

DUMPS ARENA

Excel 2013

Microsoft 77-420

Version Demo

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QUESTION NO: 1 - (SIMULATION)

Formula.

Insert text using a formula

Cell K2

Use Function CONCATENATE

Text1 : "Students with no "

Text 2: header of column F

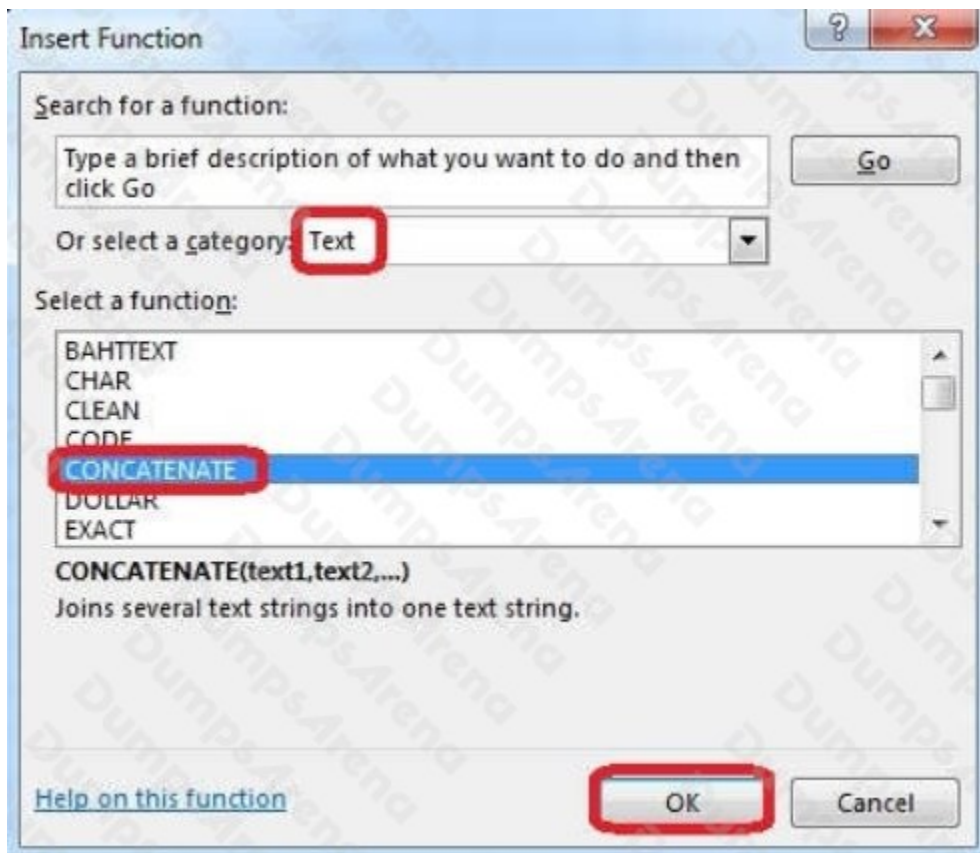
Absolute Reference

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

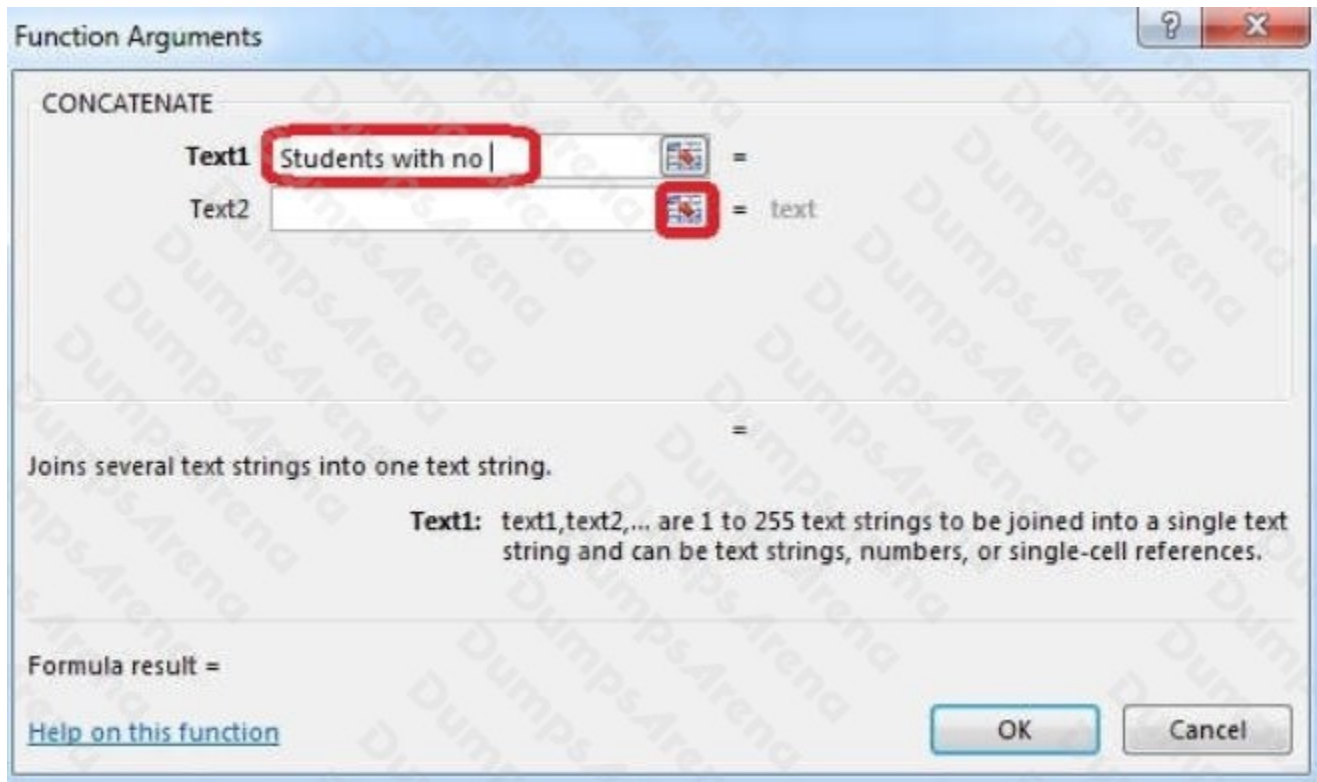
Explanation:

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



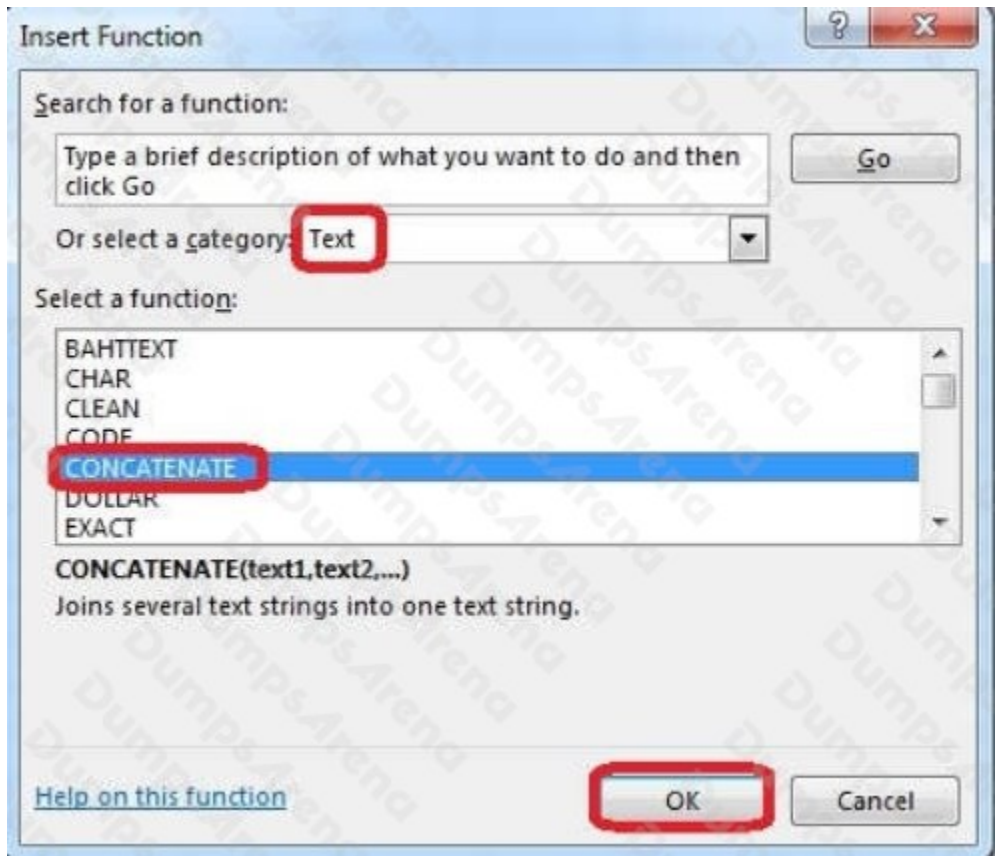
Step 4: Press the OK button in the Function Arguments dialog box.

ANSWER: See Explanation Below For Answer

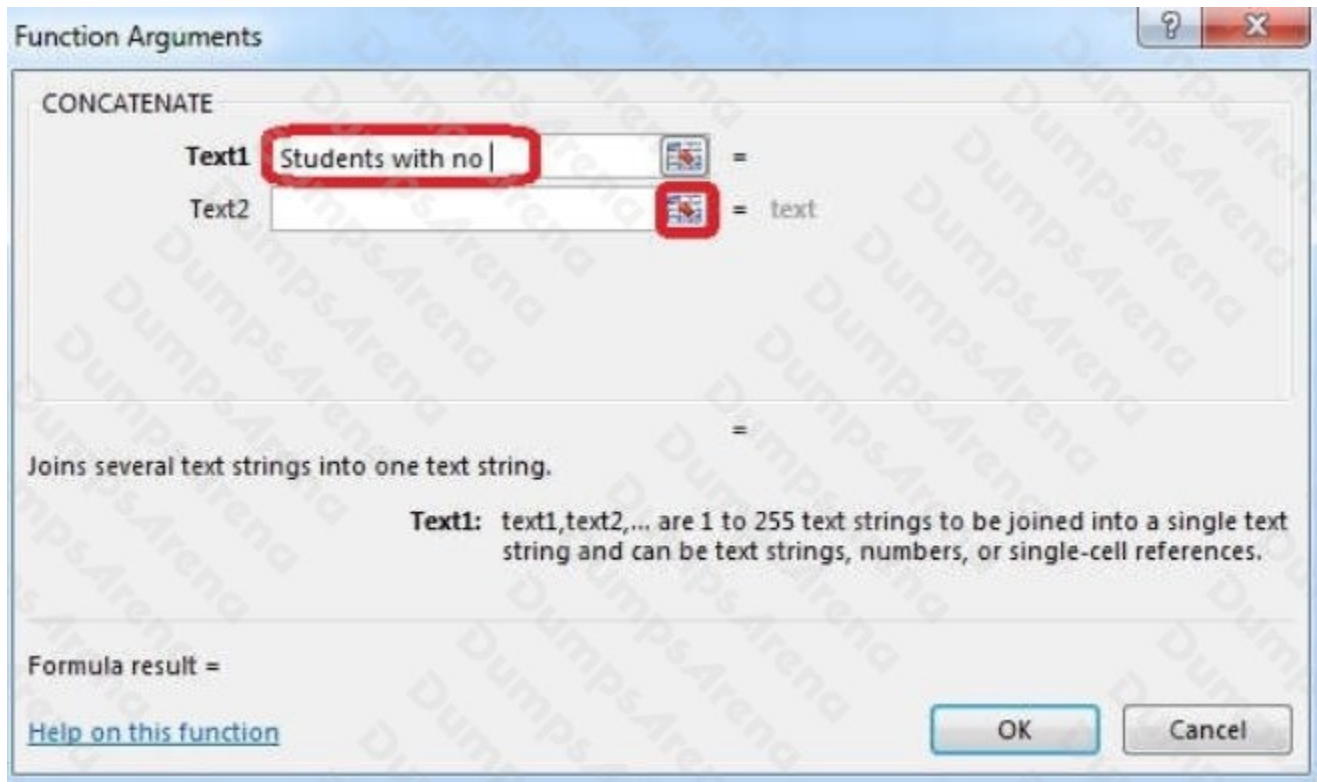
Explanation:

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 NO: 2 - (SIMULATION)

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70" Maximum: Number, "25"

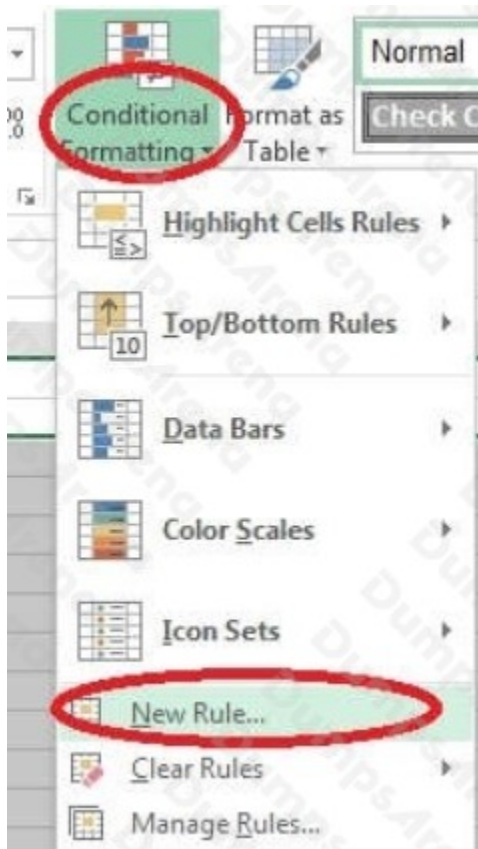
Answer: Use the following steps to complete this task in explanation:

Explanation:

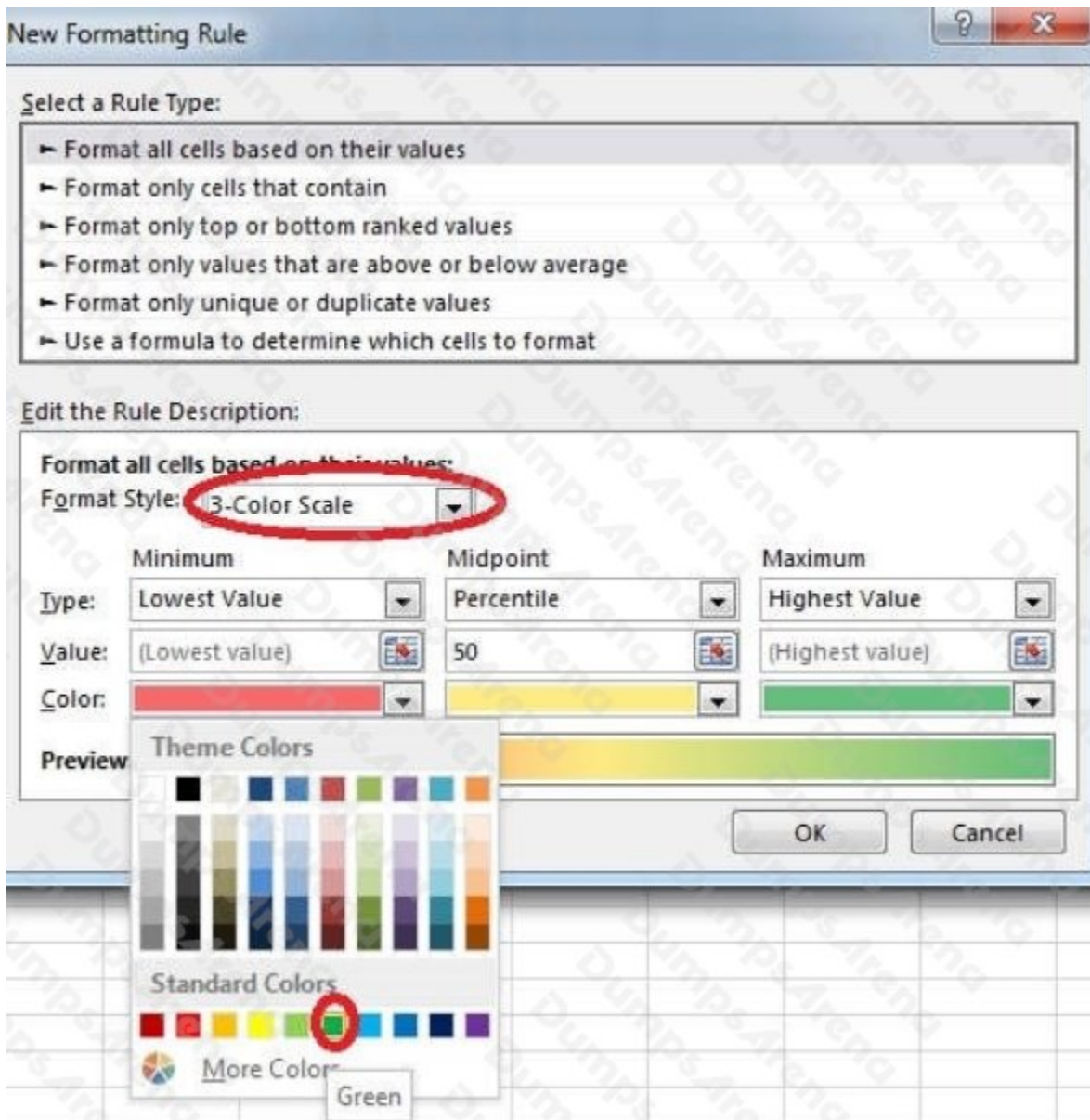
Step 1: Click cell C3

Step 2: Shift-Click cell S25.

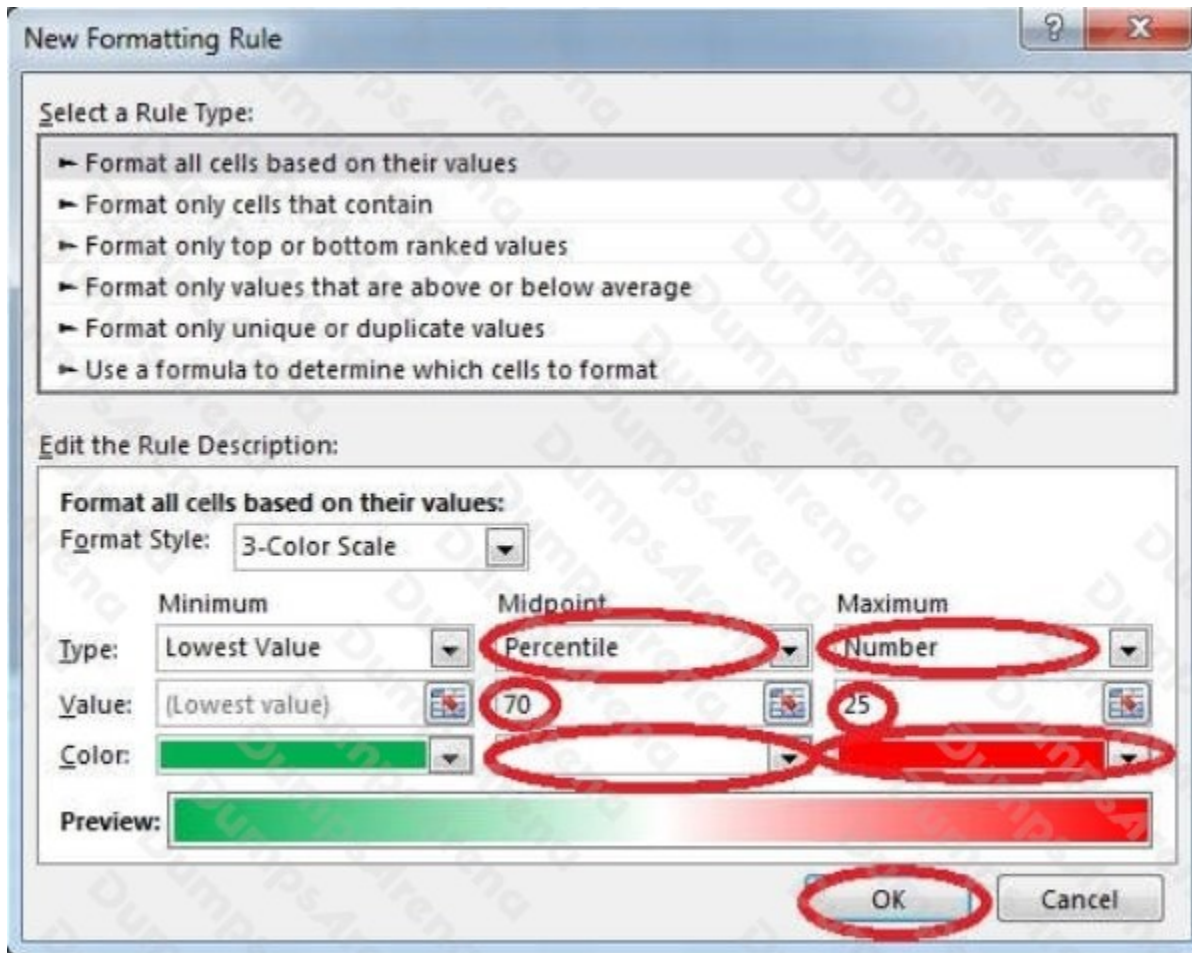
Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



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.



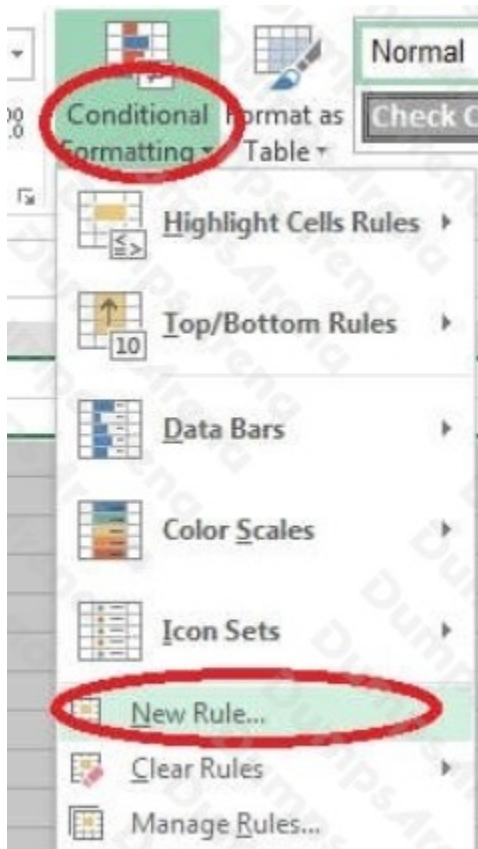
ANSWER: See Explanation Below For Answer

Explanation:

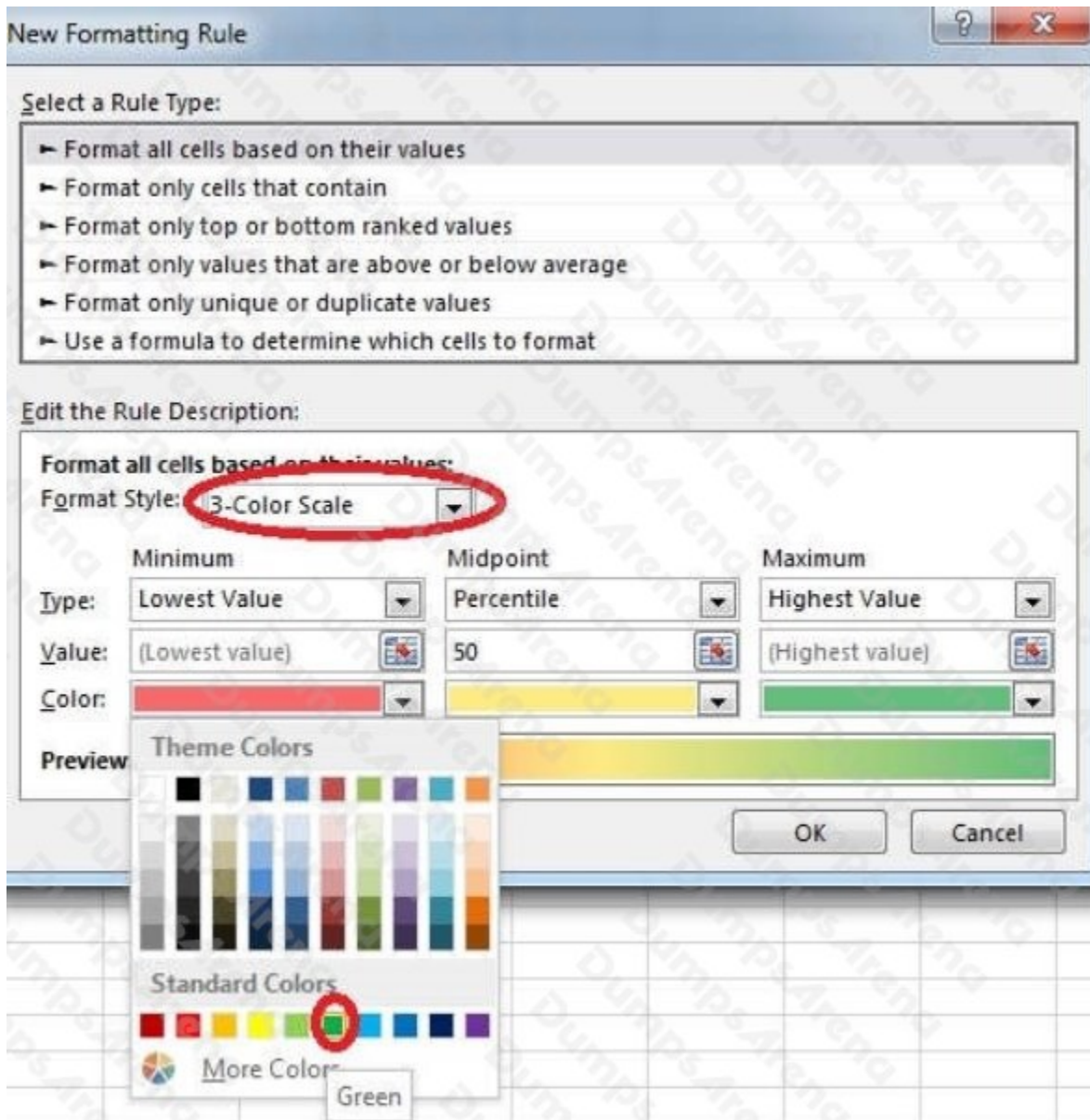
Step 1: Click cell C3

Step 2: Shift-Click cell S25.

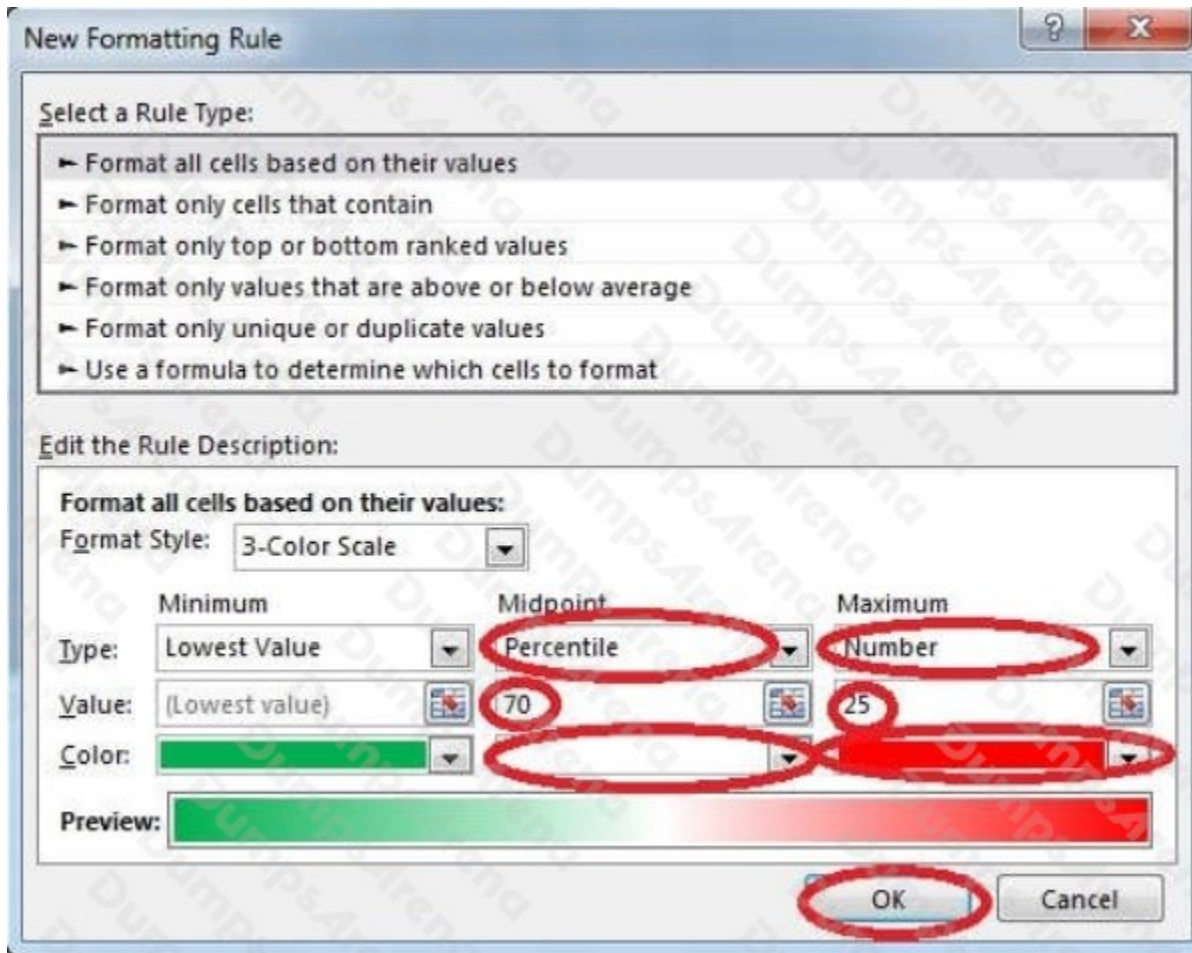
Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



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 NO: 3 - (SIMULATION)**

Insert a picture.

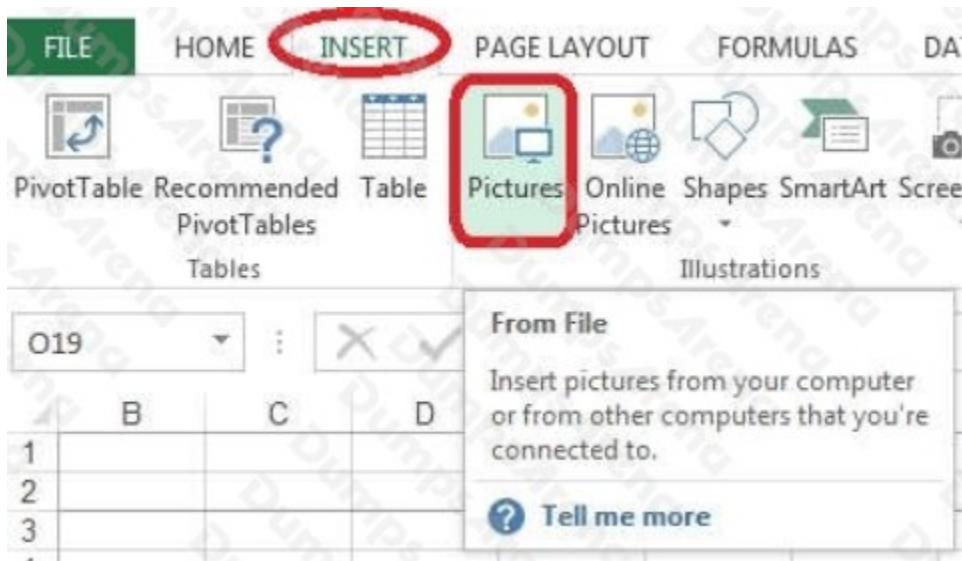
To the right of the data File source Books.jpg

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

Explanation:

Step 1: Click in a cell to the right of the data.

Step 2: Click the INSERT tab, and then the Pictures command.



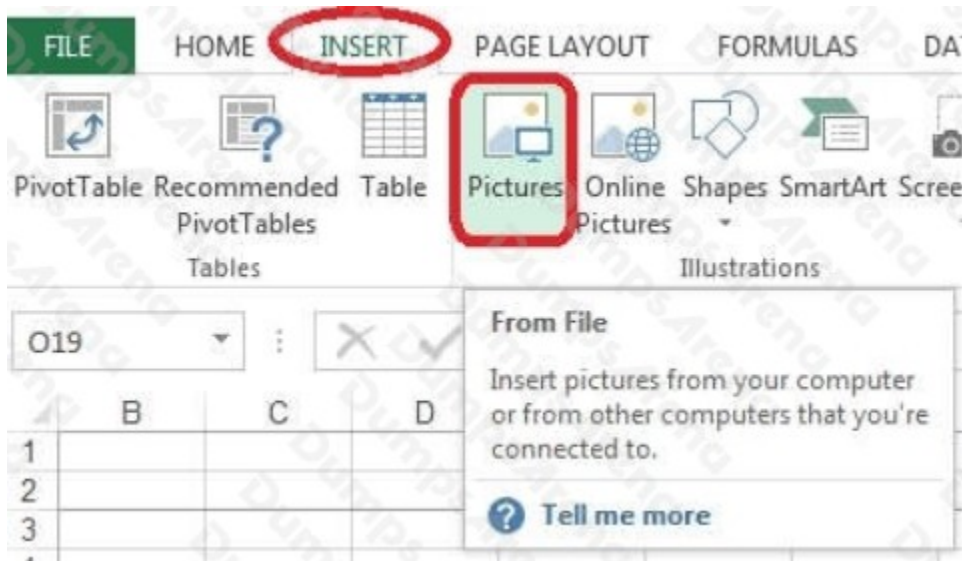
Step 3: From the Insert Picture dialog box select the Books.jpg file.

ANSWER: See Explanation Below For Answer

Explanation:

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 NO: 4 - (SIMULATION)

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

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 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	

ANSWER: See Explanation Below For Answer

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 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
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec

QUESTION NO: 5 - (SIMULATION)

Apply a cell style

Cell range A2:S2

Style 40% - Accent3

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

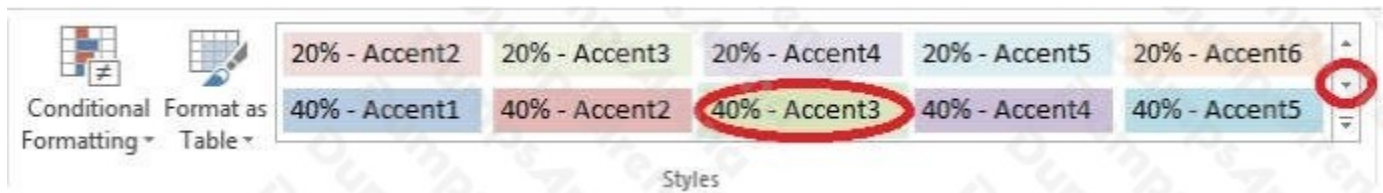
Explanation:

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, scroll down until you see 40% . Accent3, and click on it.



ANSWER: See Explanation Below For Answer

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, scroll down until you see 40% . Accent3, and click on it.

