

77-420^{Q&As}

Excel 2013

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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.

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The Text Import Wizard starts.

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



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



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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,

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Step 3:In the Subject textbox type: HomeWork and click theReturn button.



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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.

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



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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.

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lype a brief description of what you want to do and then click Go	<u>G</u> o
Or select a <u>c</u> ategory: Text	
Select a functio <u>n</u> :	
BAHTTEXT CHAR CLEAN CODE	·
DOLLAR EXACT	*
CONCATENATE(text1,text2,) Joins several text strings into one text string.	
Help on this function	Cancel

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



CONCATENATE Text1	tudents with no E =
Joins several text strin	= gs into one text string.
	Text1: text1,text2, are 1 to 255 text strings to be joined into a single text string and can be text strings, numbers, or single-cell references.
Formula result =	
Help on this function	OK Cancel

Step 4:Press the OK button in the Function Arguments dialog box.

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