



# Microsoft

## Exam Questions 77-420

Excel 2013

Version:Demo

1. ORRECT TEXT

Create a chart. To the right of the data Chart 3-D Clustered Column Exclude all filtered rows

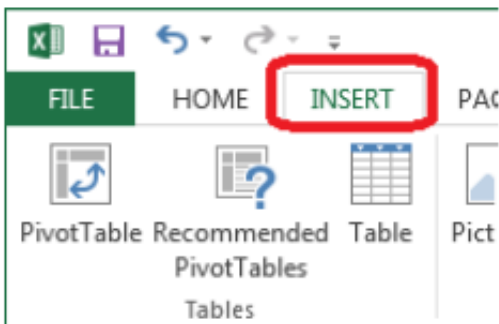
Horizontal Axis Labels: "IDs" column in table

Series 1: "Zero Scores" column in table.

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

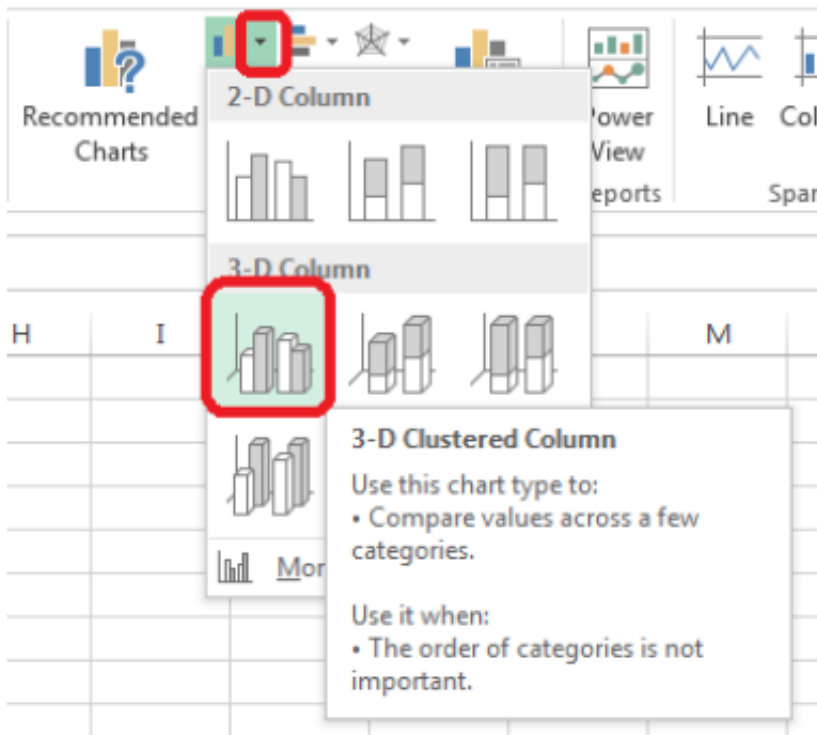
Explanation:

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



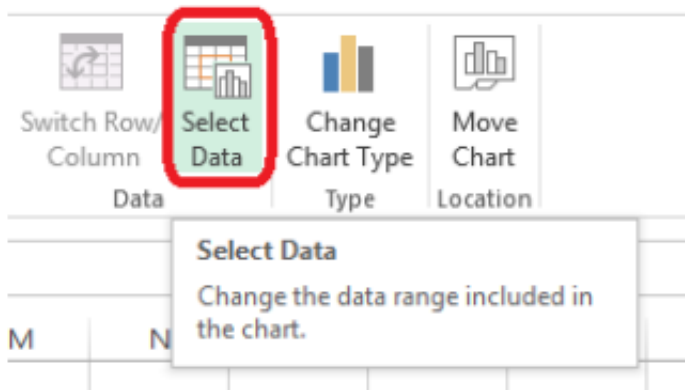
b

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

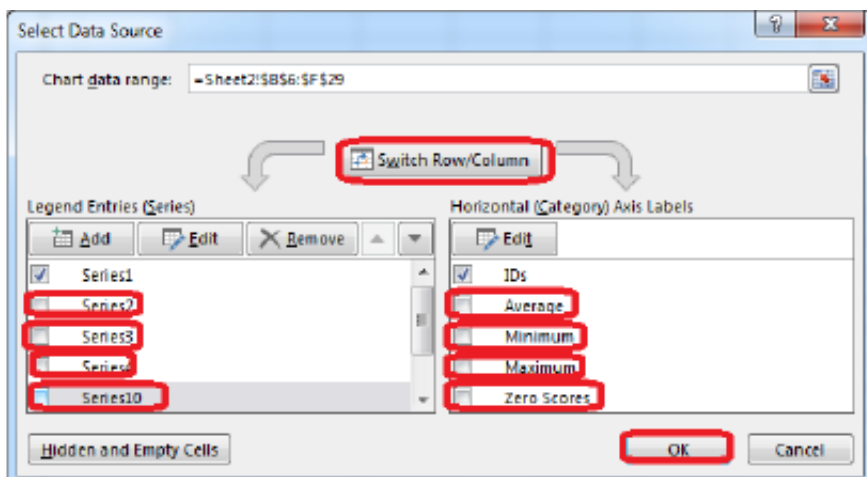


Step 3: If necessary, move the chart to the right of the table.

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.



## 2. 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

## 3. CORRECT TEXT

Insert data from a text file.

Cell A1.

File source Autumn.txt

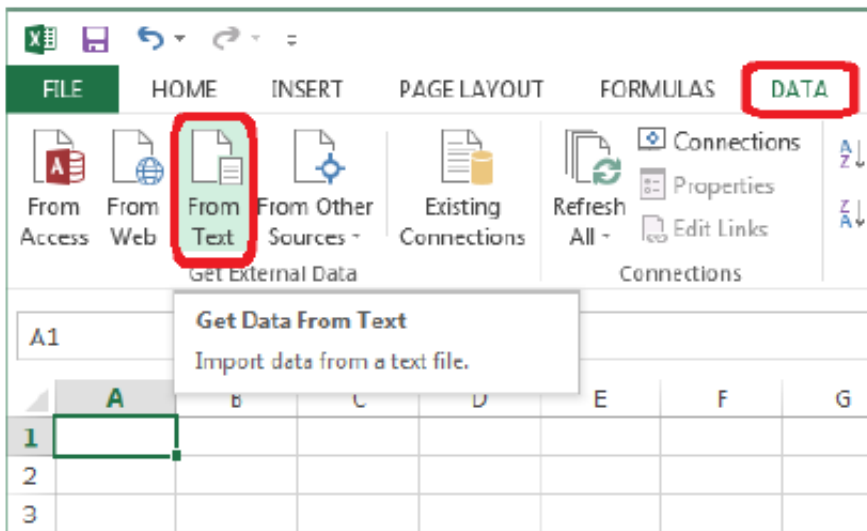
Tab-delimited

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

Explanation:

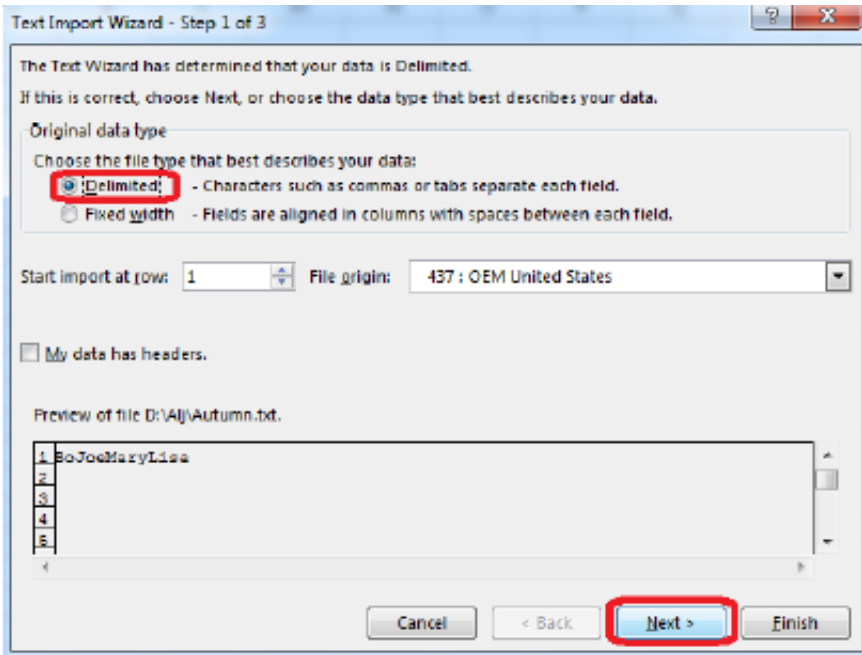
Step 1: Click cell A1.

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

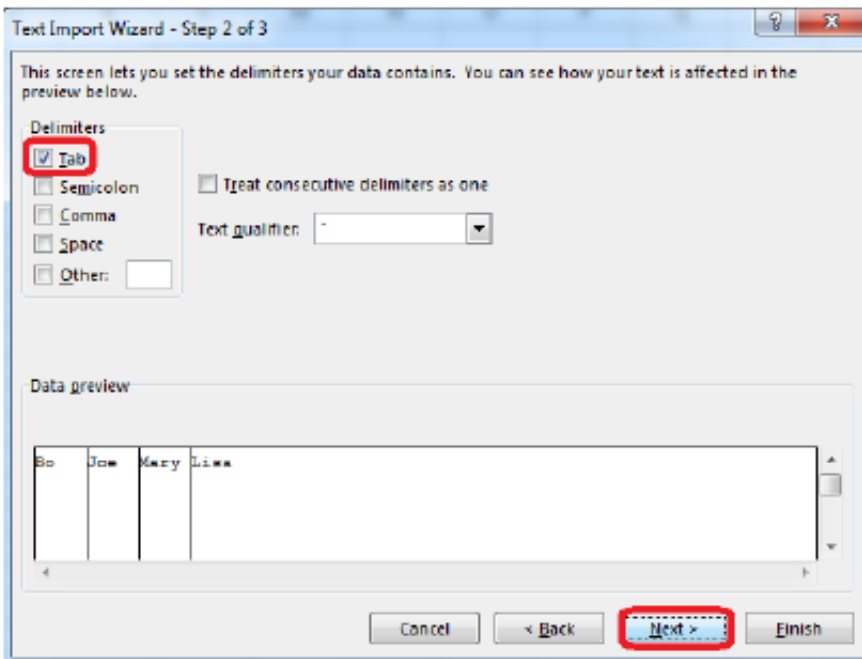


The Text Import Wizard starts.

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

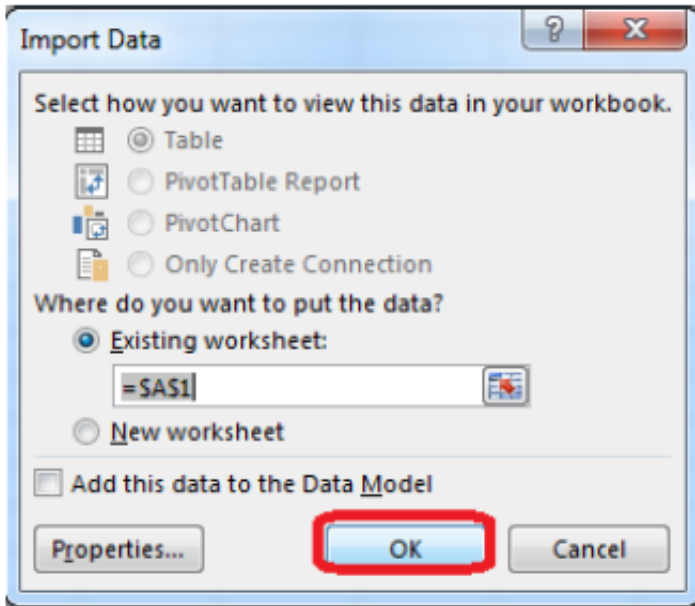


Step 4: Make sure Delimiters: Tab is selected. Then click Next.



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

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



4. CORRECT TEXT

Insert a row.

Directly below current row 1.

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

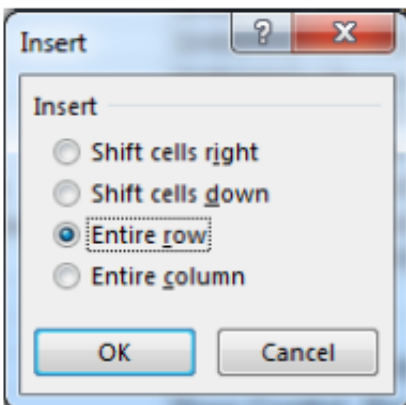
Explanation:

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.



5. CORRECT TEXT

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

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

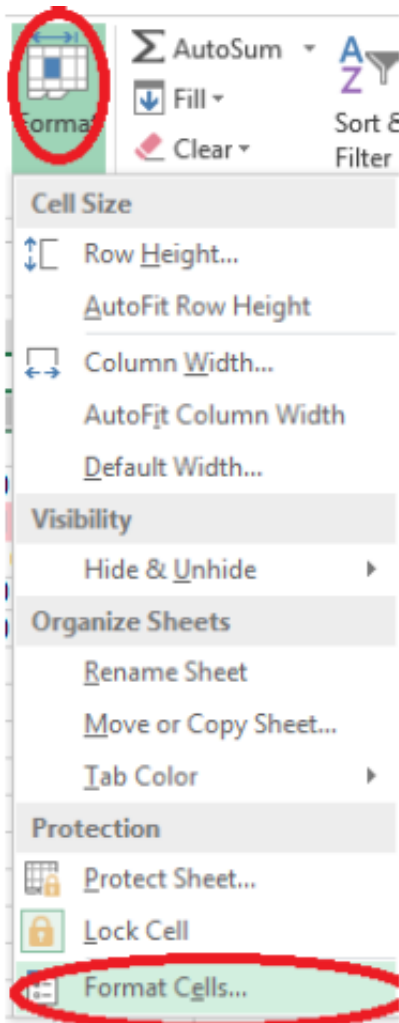
Explanation:

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

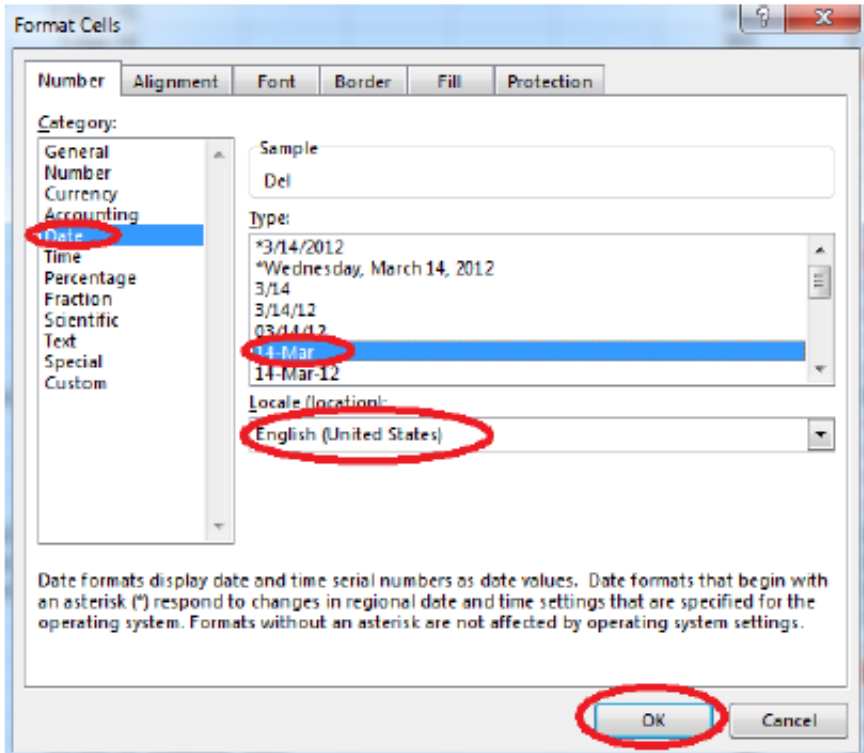
Step 2: Click in cell A2.

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

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



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





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