77-420^{Q&As}

Excel 2013

Pass Microsoft 77-420 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

https://www.pass4itsure.com/77-420.html

100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft
Official Exam Center

🔧 **Instant Download** After Purchase

🔧 **100% Money Back** Guarantee

🔧 **365 Days** Free Update

🔧 **800,000+** Satisfied Customers

QUESTION 1

Insert data from a text file.

Cell A1.
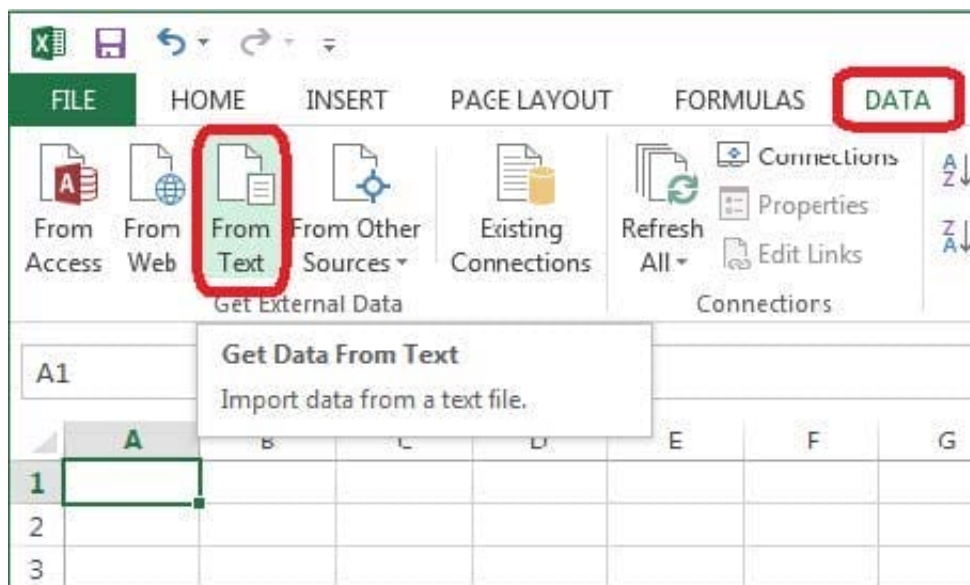
File source Autumn.txt

Tab-delimited

Correct Answer: Use the following steps to complete this task in explanation:
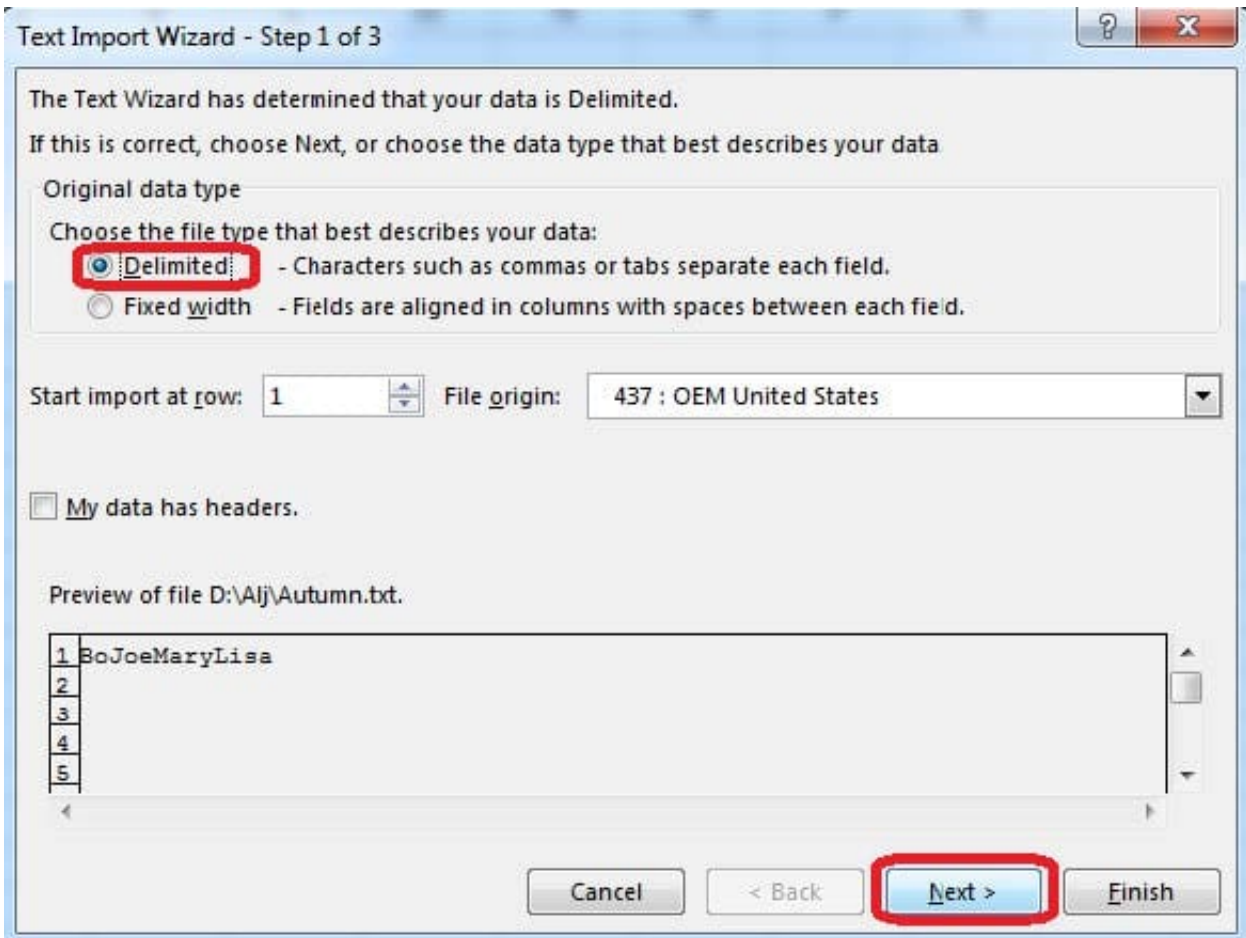
Step 1:Click cell A1.

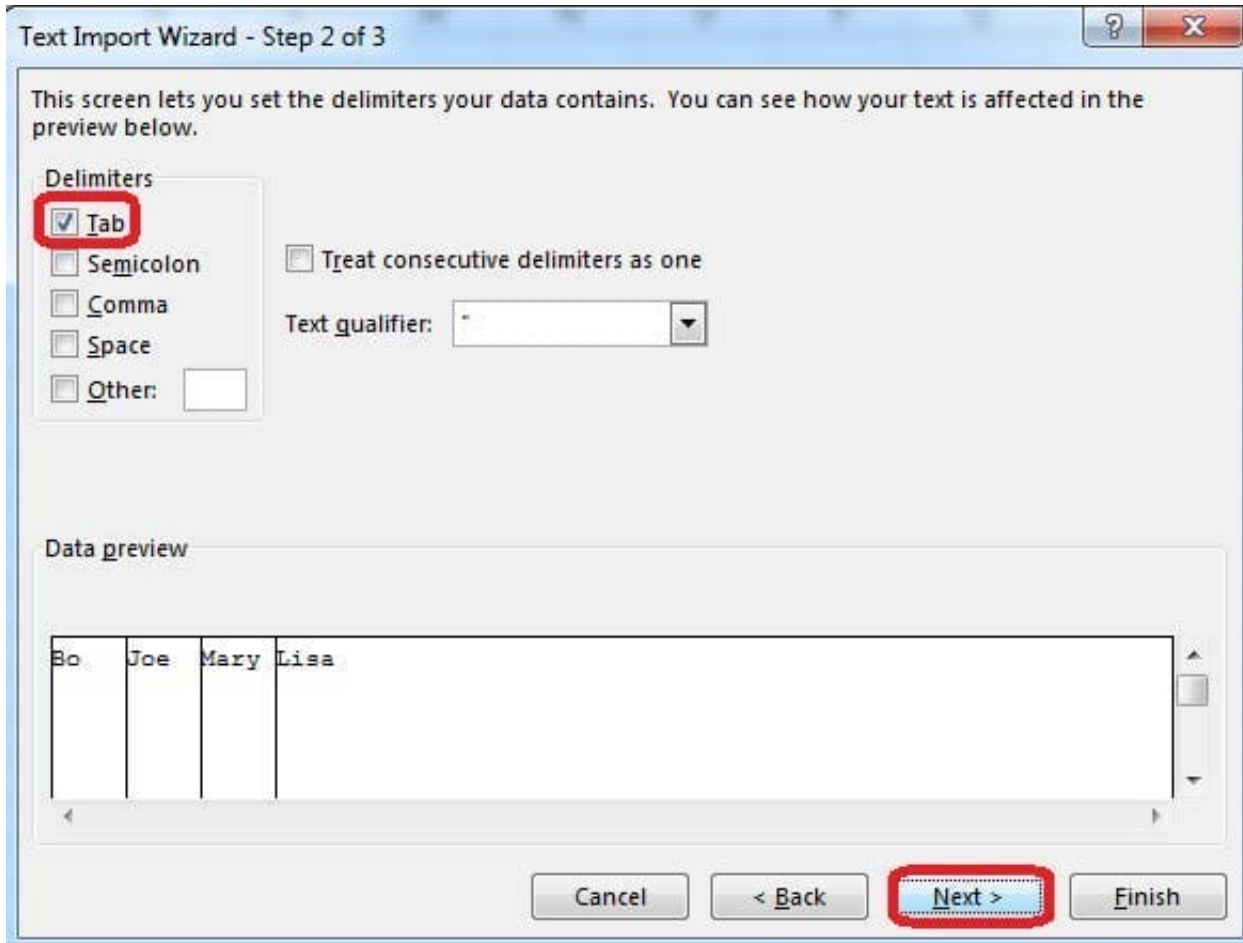Step 2:Click the Data tab, and click the From Text button.


The Text Import Wizard starts.

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

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data

Original data type

Choose the file type that best describes your data:
- ⦿ Delimited - Characters such as commas or tabs separate each field.
- ○ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1   File origin: 437 : OEM United States

☐ My data has headers.

Preview of file D:\Alj\Autumn.txt.

```
1 BoJoeMaryLisa
2
3
4
5
```

Cancel   < Back   Next >   Finish

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.
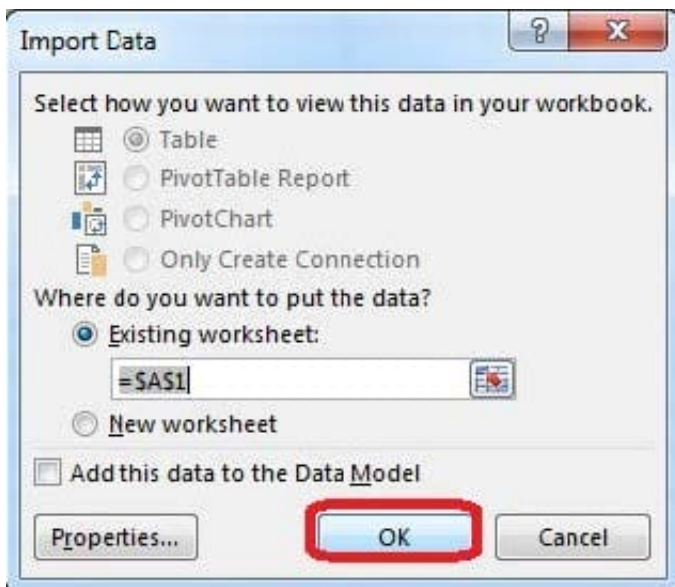
QUESTION 2
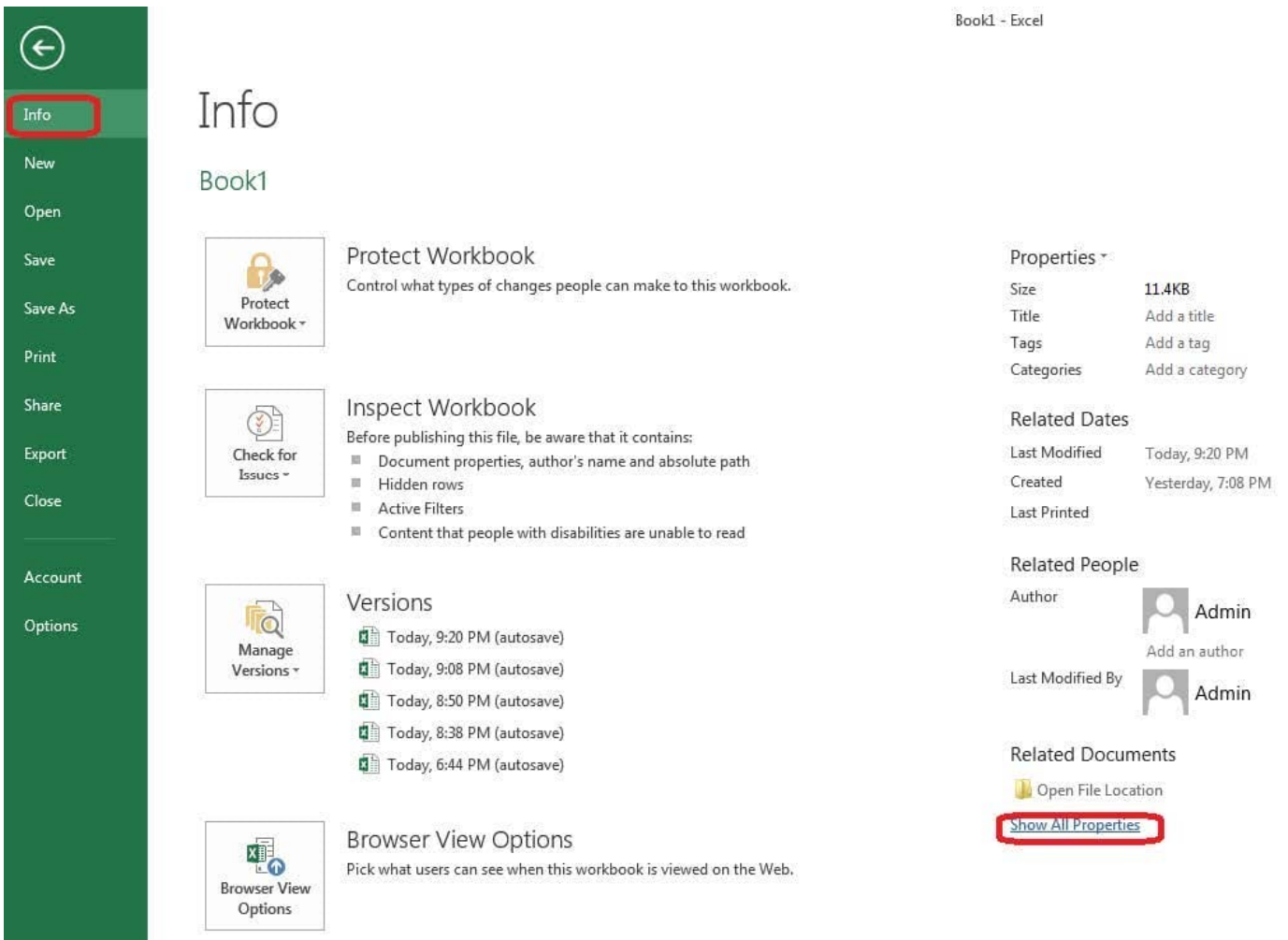
Modify the document property.

MathTracker.xlsx

Subject "Homework"

Correct Answer: Use the following steps to complete this task in 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 theReturn button.

QUESTION 3

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

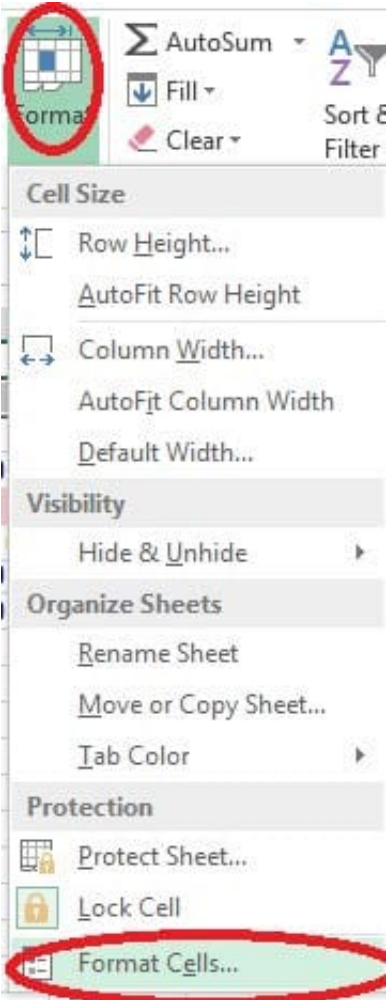Locale (location): English (United States)

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

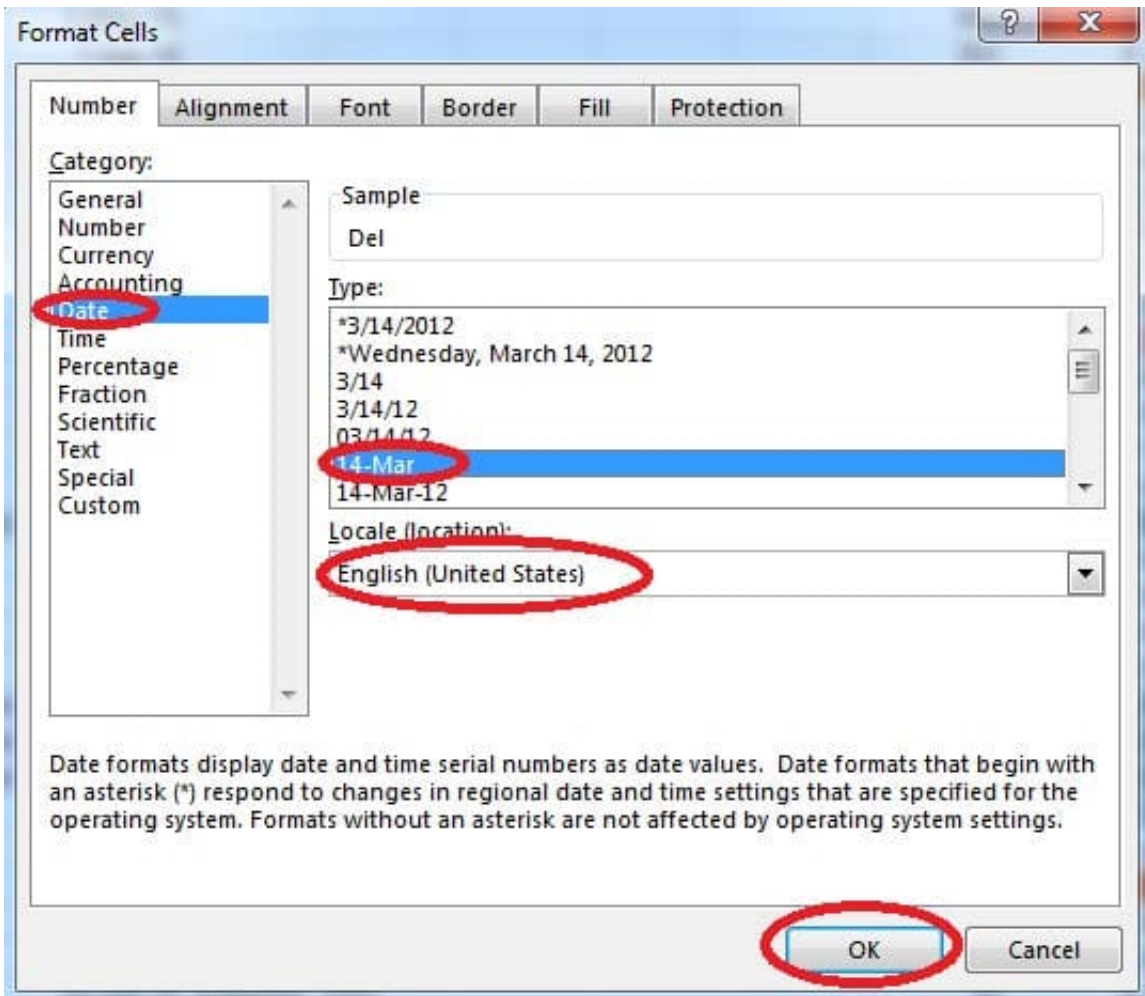Step 1: Open the correct worksheet(Section 3 Worksheet).

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.

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.
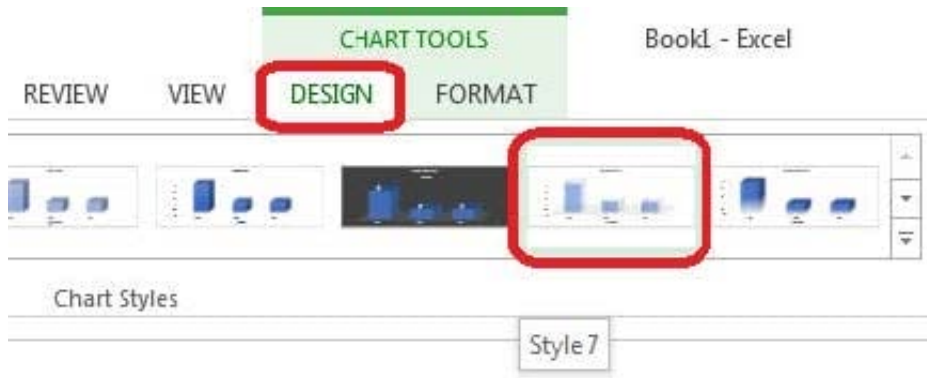
QUESTION 4

Apply a style to the chart.

Chart.

Chart Styles Style 7

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

Step 1:Click on the chart.

Step 2:On the Design tab, in the Chart Styles group, click theStyle 7chart style.
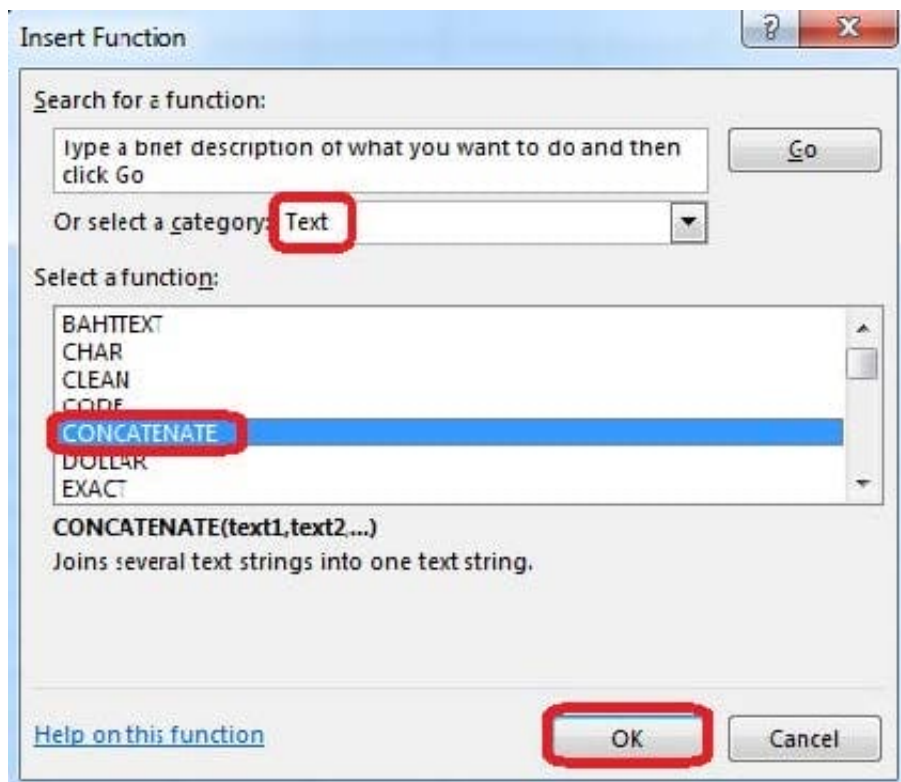
QUESTION 5

Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no " Text 2: header of column F Absolute Reference

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

Step 1:Click K2andClick on the insert function button.

Step 2:Select Category: Text, the CONCATENATE function, and click OK.

Step 3:In the Function Arguments dialog box in the Text1 box type: Students with no , and then click the Text2 reference button, and click on the header of column F in the worksheet, press the enter Key
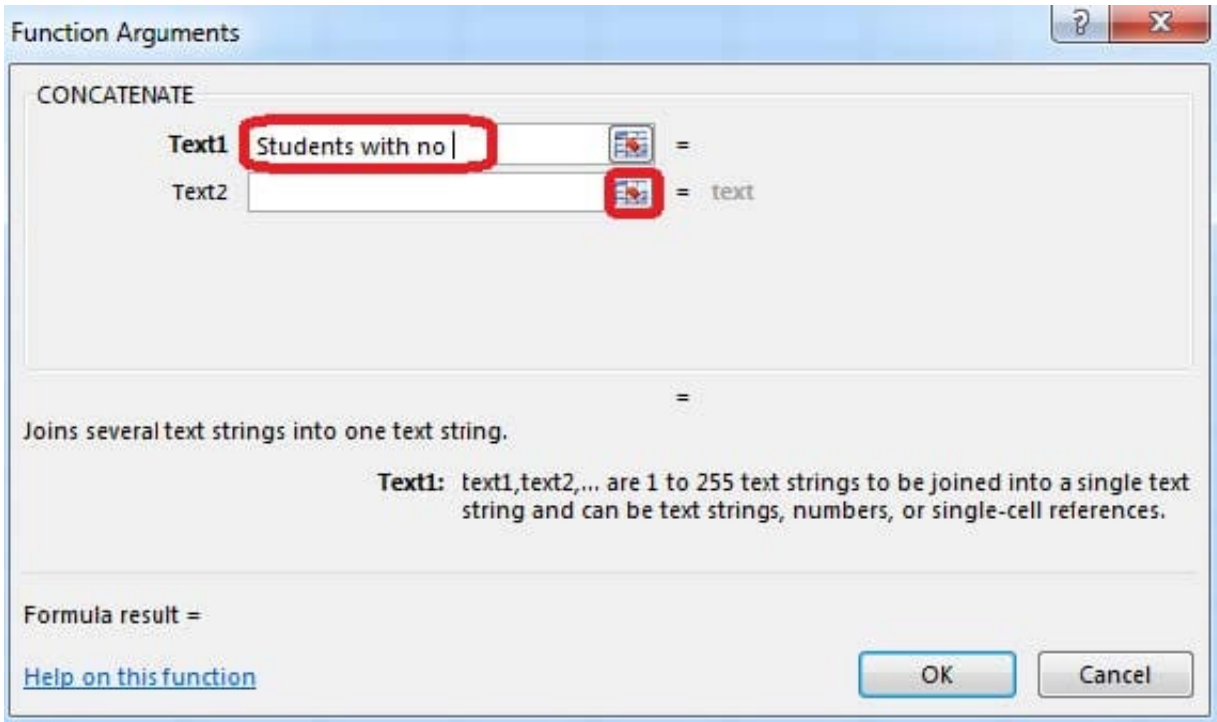
Step 4:Press the OK button in the Function Arguments dialog box.

Latest 77-420 Dumps   77-420 Practice Test   77-420 Braindumps