

Microsoft

*77-420
Excel 2013*

Questions And Answers PDF Format:

**For More Information – Visit link below:
<https://www.certsgrade.com/>**

Version = Product



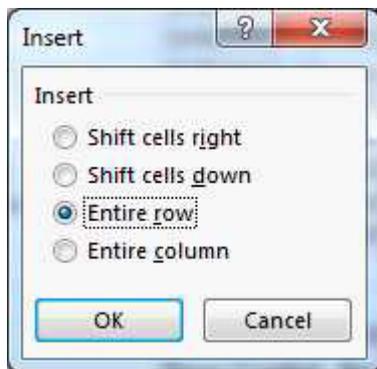
Latest Version: 6

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)

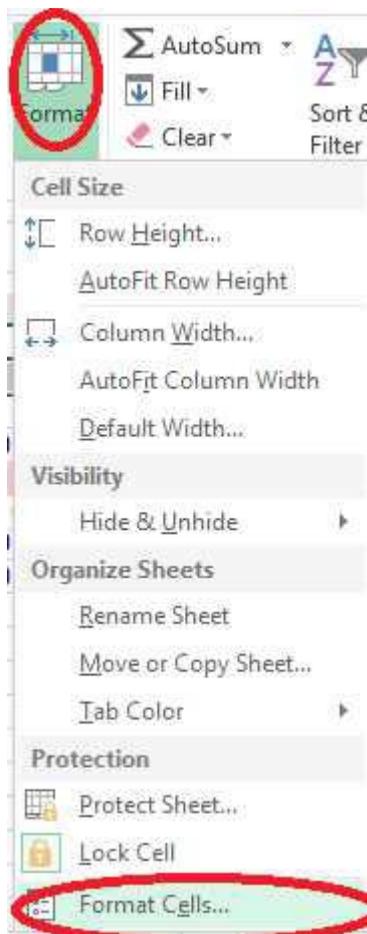
Answer:

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

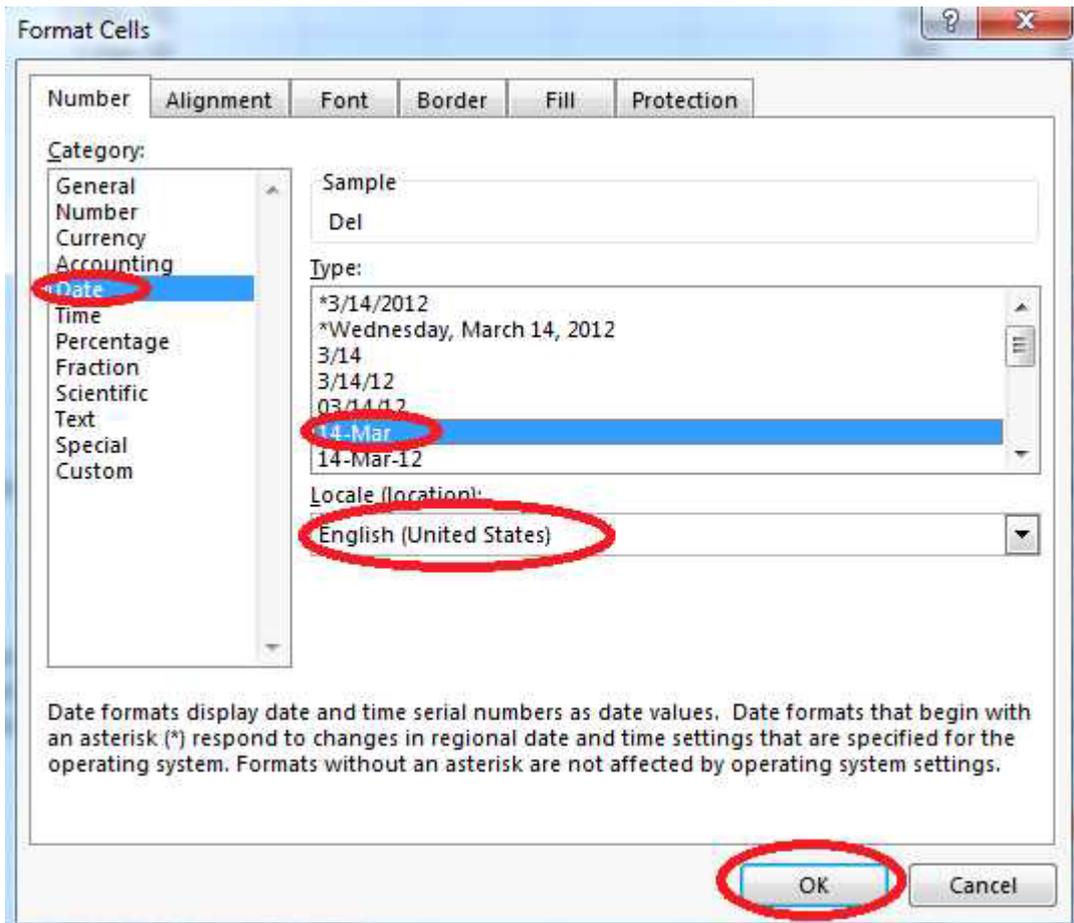
Step 2: Click in cell A2.

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.

| | 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 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

For More Information – **Visit link below:**
<http://www.certsgrade.com/>

PRODUCT FEATURES

-  **100% Money Back Guarantee**
-  **90 Days Free updates**
-  **Special Discounts on Bulk Orders**
-  **Guaranteed Success**
-  **50,000 Satisfied Customers**
-  **100% Secure Shopping**
-  **Privacy Policy**
-  **Refund Policy**

Discount Coupon Code: **CERTSGRADE10**

