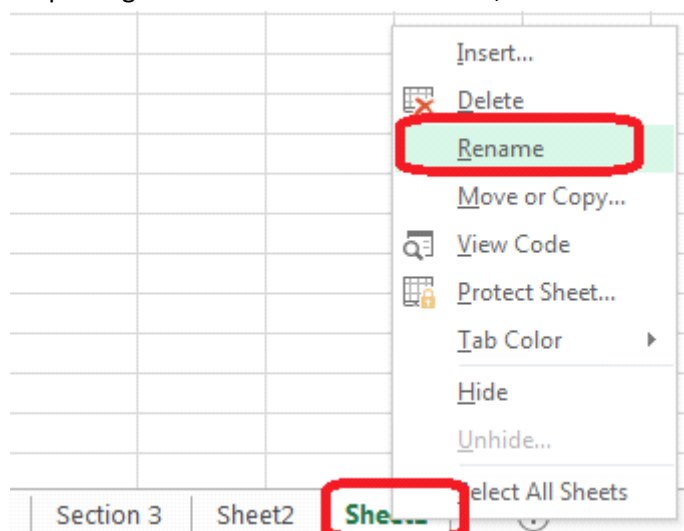
Add a worksheet
After other worksheets
Rename "Section 5"

Answer:

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.

Question: 27

Insert data from a text file.

Cell A1.

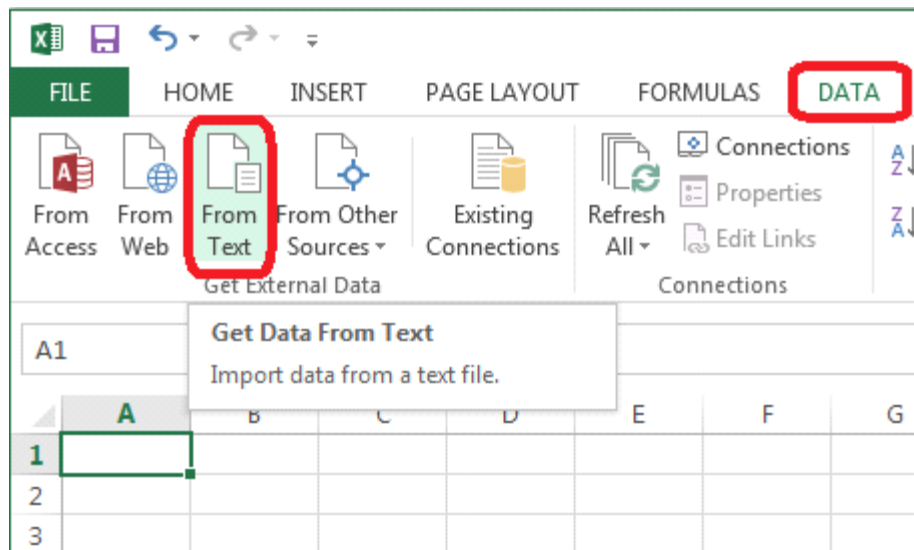
File source Autumn.txt

Tab-delimited

Answer:

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 select, and click Next.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file D:\Alj\Autumn.txt.

1	BoJoeMaryLisa
2	
3	
4	
5	

Cancel < Back **Next >** Finish

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

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

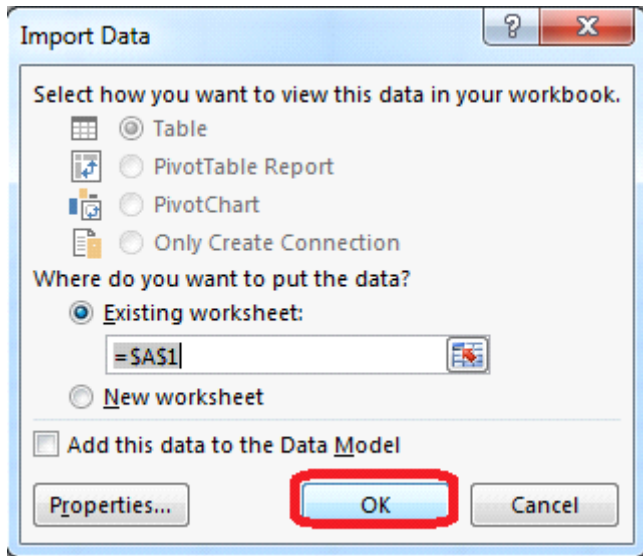
Data preview

Bo	Joe	Mary	Lisa
----	-----	------	------

Cancel < Back **Next >** Finish

Step 5: Finish the wizard by click the Finish Button.

Step 6: Confirm with OK in the Import Data dialog box.



Question: 28

Create a hyperlink to another worksheet.

Cell A2.

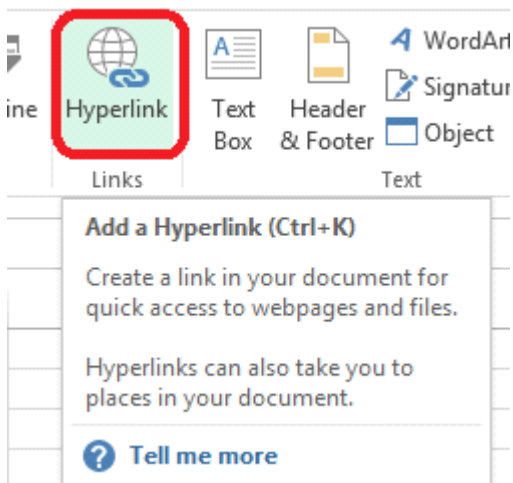
Cell reference "A3"

Sheet reference "Section 3" worksheet.

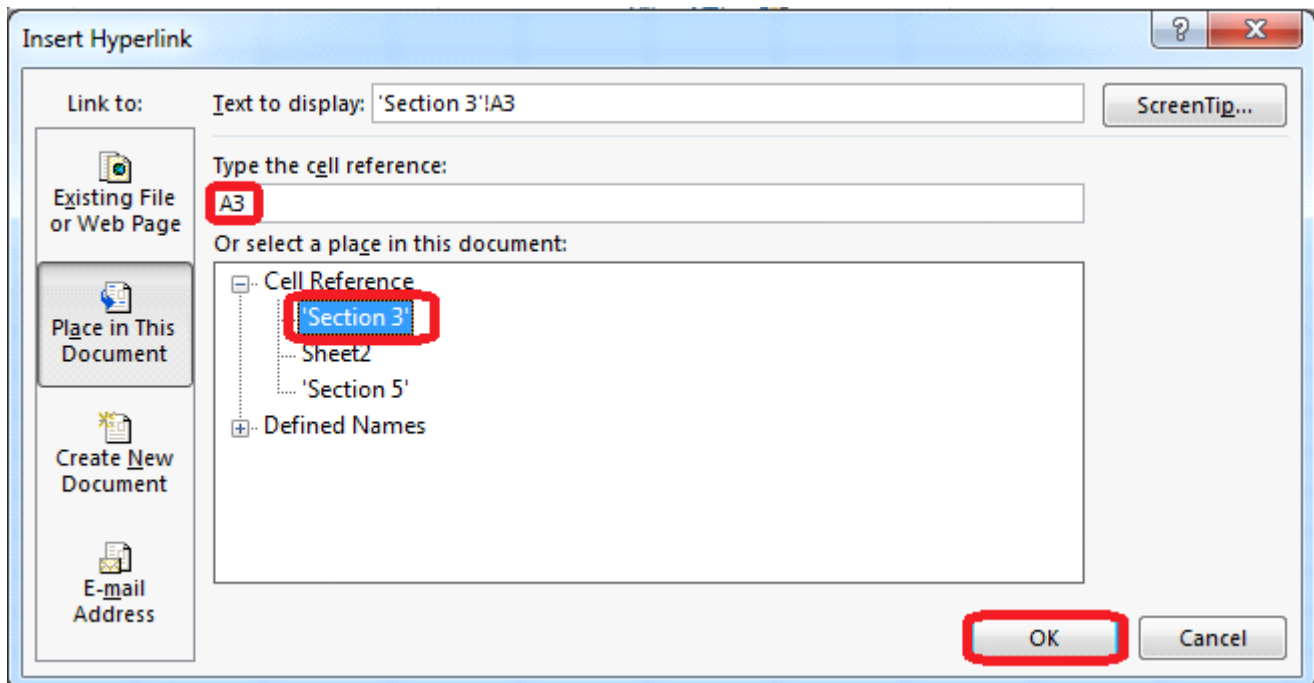
Answer:

Step 1: Click cell A2.

Step 2: On the Insert tab, in the Links group, click Hyperlink.



Step 3: In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference 'Section 3', and click OK.

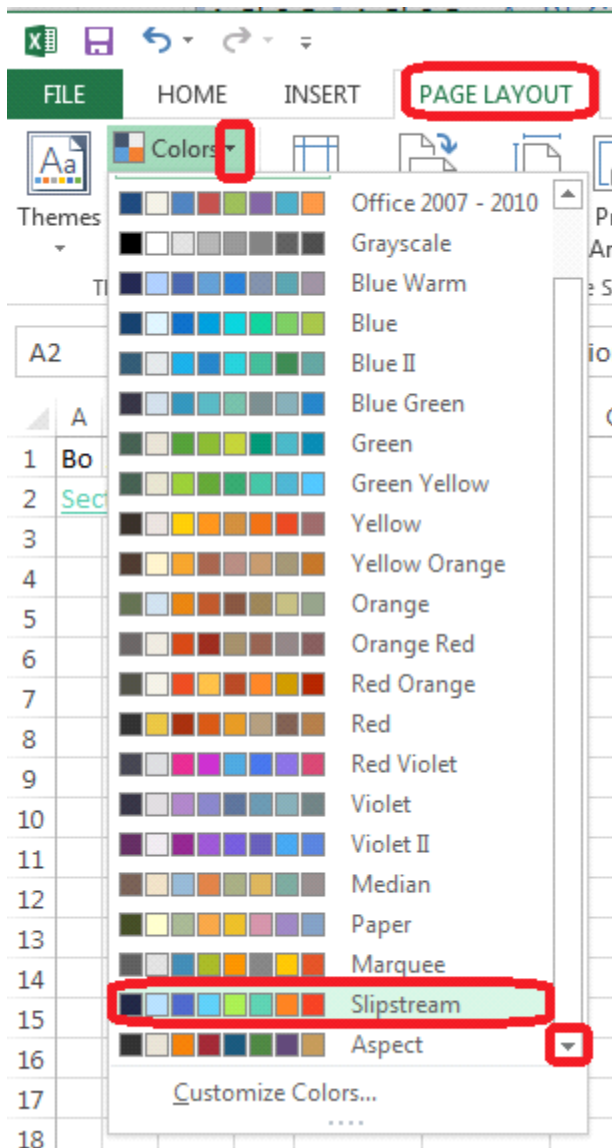


Question: 29

Change the color theme.
MathTracker.xlsx
Slipstream

Answer:

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

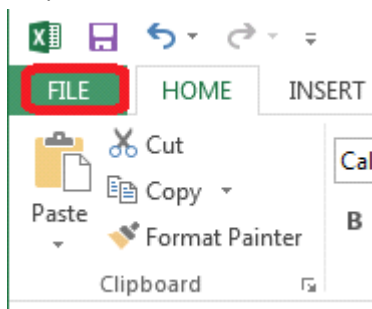


Question: 30

Modify the document property.
MathTracker.xlsx
Subject "Homework"

Answer:

Step 1: Click the File menu.



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

Book1 - Excel

←

Info

New

Open

Save

Save As

Print

Share

Export


Close

Account


Options

Info


Book1




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



Check for Issues



Manage Versions



Browser View Options

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: HomeWork and click the Return button.

Book1 - Excel

←

Info

New

Open

Save

Save As

Print


Share

Export

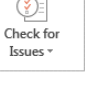
Close

Info

Book1



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



Check for Issues

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 [Add text](#)

Status [Add a category](#)

Categories [Add a category](#)

Subject **HomeWork**

Hyperlink Base [Add text](#)

Company [Specify the company](#)