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Excel 2013

Microsoft 77-420

Version Demo

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QUESTION NO: 1 - (SIMULATION)

Change the color theme.

MathTracker.xlsx Slipstream

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

Explanation:

Step 1: Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.



ANSWER: See Explanation Below For Answer

Explanation:

Step 1: Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.

**QUESTION NO: 2 - (SIMULATION)**

Create a table and modify the table styles.

Cell range B6:F29

Table Style Medium 4

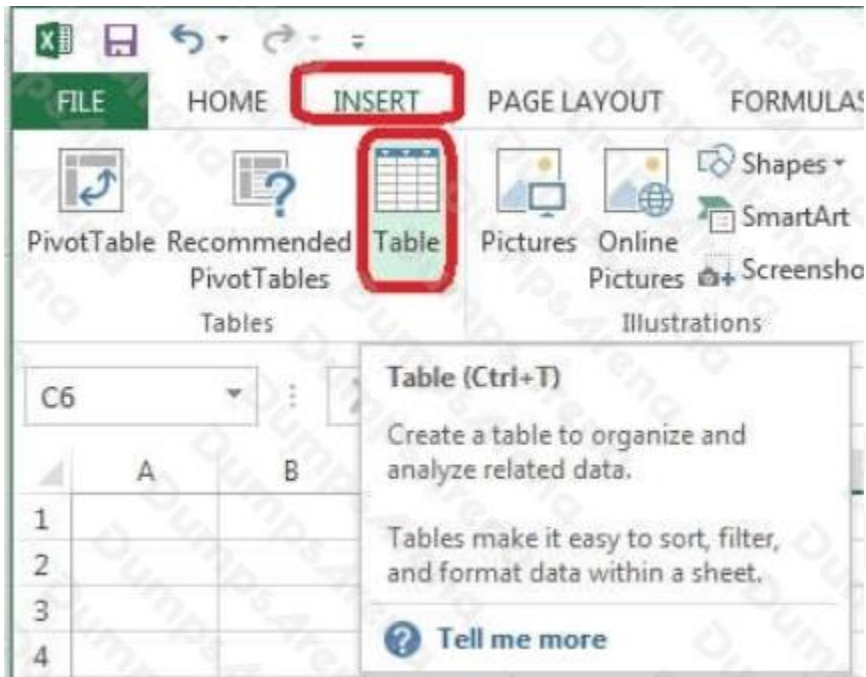
Enable the First Column Style

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

Explanation:

Step 1: Click cell B6, and Shift-click cell F29.

Step 2: Click the Insert tab, and click the Table button.



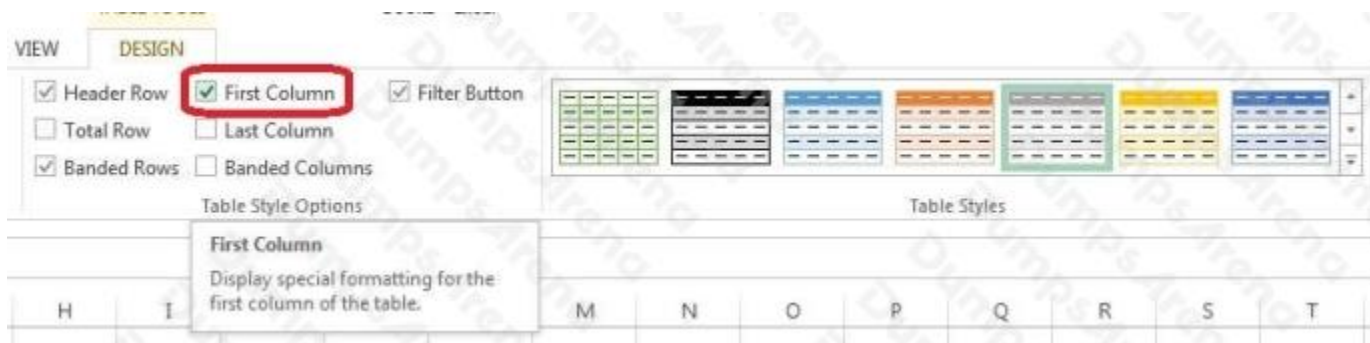
Step 3: In the Create Table dialog box click OK.



Step 4: In the Design tab, Table Styles select Table Style Medium 4.



Step 5: In the Design tab enable First Column.

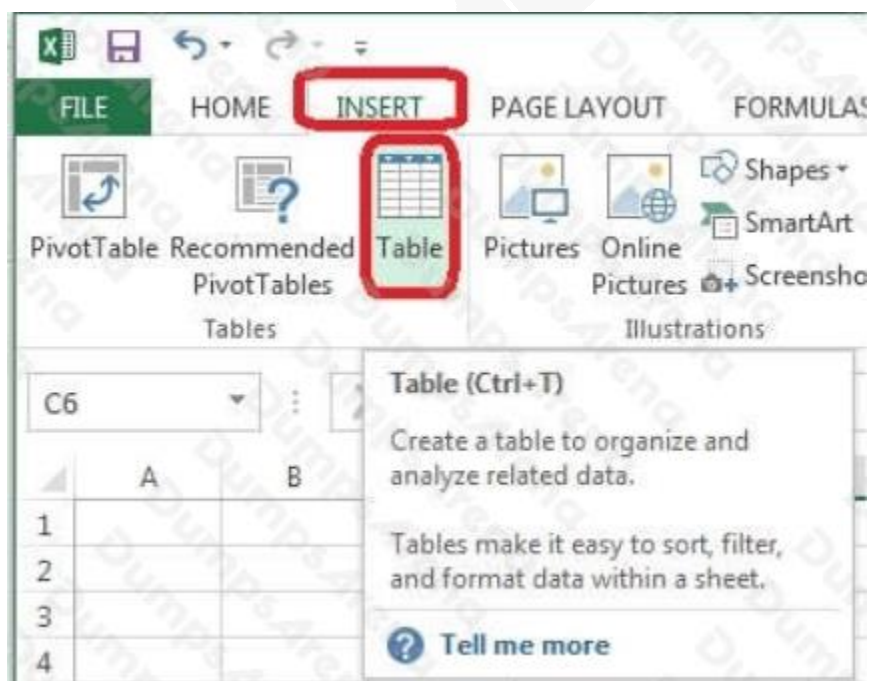


ANSWER: See Explanation Below For Answer

Explanation:

Step 1: Click cell B6, and Shift-click cell F29.

Step 2: Click the Insert tab, and click the Table button.



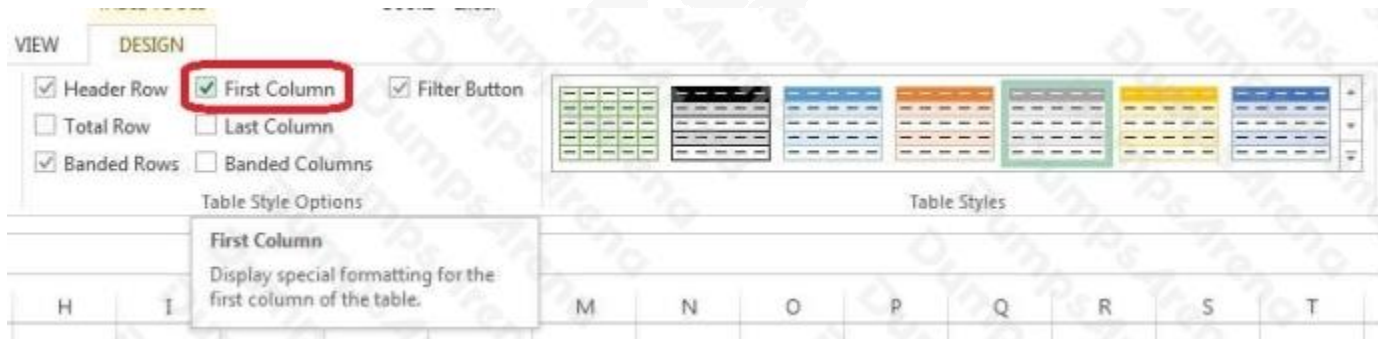
Step 3: In the Create Table dialog box click OK.



Step 4: In the Design tab, Table Styles select Table Style Medium 4.



Step 5: In the Design tab enable First Column.



QUESTION NO: 3 - (SIMULATION)

Create a new named range. Cell range C7:C29.

Name: "Homework"

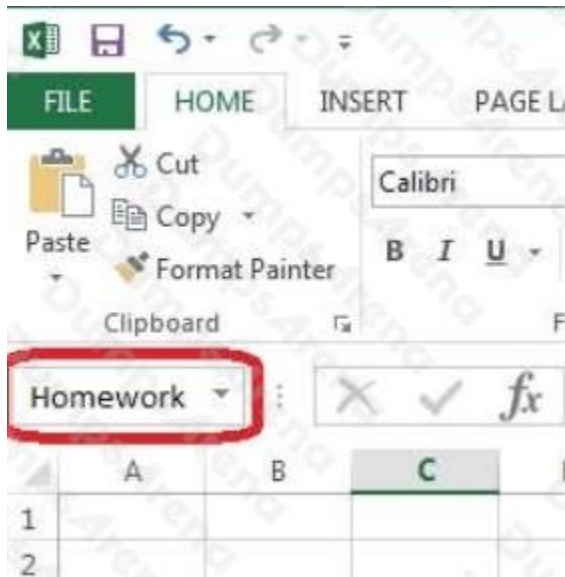
Answer: Use the following steps to complete this task in explanation:

Explanation:

Step 1: Click cell C7, and then Shift-click cell C29

Step 2: Click the Name box at the left end of the formula bar.

Step 3: Type: Homework. Press ENTER.



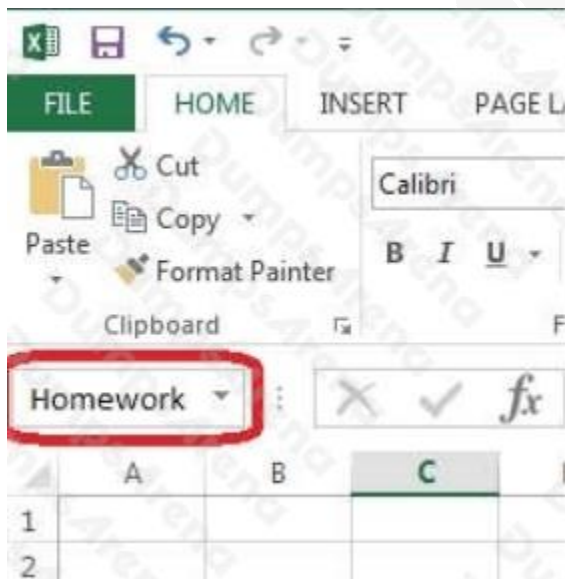
ANSWER: See Explanation Below For Answer

Explanation:

Step 1: Click cell C7, and then Shift-click cell C29

Step 2: Click the Name box at the left end of the formula bar.

Step 3: Type: Homework. Press ENTER.



QUESTION NO: 4 - (SIMULATION)

Add conditional formatting.

Color Scales: Green –White-Red Color Scale

Midpoint: Percentile, "70" Maximum: Number, "25"

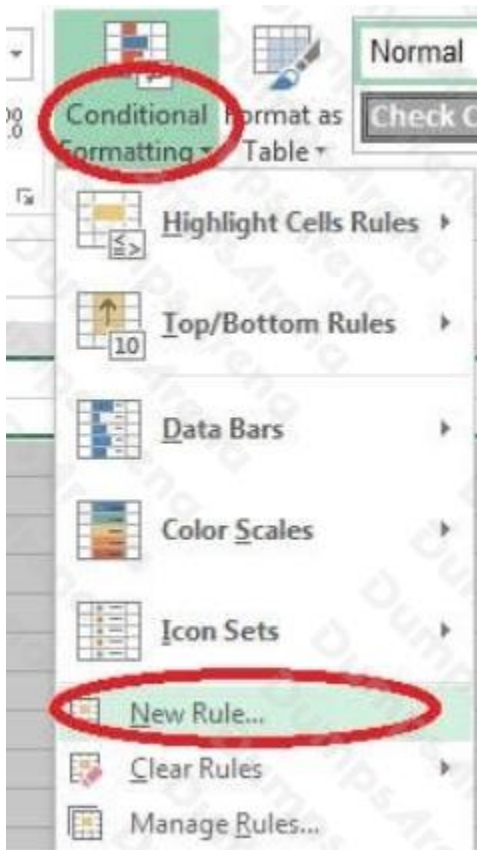
Answer: Use the following steps to complete this task in explanation:

Explanation:

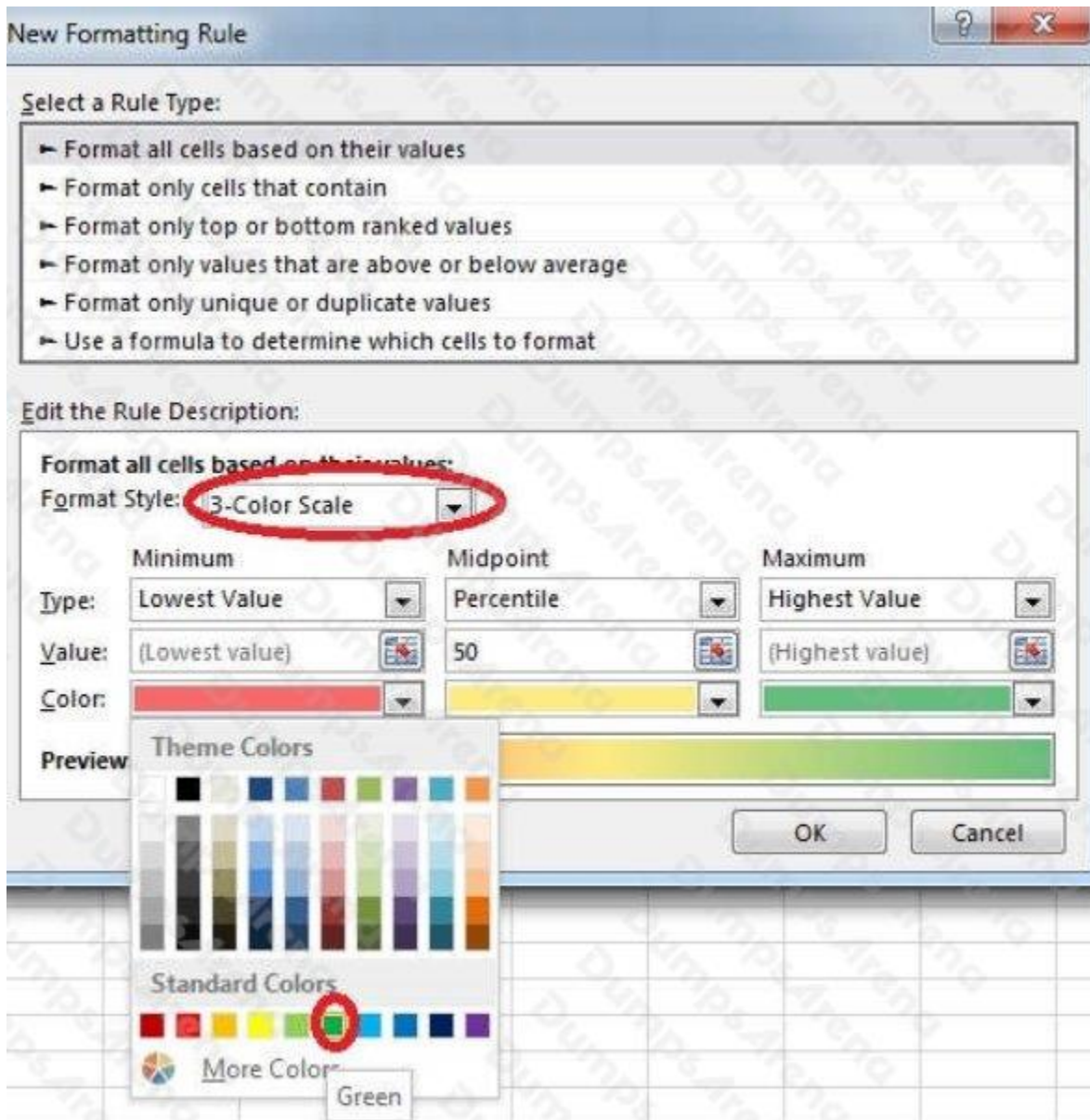
Step 1: Click cell C3

Step 2: Shift-Click cell S25.

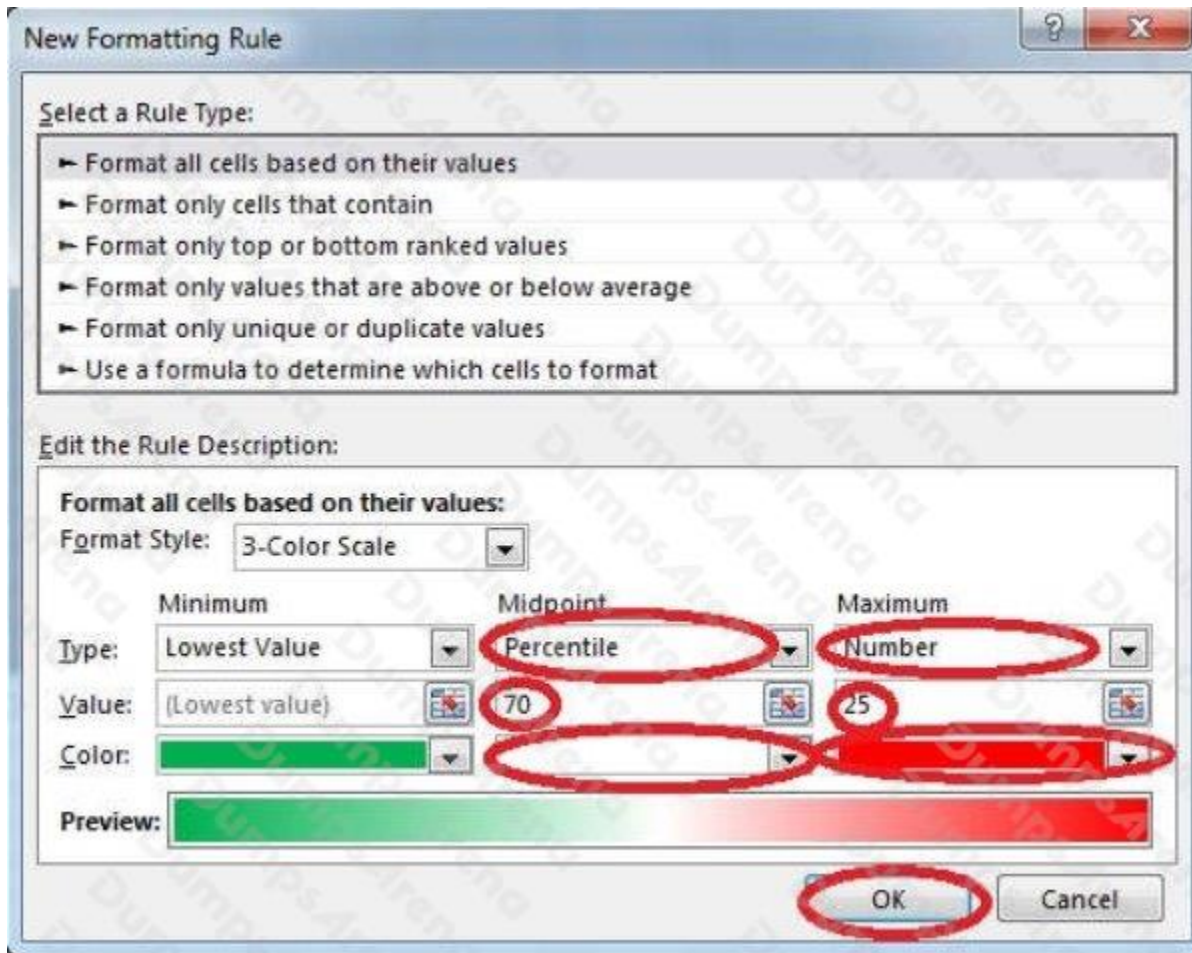
Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.



Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.



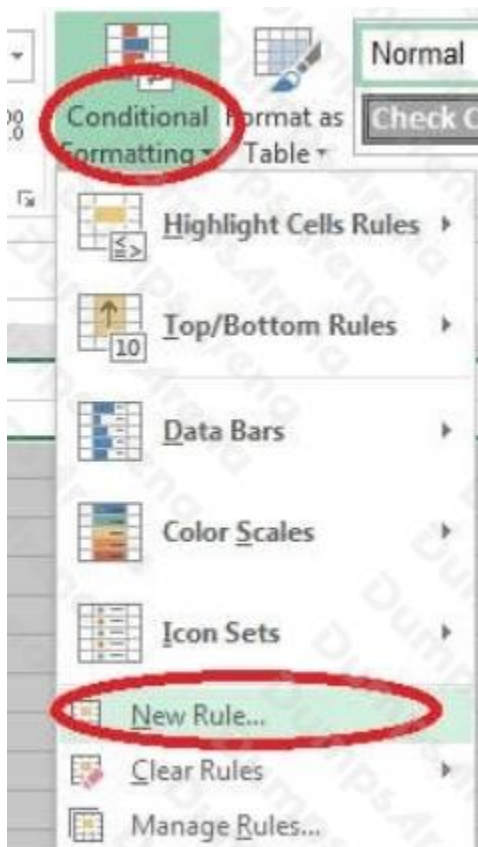
ANSWER: See Explanation Below For Answer

Explanation:

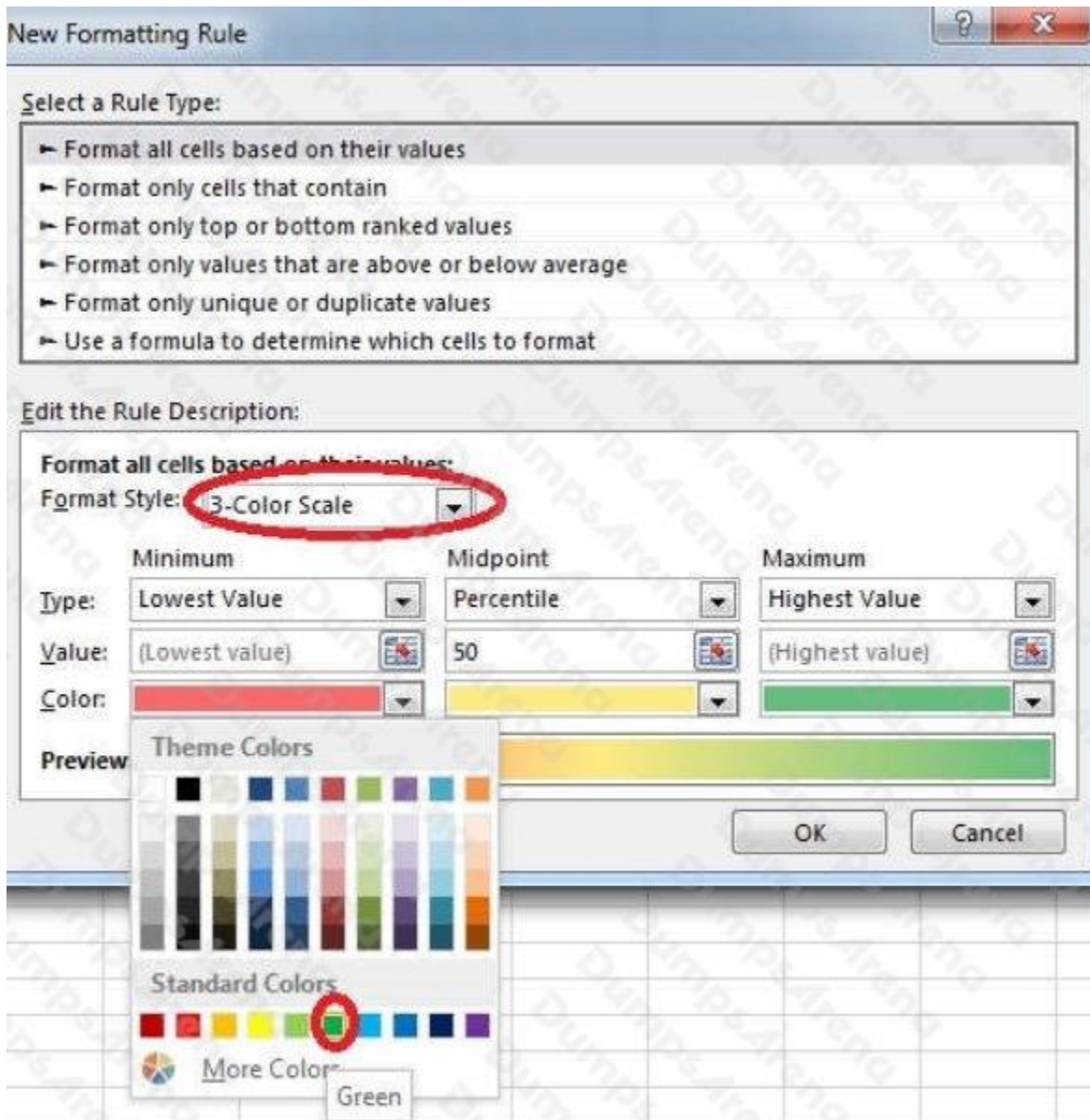
Step 1: Click cell C3

Step 2: Shift-Click cell S25.

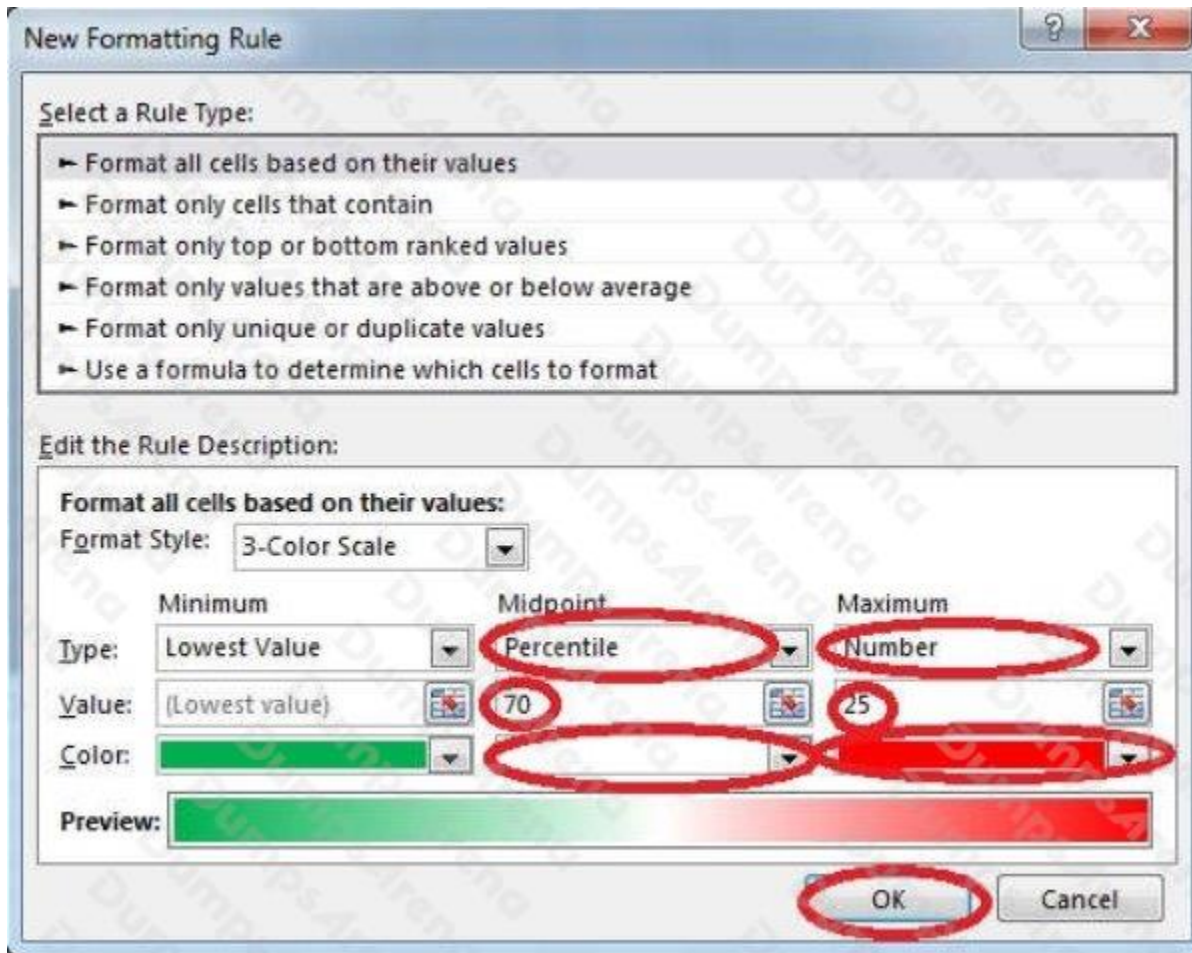
Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.



Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.

**QUESTION NO: 5 - (SIMULATION)**

Change the color theme.

MathTracker.xlsx Slipstream

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

Explanation:

Step 1: Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.



ANSWER: See Explanation Below For Answer

Explanation:

Step 1: Click the PAGE LAYOUT tab, click Colors, scroll down and select Slipstream.

