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**Excel 2013**

**Microsoft 77-420**

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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 new named range. Cell range C7:C29.

Name: "Homework"

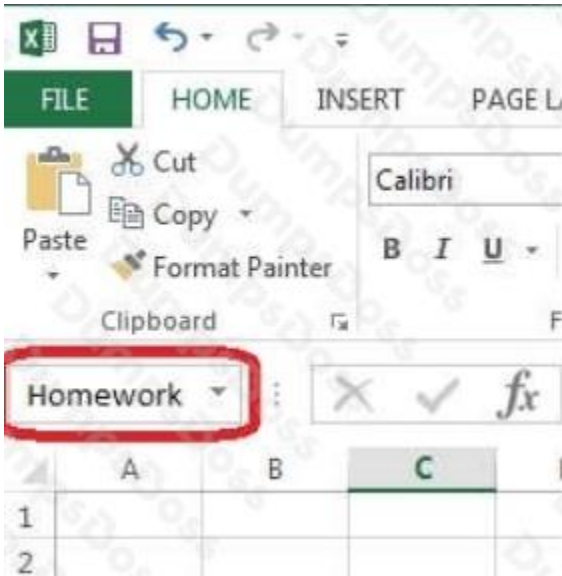
**Answer: Use the following steps to complete this task in explanation:**

**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.



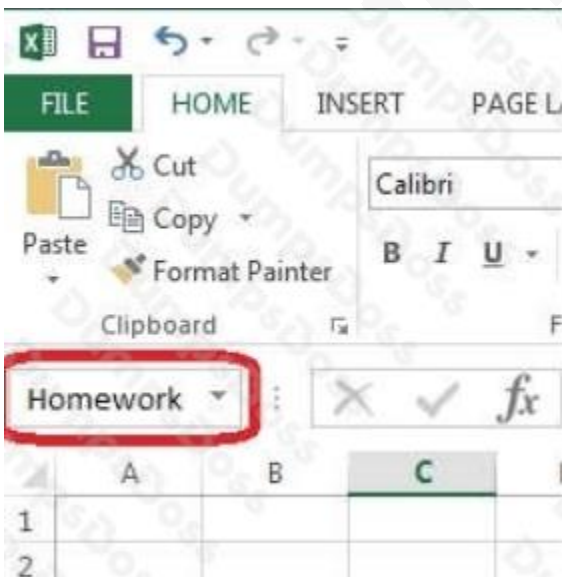
**ANSWER: See Explanation Below For Answer**

**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: 3 - (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: 4 - (SIMULATION)**

Add conditional formatting.

Color Scales: Green -White-Red Color Scale



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

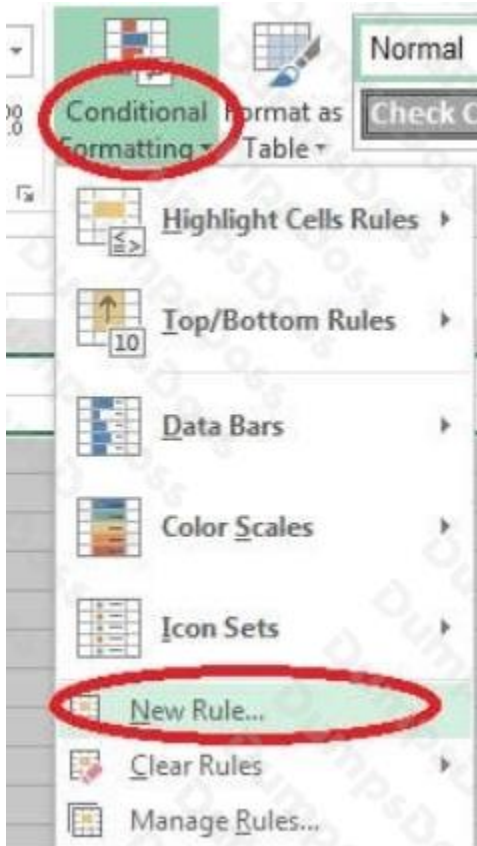
**Answer: Use the following steps to complete this task in explanation:**

**Explanation:**

Step 1: Click cell C3

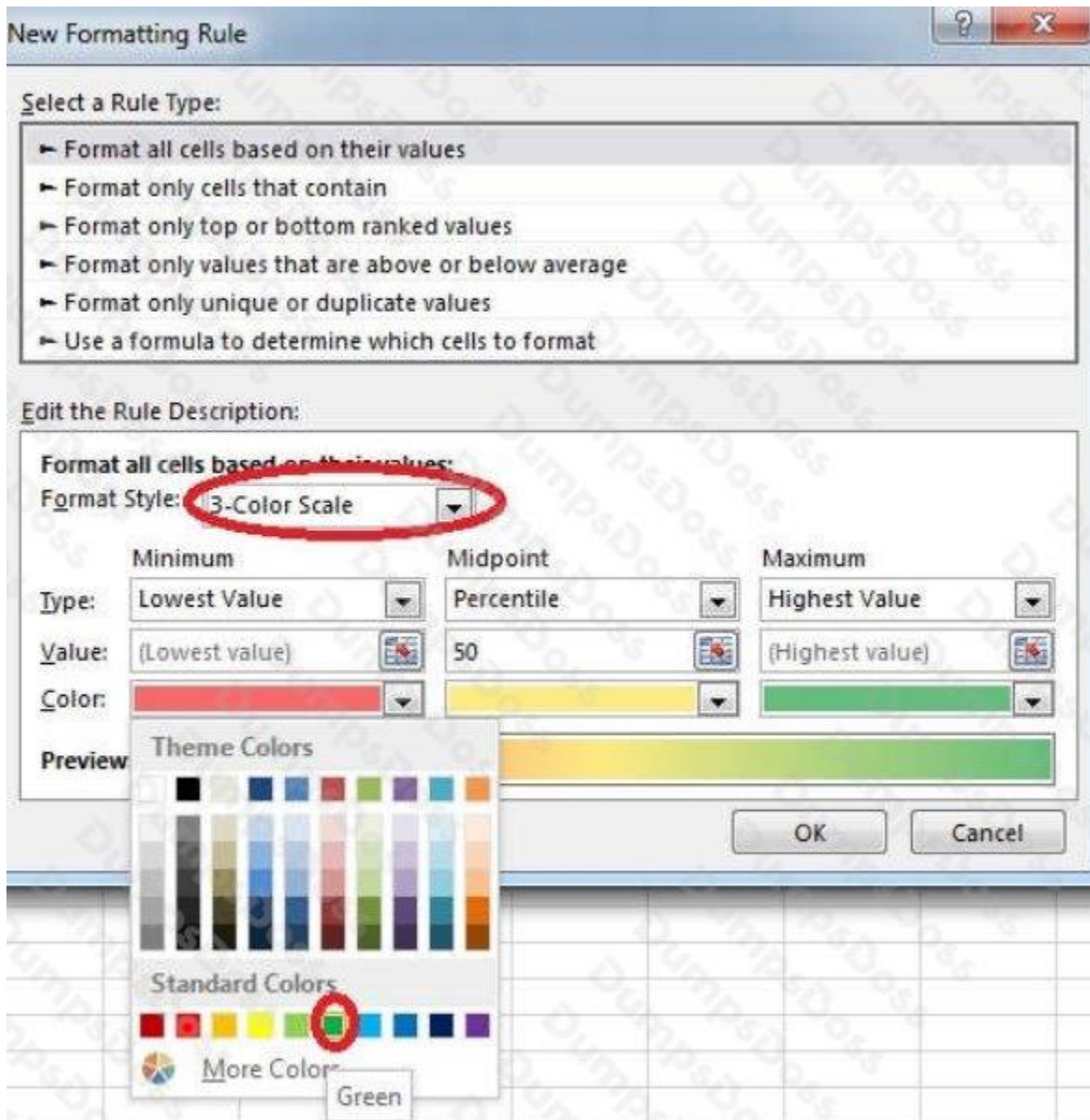
Step 2: Shift-Click cell S25.

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

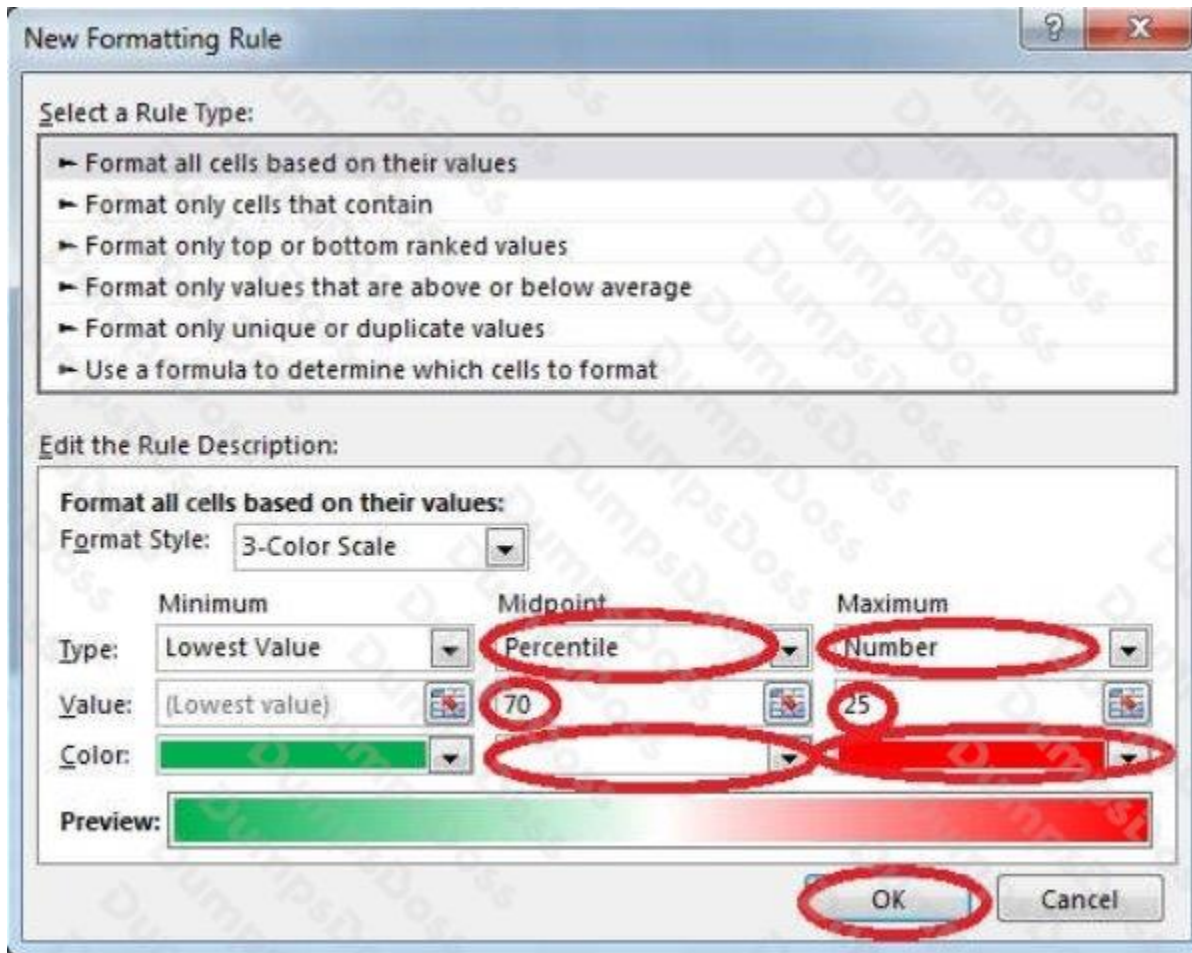


Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.





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.



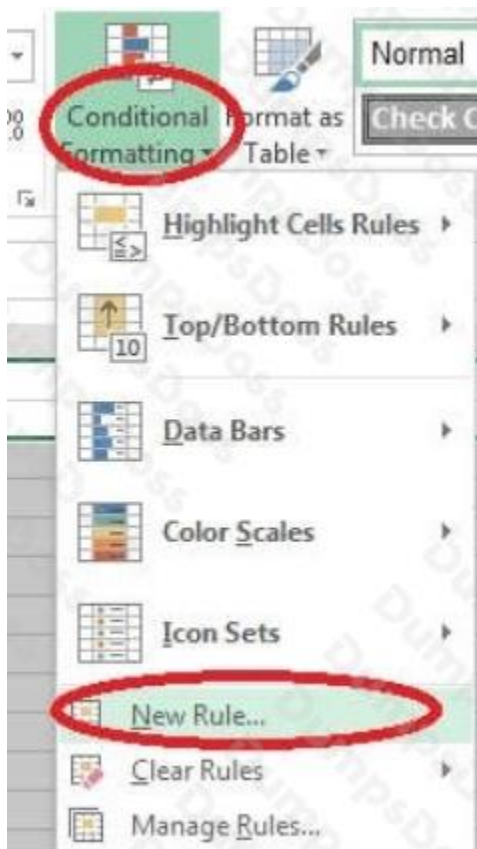
**ANSWER: See Explanation Below For Answer**

**Explanation:**

Step 1: Click cell C3

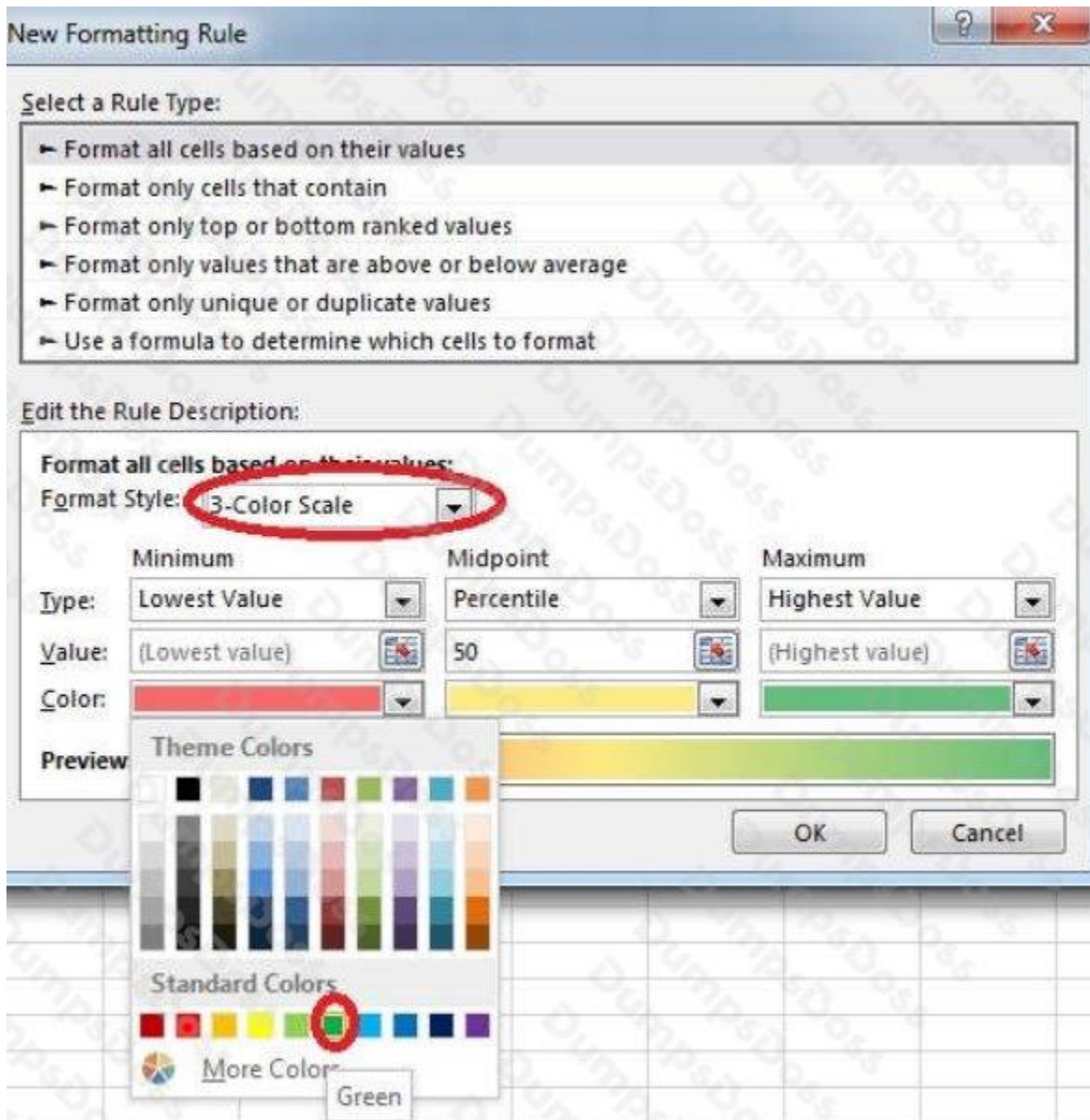
Step 2: Shift-Click cell S25.

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

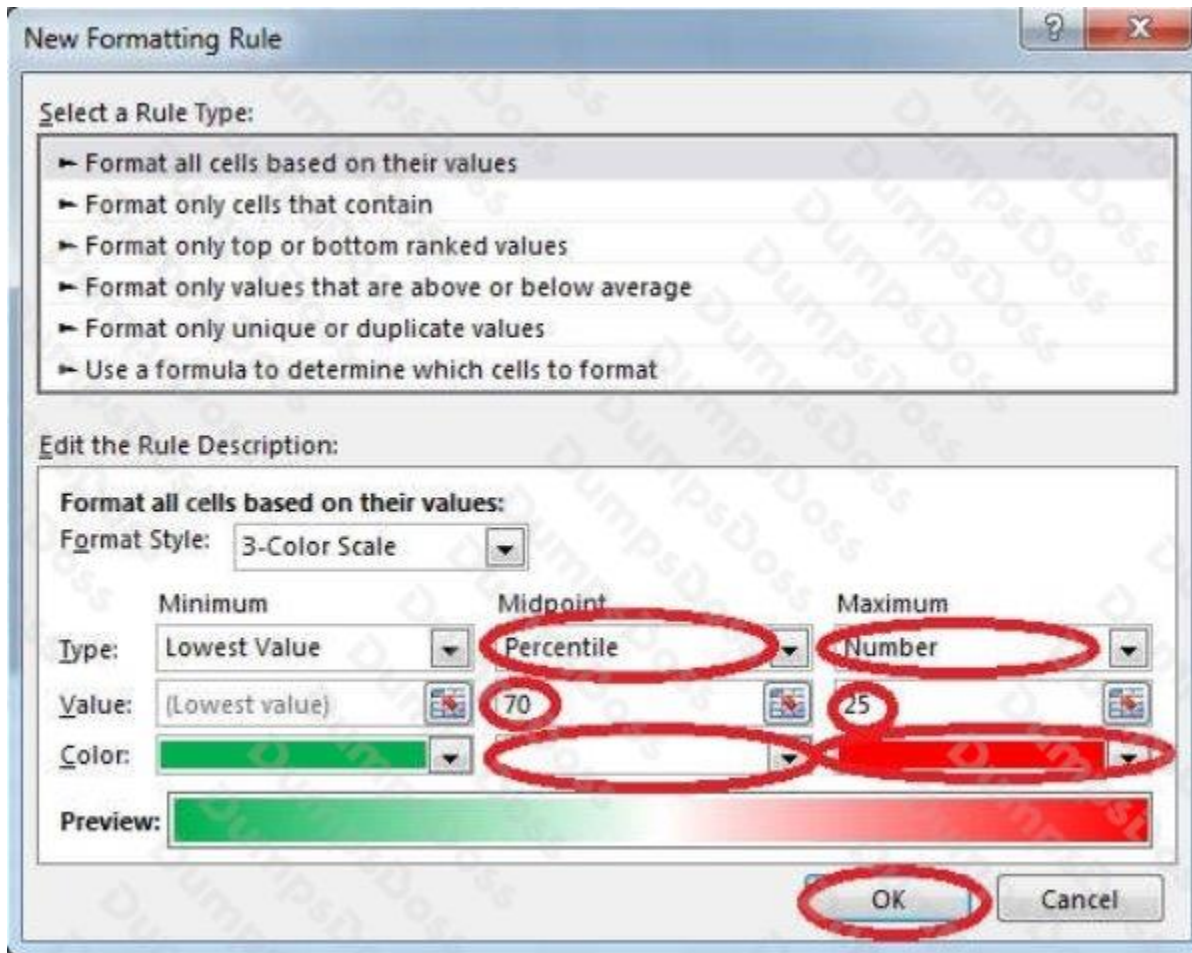


Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.





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)**

Create a table and modify the table styles.

Cell range B6:F29

Table Style Medium 4

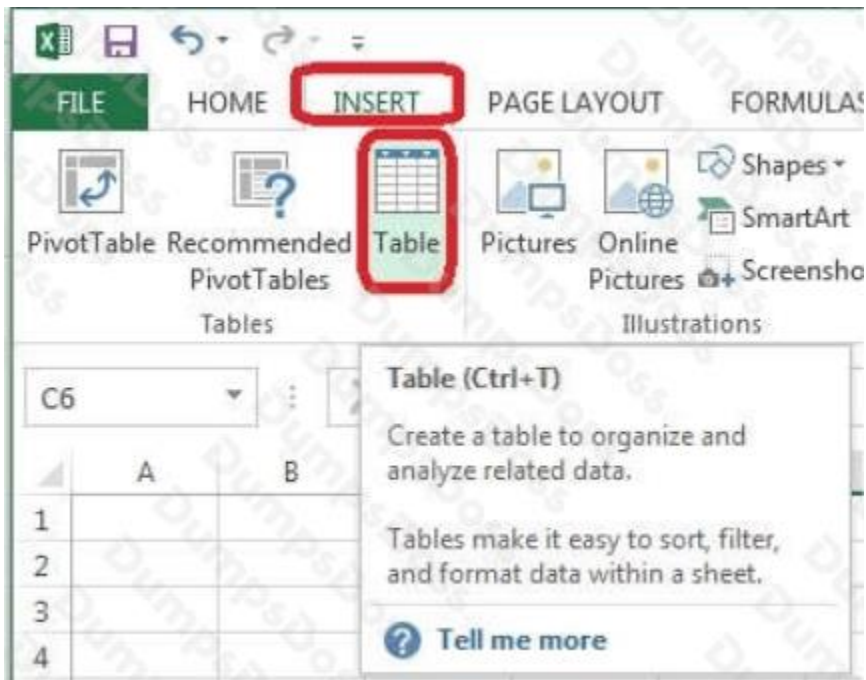
Enable the First Column Style

**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.



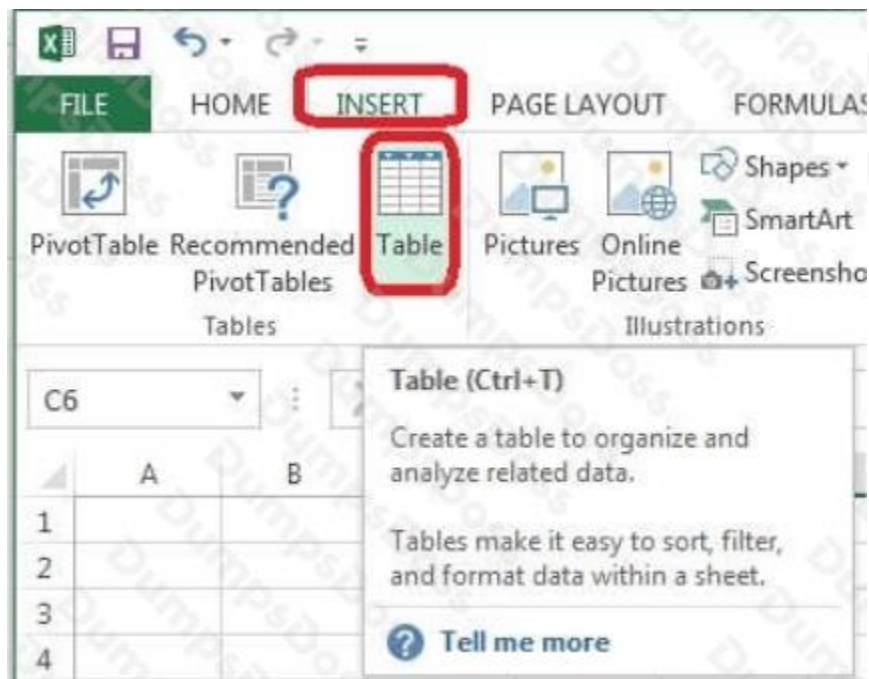


**ANSWER: See Explanation Below For Answer**

**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.

