

# Microsoft

**Exam 77-420**

**Excel 2013**

Version: 6.0

[ Total Questions: 30 ]

**Question No : 1 CORRECT TEXT**

Modify the text in the title.

Cell A1.

Text "Math 1080 - Section 3 Assignments"

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

**Explanation:**

Step 1:Click cell A1

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

**Question No : 2 CORRECT TEXT**

Insert data from a text file.

Cell A1.

File source Autumn.txt

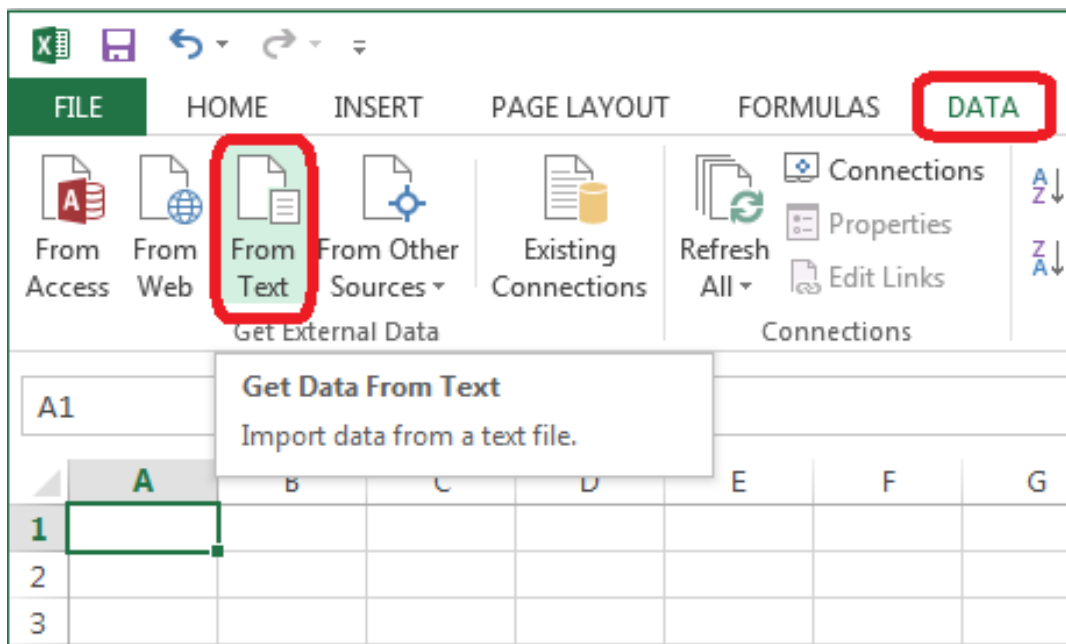
Tab-delimited

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

**Explanation:**

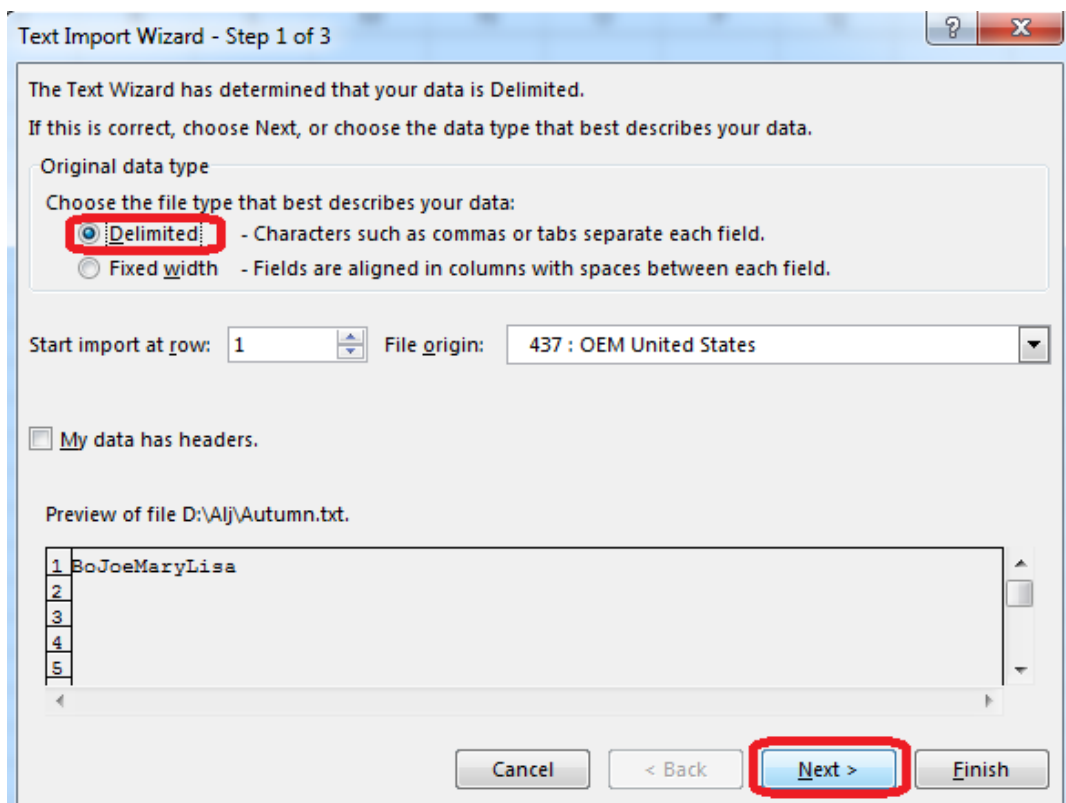
Step 1:Click cell A1.

Step 2:Click the Data tab, and click the From Text button.

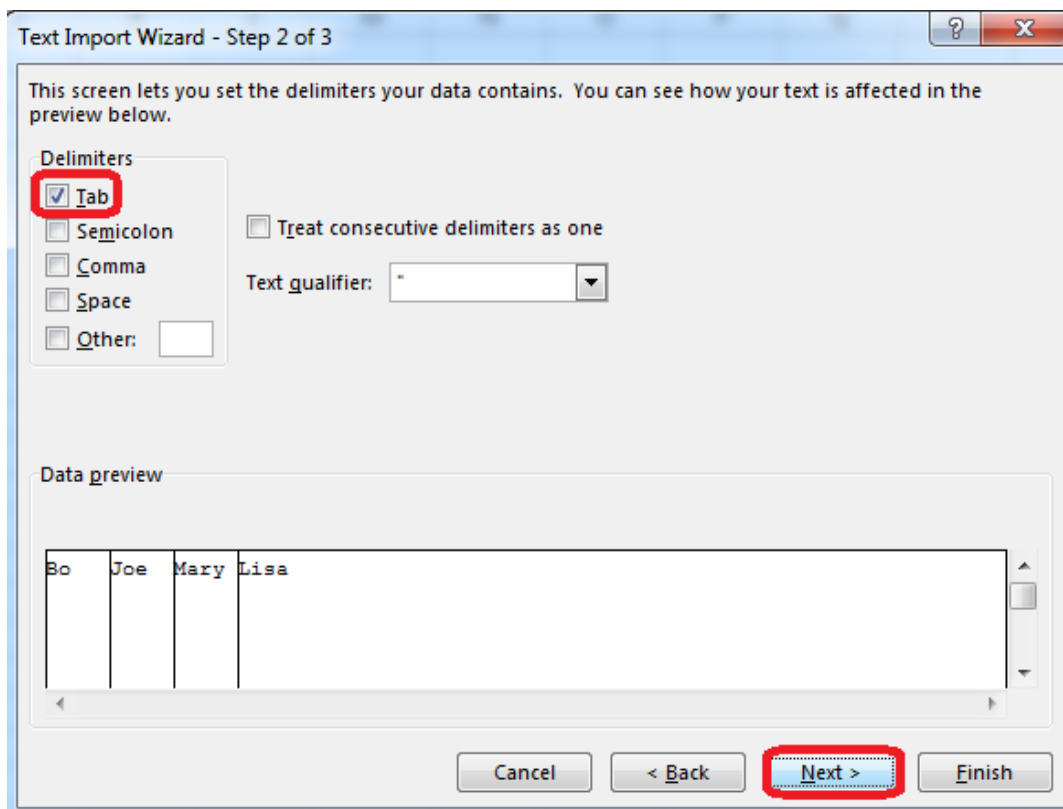


The Text Import Wizard starts.

Step 3: Make sure Delimited is selected, and click Next.

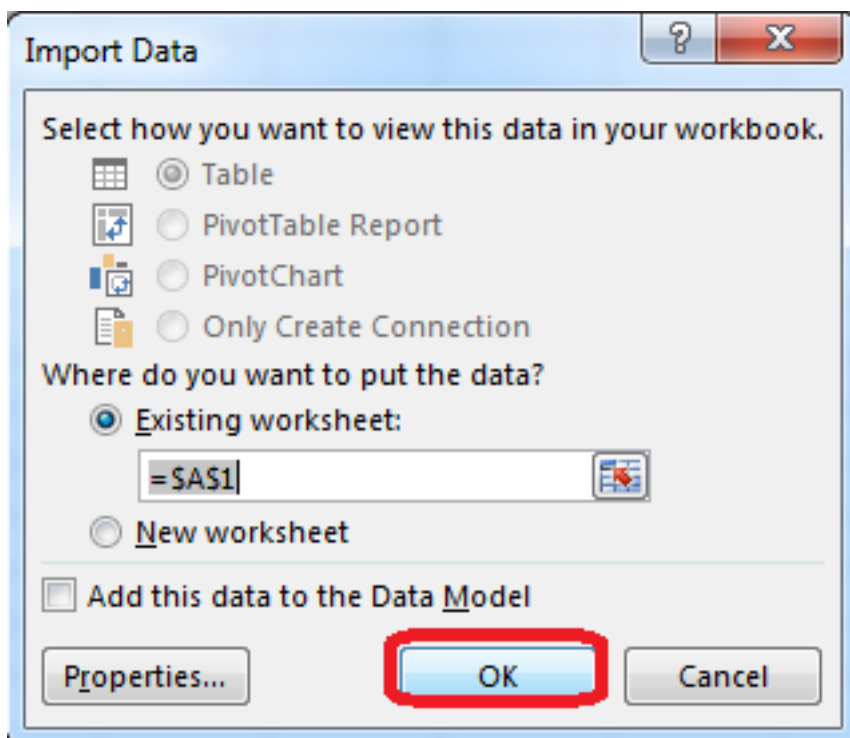


Step 4: Make sure Delimiters: Tab is selected. Then click Next.



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

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



**Question No : 3 CORRECT TEXT**

Rename a table.

Cell range B6:F29

Name: "Overview"

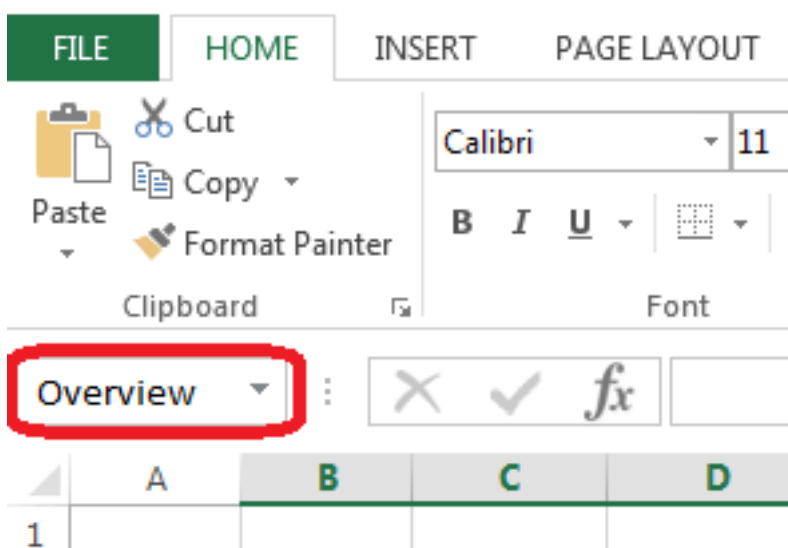
**Answer:** Use the following steps to complete this task in explanation:

**Explanation:**

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 No : 4 CORRECT TEXT**

Modify the document property.

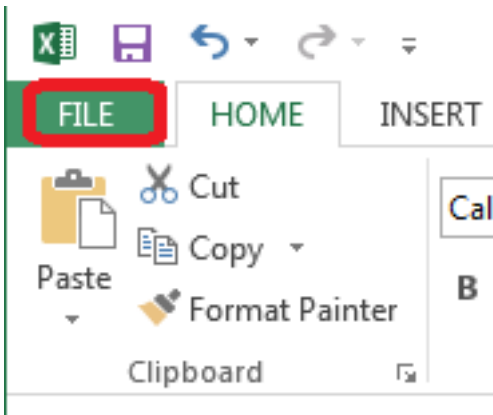
MathTracker.xlsx

Subject "Homework"

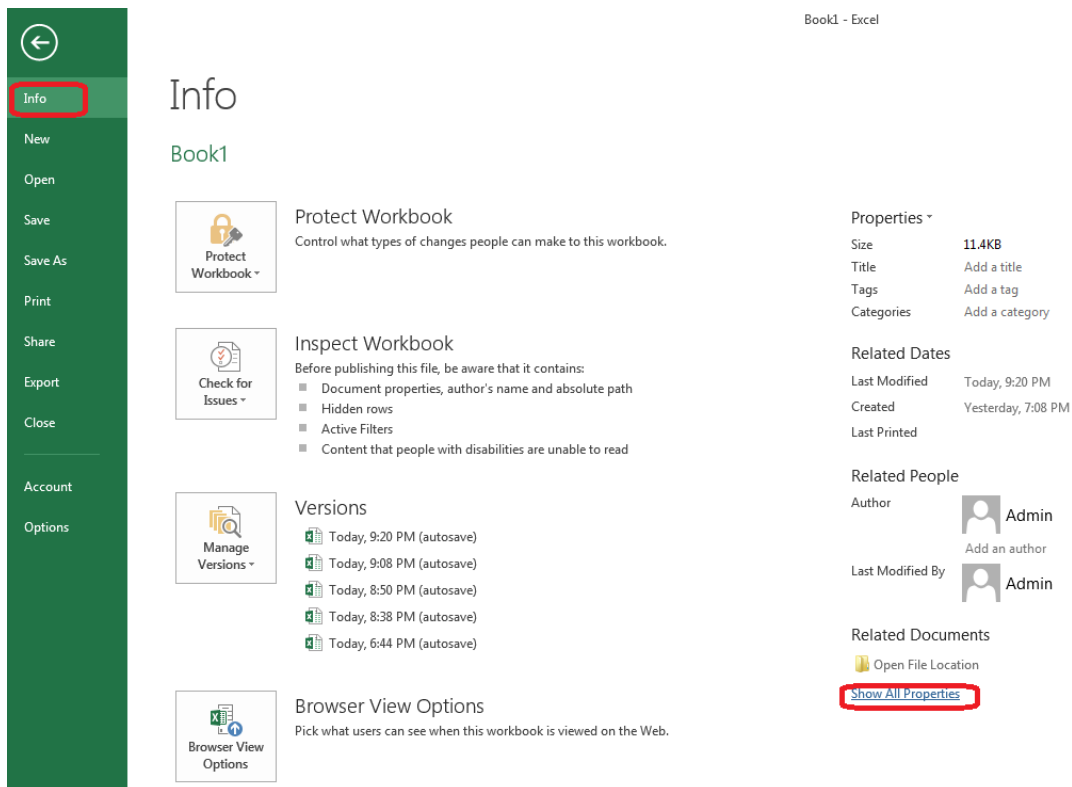
**Answer:** Use the following steps to complete this task in explanation:

**Explanation:**

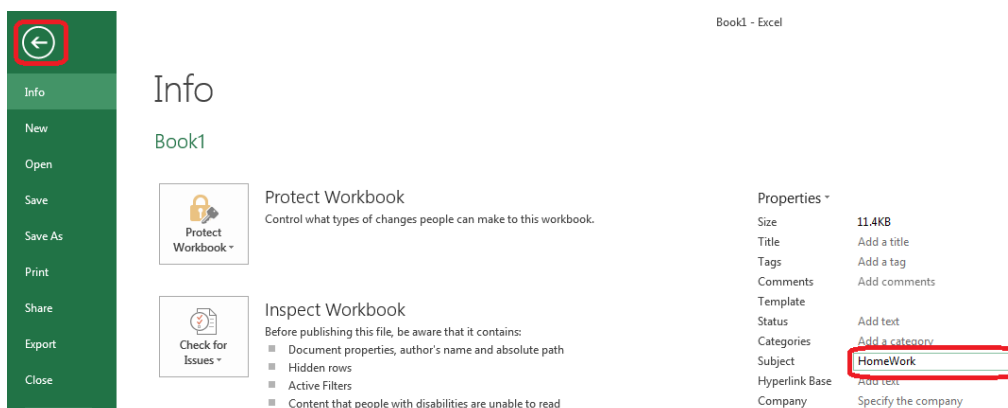
Step 1: Click the File menu.



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



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



**Question No : 5 CORRECT TEXT**

Rename the title of the chart.

Chart

Text "All Zero Scores"

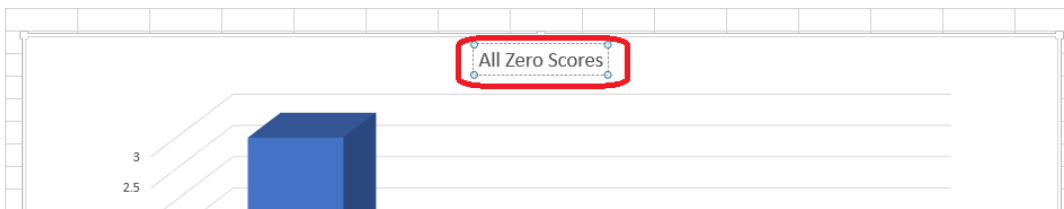
**Answer:** Use the following steps to complete this task in explanation:

**Explanation:**

Step 1:Click on the Chart.

Step 2:Click on the Chart title.

Step 3:Changeby typingthe title to:All Zero Scores

**Question No : 6 CORRECT TEXT**

Modify the cell alignment settings.

Cell range B3:B25

Horizontal: Right (Indent)

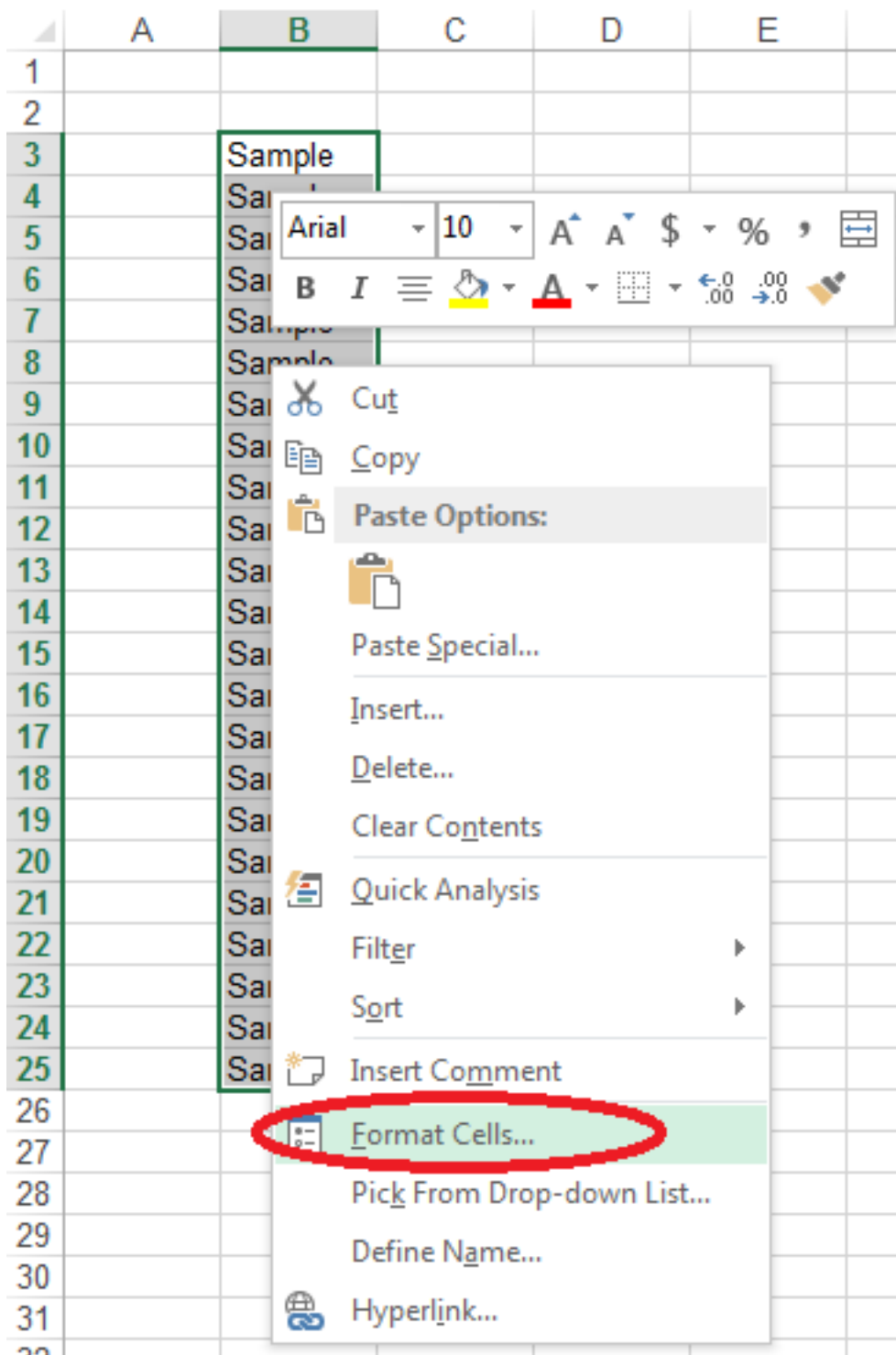
**Answer:** Use the following steps to complete this task in explanation:

**Explanation:**

Step 1: Click cell B3.

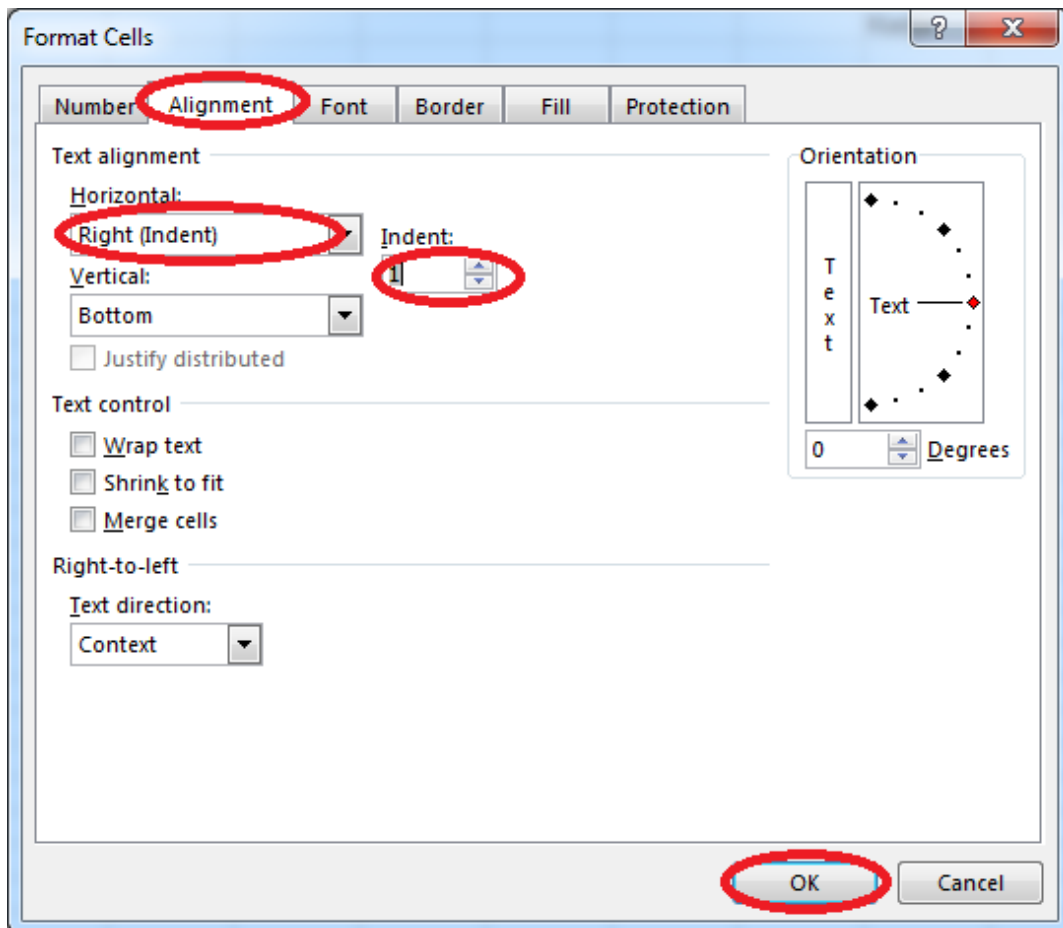
Step 2: Shift-click cell B25

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 No : 7 CORRECT TEXT**

Create a hyperlink to another worksheet.

Cell A2.

Cell reference "A3"

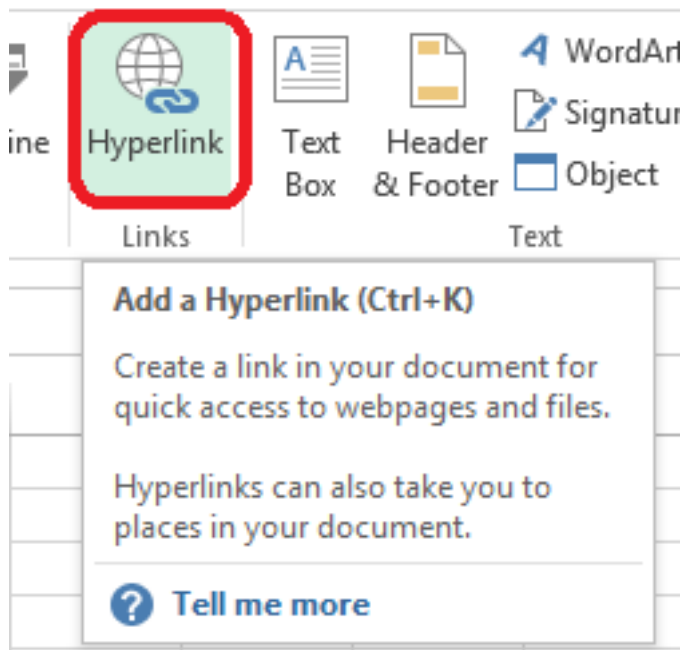
Sheet reference "Section 3" worksheet.

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

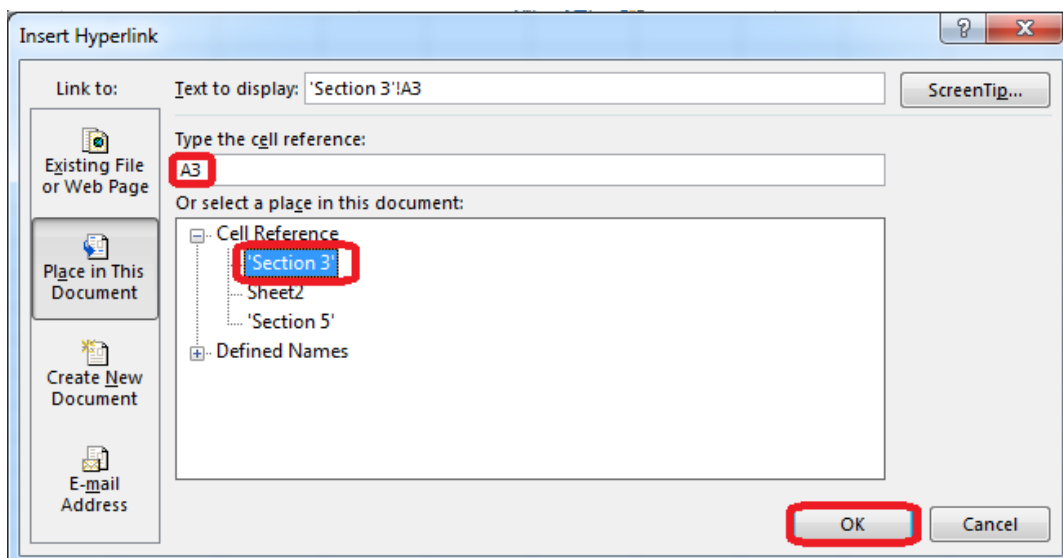
**Explanation:**

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 No : 8 CORRECT TEXT**

Apply a style to the chart.

Chart.