

Excel 2013

Microsoft 77-420

Version Demo

Total Demo Questions: 6

Total Premium Questions: 60

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Topic Break Down

Topic	No. of Questions
Topic 1, Managing Worksheets and Workbooks	12
Topic 2, Creating Cells and Ranges	17
Topic 3, Creating Tables	6
Topic 4, Applying Formulas and Functions	14
Topic 5, Creating Charts and Objects	11
Total	60

QUESTION NO: 1 - (SIMULATION)

Apply a style to the chart.

Chart.

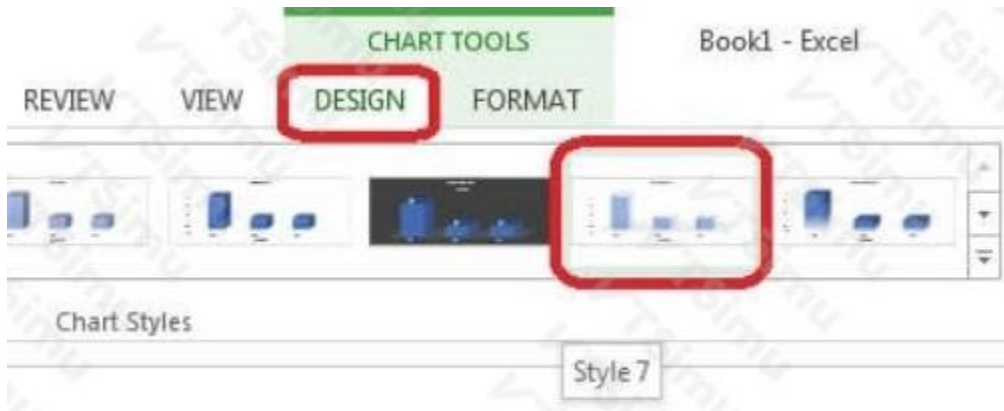
Chart Styles Style 7

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

Explanation:

Step 1: Click on the chart.

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



ANSWER: See the explanation for the answer

Explanation:

Select the chart to display **Chart Tools**. On the **Design** tab, in the **Chart Styles** group, select **Style 7**.

Click the chart.

Click **Chart Tools > Design**.

In **Chart Styles**, click **Style 7** (use the More arrow if it is not visible).

QUESTION NO: 2 - (SIMULATION)

Create a hyperlink to another worksheet.

Cell A2.

Cell reference "A3"

Sheet reference "Section 3" worksheet.

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

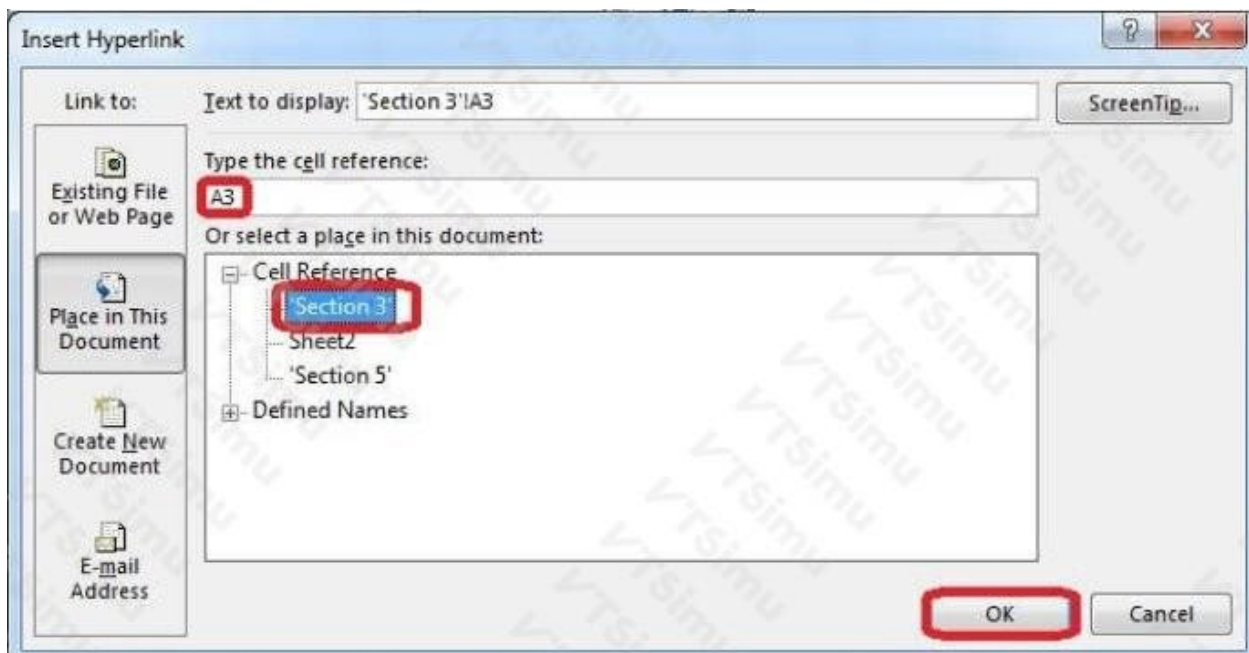
Explanation:

Step 1: Click cell A2.

Step 2: On the Insert tab, in the Links group, click Hyperlink.



Step 3: In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference 'Section 3', and click OK.



ANSWER: See the explanation for the answer

Explanation:

Create an internal worksheet hyperlink in A2 that points to cell A3 on the Section 3 worksheet.

1. Select cell A2.
2. Go to **Insert > Hyperlink** (or press Ctrl+K).
3. In the Insert Hyperlink dialog box, select **Place in This Document**.
4. In **Type the cell reference**, enter A3.
5. Under **Cell Reference**, select the worksheet named Section 3.
6. Click **OK**.

The resulting link destination is 'Section 3'!A3.

QUESTION NO: 3 - (SIMULATION)

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

ANSWER: See the explanation for the answer

Explanation:

Select the required range C2 : S2 (click C2, then Shift+click S2).

Open **Format Cells** by pressing **Ctrl+1** (or use the Home tab's Number group dialog-box launcher). On the **Number** tab:

Choose **Date** under Category.

Set **Locale (location)** to **English (United States)**.

Select the date **Type** 14-Mar.

Click **OK** to apply the date format to C2 : S2.

QUESTION NO: 4 - (SIMULATION)

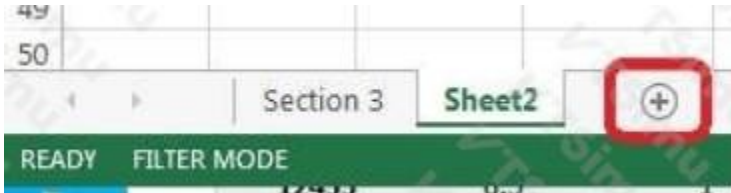
Add a worksheet

After other worksheets Rename "Section 5"

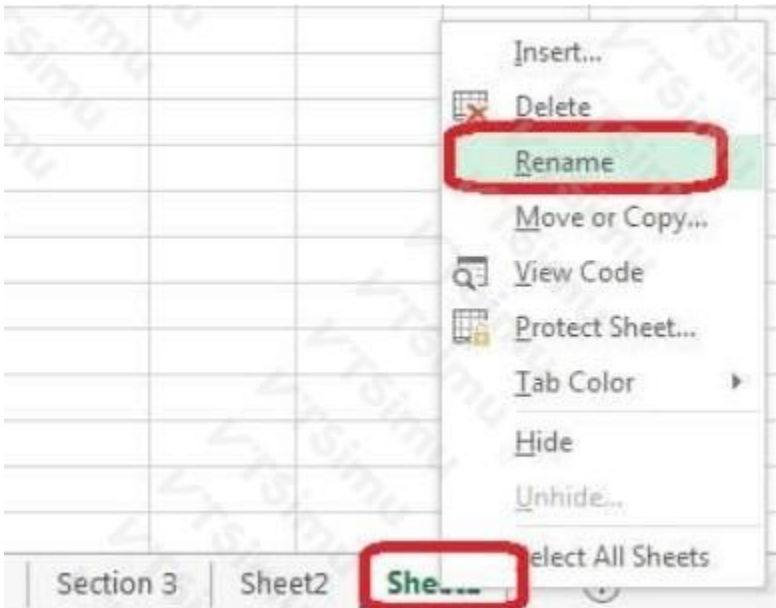
Answer: Use the following steps to complete this task in explanation:

Explanation:

Step 1: Click on the New sheet button (in the left bottom corner).



Step 2: Right-click on the new worksheet, and click Rename from the context menu.



Step 3: Type: Section 5 Step 4: Press the enter key.

ANSWER: See the explanation for the answer

Explanation:

Click the **New Sheet** button (+) next to the worksheet tabs to insert a worksheet after the existing sheets.

Right-click the newly created worksheet tab, select **Rename**, type `Section 5`, and press **Enter**.

QUESTION NO: 5 - (SIMULATION)

Configure page layout options.

Cell range B3:S25.

Set Print Area.

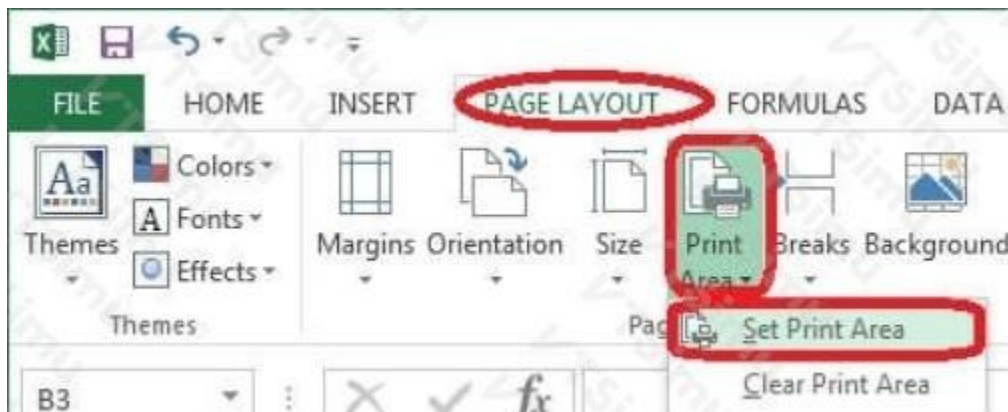
Enable the Gridlines Print option.

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

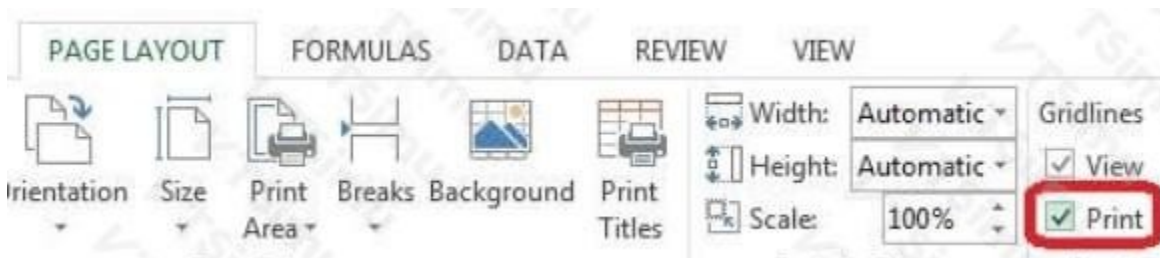
Explanation:

Step 1: Click in cell B3, and then shift-click in cell S25.

Step 2: On the Page Layout tab, in the Page Setup group, click Print Area, and then click Set Print Area.



Step 3: Still in the Page Layout tab, Enable the Gridlines Print option.



ANSWER: See the explanation for the answer

Explanation:

Select the range B3:S25, then configure the print settings as follows:

1. Click cell B3, hold **Shift**, and click cell S25 to select B3:S25.

2. Go to **Page Layout > Print Area** (in the Page Setup group) > **Set Print Area**.
3. On the **Page Layout** tab, in **Sheet Options**, under **Gridlines**, select the **Print** check box.

This sets B3 : S25 as the worksheet print area and ensures gridlines are printed.

QUESTION NO: 6 - (SIMULATION)

Rename a table.

Cell range B6:F29

Name: "Overview"

ANSWER: See the explanation for the answer

Explanation:

Rename the table to Overview.

1. Click any cell in the table within range B6:F29.
2. On the **TABLE TOOLS – DESIGN** tab, locate the **Table Name** box in the Properties group.
3. Replace the current table name with **Overview** and press **Enter**.

Do not use the Name Box next to the formula bar; that would create or rename a named range rather than rename the Excel table.