

Microsoft

77-420

Excel 2013

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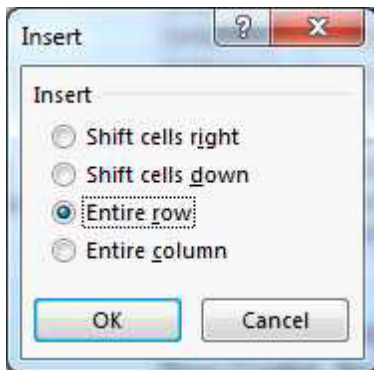
Latest Version: 6

Question: 1

Insert a row.
Directly below current row 1.

Answer:

- Step 1: Open the correct worksheet (Section 3 Worksheet)
- Step 2: Click on a cell in row 2.
- Step 3: Right-click in the cell, and select Insert from the context menu.
- Step 4: In the Insert Dialog box select Entire row, and click OK.

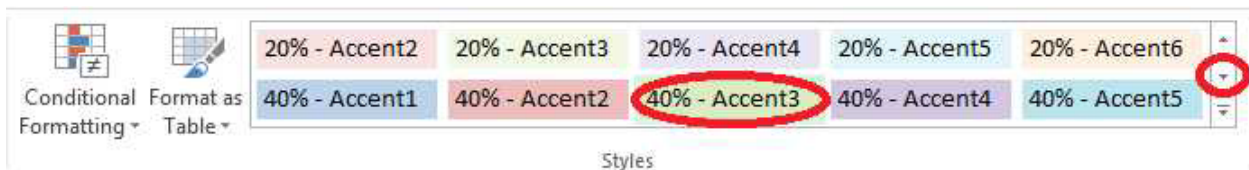


Question: 2

Apply a cell style
Cell range A2:S2
Style 40% - Accent3

Answer:

- 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, scroll down until you see 40% . Accent3, and click on it.



Question: 3

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

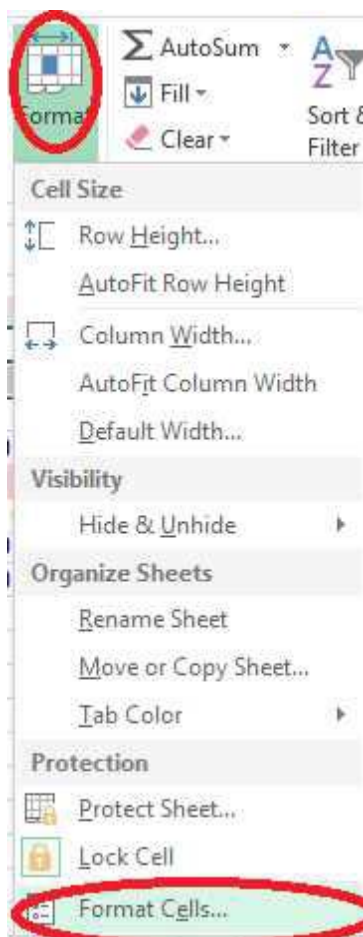
Answer:

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

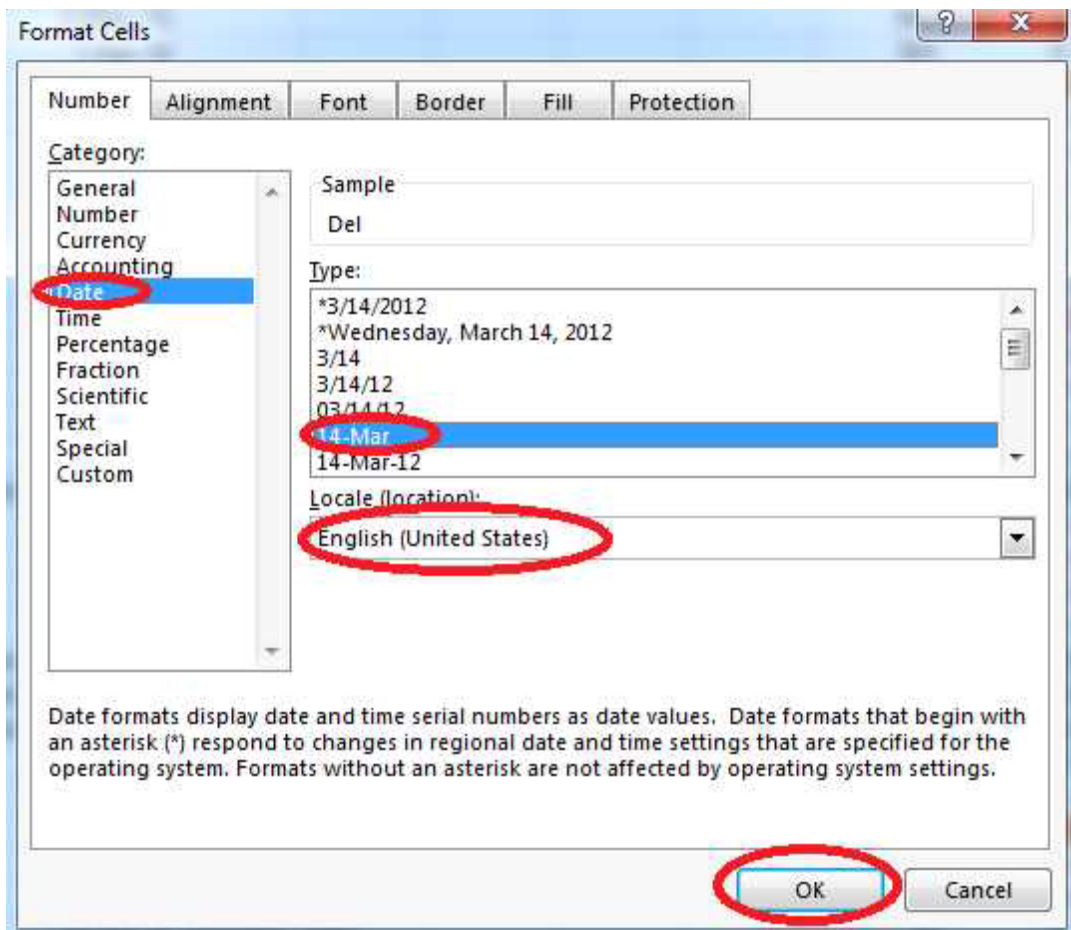
Step 2: Click in cell A2.

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

Add a header and the date for each of the columns (assignments) in the range.

Cell B2.

Text "Date".

Cell Range C2: S2

Text: "22-Aug, 29-Aug,...12-Dec"

Answer:

Step 1: Click Cell B2. Type the text: Date

Step 2: Click cell C2. Type the text: 22-Aug

Step 3: Click cell D2. Type the text: 29-Aug

Step 3: Click cell C2, then shift-click cell D2.

	A	B	C	D	E
1					
2		Date	22-Aug	29-Aug	
3					
4					

Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).

I	J	K	L	M	N	O	P	Q	R	S	T
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	

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