Microsoft

77-420
Excel 2013



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Product Version

✓ **Up to Date products, reliable and verified.**
✓ **Questions and Answers in PDF Format.**

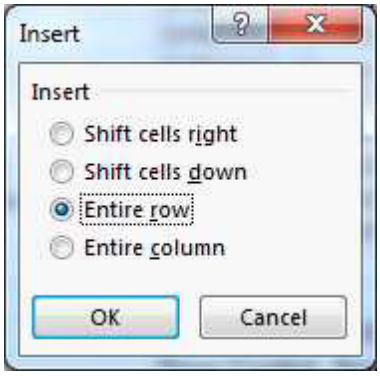
Latest Version: 6

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.

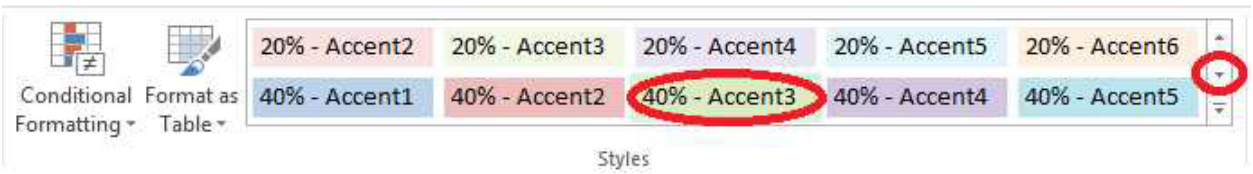


Question: 2

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.

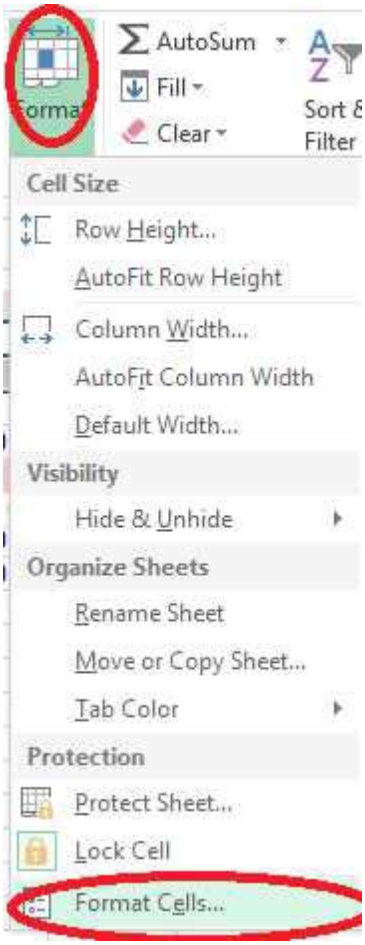


Question: 3

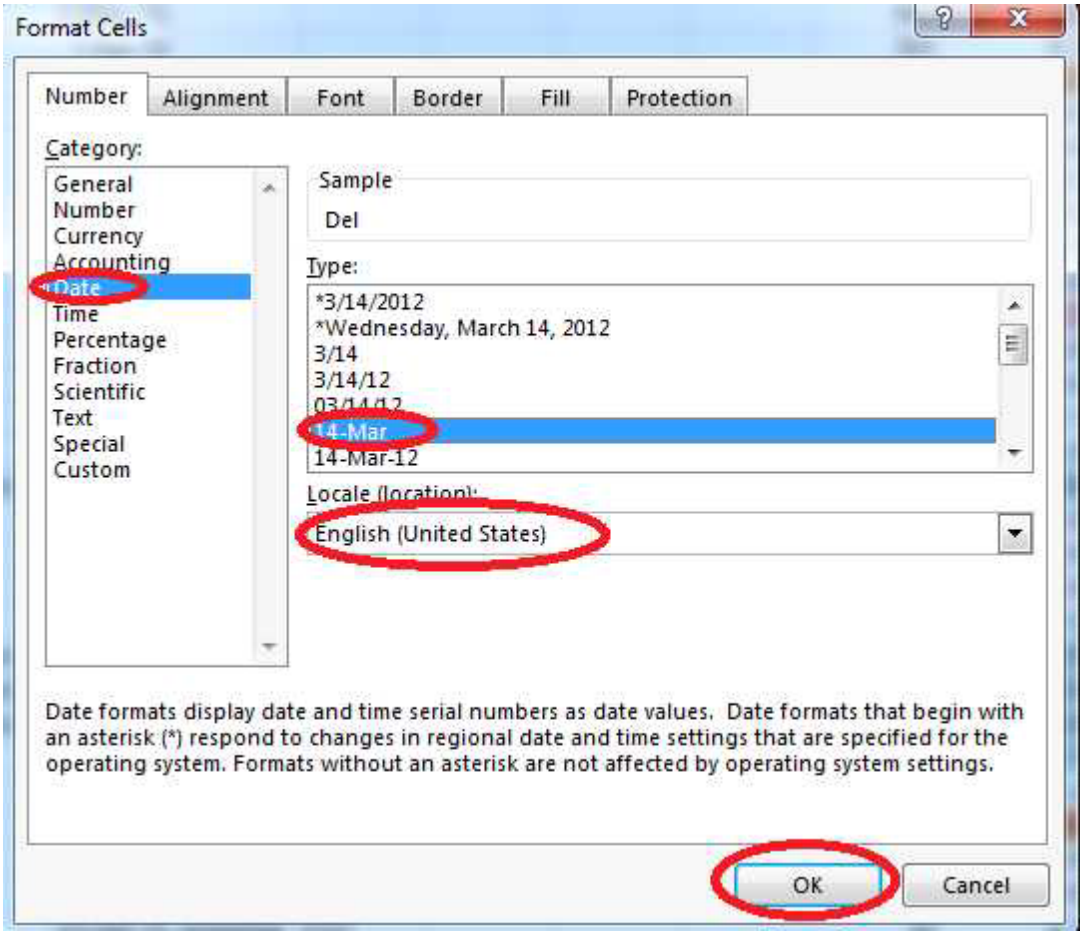
Modify the cell format to date.
Cell range C2:S2
Type: 14-Mar
Locale (location): English (United States)

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.

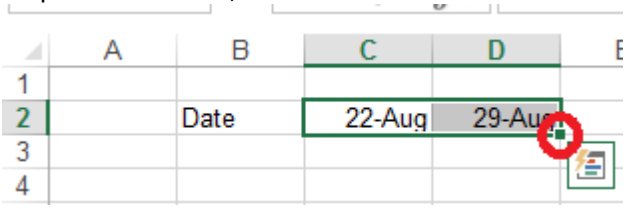


Question: 4

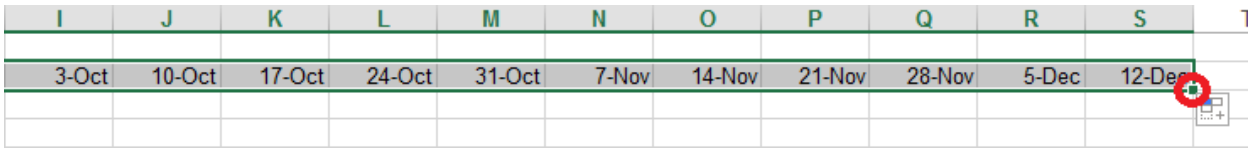
Add a header and the date for each of the columns (assignments) in the range.
Cell B2.
Text "Date".
Cell Range C2: S2
Text: "22-Aug, 29-Aug,…12-Dec"

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.



Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).



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