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- **Exam Code:** 77-420

- **Certification Name:** Microsoft Office Specialist

- **Exam Name:** Excel 2013

- **Number of Questions:** 30

- **Promo Code For Microsoft 77-420 Dumps:** SAVE35

- **Exam Language:** English

- **Exam Duration:** 90 mint

- **Exam Format:** MCQs

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Question No. 1

Create a hyperlink to another worksheet.

Cell A2.

Cell reference "A3"

Sheet reference "Section 3" worksheet.

- **A.** 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: A

Question No. 2

Insert data from a text file.

Cell A1.

File source Autumn.txt

Tab-delimited

- **A.** 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.

  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.

Answer: A

Question No. 3

Formula.

Insert text using a formula

Cell K2

Use Function CONCATENATE

Text1 : "Students with no "

Text 2: header of column F

Absolute Reference

- **A.** Step 1: Click K2 and Click 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.

Answer: A

Question No. 4

Apply a style to the chart.

Chart.

Chart Styles Style 7

- **A.** Step 1: Click on the chart. Step 2: On the Design tab, in the Chart Styles group, click the Style 7 chart style.

Answer: A

Question No. 5

Create a chart.

To the right of the data

Chart 3-D Clustered Column

Exclude all filtered rows

Horizontal Axis Labels: "IDs" column in table

Series 1: "Zero Scores" column in table.

- **A.** Step 1: Click in a cell in the data table, and then click on the INSERT tab.

Step 2: Click Insert Column Chart, and select 3-D Clustered Column.

Step 3: If necessary move the chart to the right of the table. Step 4: Click the Select Data button.

Step 5: In the Select Data Source dialog box click the Switch Row/Column button, Deselect everything except IDs for Horizontal Axis Labels, deselect everything excepts Series1 for Legend Entries (series), and click OK.

Answer: A

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