

Vendor: Microsoft

Exam Code: 77-420

Exam Name: MOS: Microsoft Office Excel 2013

Version: DEMO

QUESTION 1 Insert a row. Directly below current row 1.

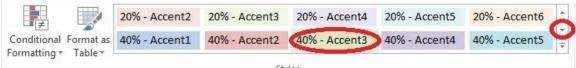
Answer: Use the fol lowing steps to complete this task in Explanation: Step 1: Open the correct worksheet (Section 3 Worksheet) Step 2: Click on a cell in row 2. Step 3: Right-click in the cell, and select Insert from the context menu. Step 4: In the Insert Dialog box select Entire row, and click OK.

Insert	
🔘 Shift ce	lls r <u>ig</u> ht
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Entire r	ow
O Entire c	olumn
	Cancel

#### **QUESTION 2**

Apply a cell style Cell range A2:S2 Style 40% - Accent3

Answer: Use the fol lowing steps to complete this task in 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.



Styles

QUESTION 3 Modify the cell format to date. Cell range C2:S2 Type: 14-Mar Locale (location): English (United States)

Answer: Use the fol lowing steps to complete this task in 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.

orm	ia Fill ▼ ≪ Clear ▼	Z <sup>u</sup> Sort & Filter
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Pro	tection	
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6	Lock Cell	
162	Format C <u>e</u> lls	

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

Number	Alignment	Font	Border	Fill	Protection			
Category:								
General Number Currency Accounting Date Time Percentage Fraction Scientific Text		Sample Del	1					
		<u>T</u> ype:						
		*3/14/2012 *Wednesday, March 14, 2012 3/14 3/14/12 03/14/12						
Special		14-Mar 14-Mar 12						
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an asteris	k (*) respond t	o change	s in regional	date an	late values. Date formats that d time settings that are specifi affected by operating system	ed for the		

### **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: Use the fol lowing steps to complete this task in 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.

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	Date	22-Aug	29-Au			
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	A	A B Date	A B C	A B C D		

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

1	J	K	L	M	N	0	Р	Q	R	S
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Der

#### **QUESTION 5**

Modify the text in the title. Cell A1. Text "Math 1080 - Section 3 Assignments"

Answer: Use the fol lowing steps to complete this task in Explanation: Step 1: Click cell A1 Step 2: Change the text by typing to: Math 1080 – Section 3 Assignments ★ Instant Download ★ PDF And VCE ★ 100% Passing Guarantee ★ 100% Money Back Guarantee

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