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Exam : 77-420

Title : Exam 77-420

Version : DEMO

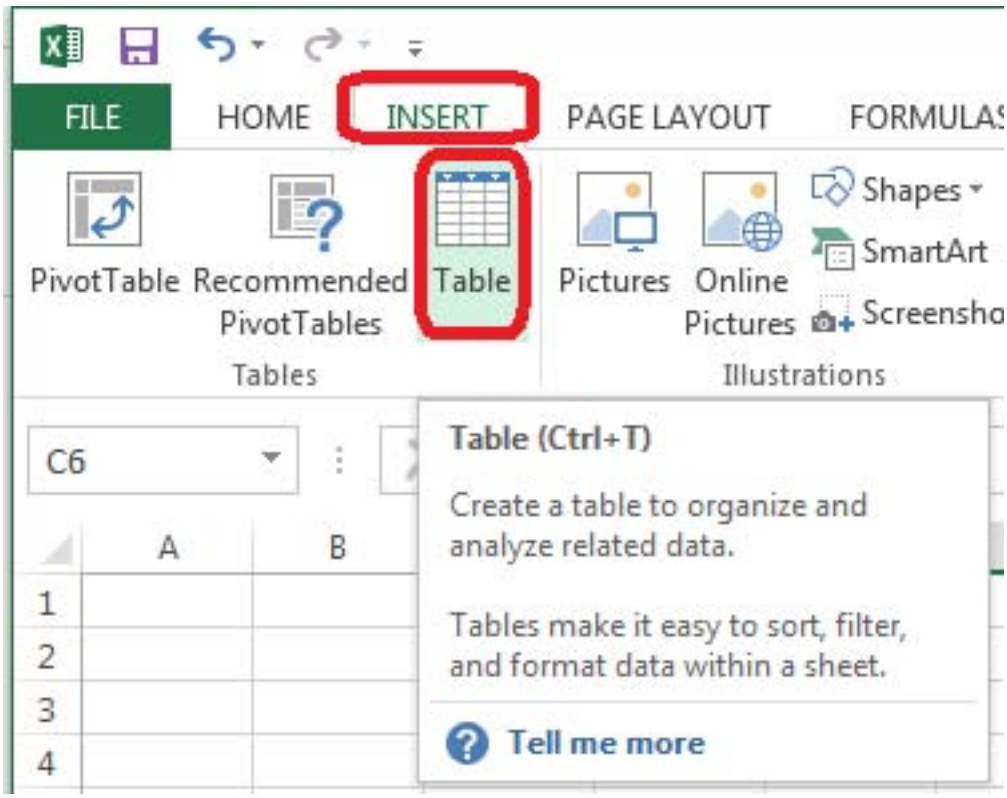
1.CORRECT TEXT

Create a table and modify the table styles. Cell range B6:F29 Table Style Medium 4 Enable the First Column Style

Answer:

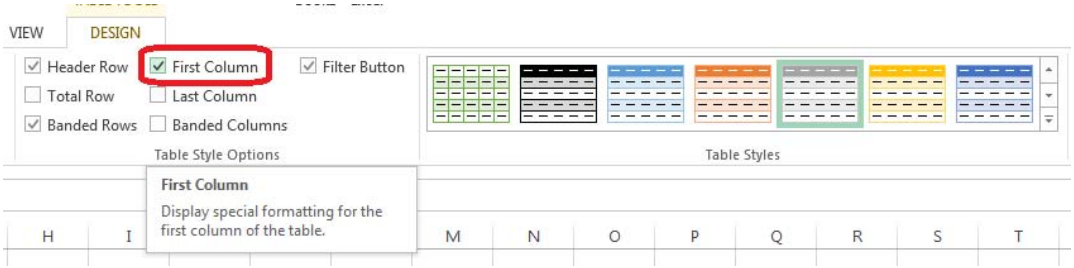
Use the following steps to complete this task in explanation:

Step 1:Click cell B6, and Shift-click cell F29. Step 2:Click theInserttab, and click the Table button.

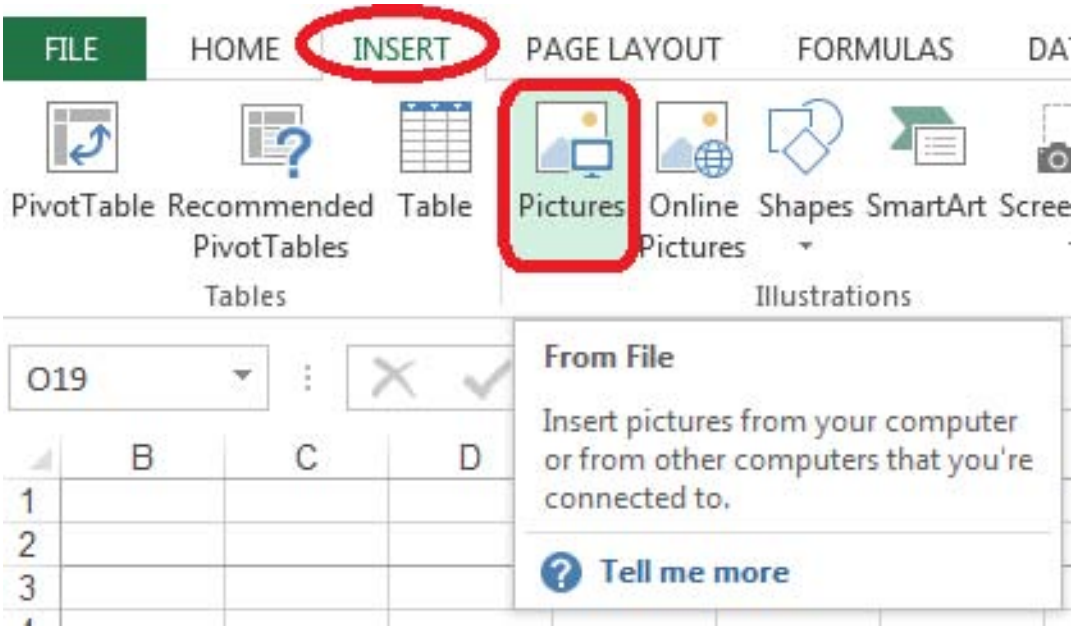


Step 3:In the Create Table dialog box click OK. Step 4:In the Design tab, Table Styles select Table Style Medium 4.

Step 5:In the Design tab enable First Column.



2.CORRECT TEXT
Insert a picture.
To the right of the data
File source Books.jpg
Answer:
Use the following steps to complete this task in explanation:
Step 1:Click in a cell to the right of the data. Step 2:Click the INSERT tab, and then the Pictures command.



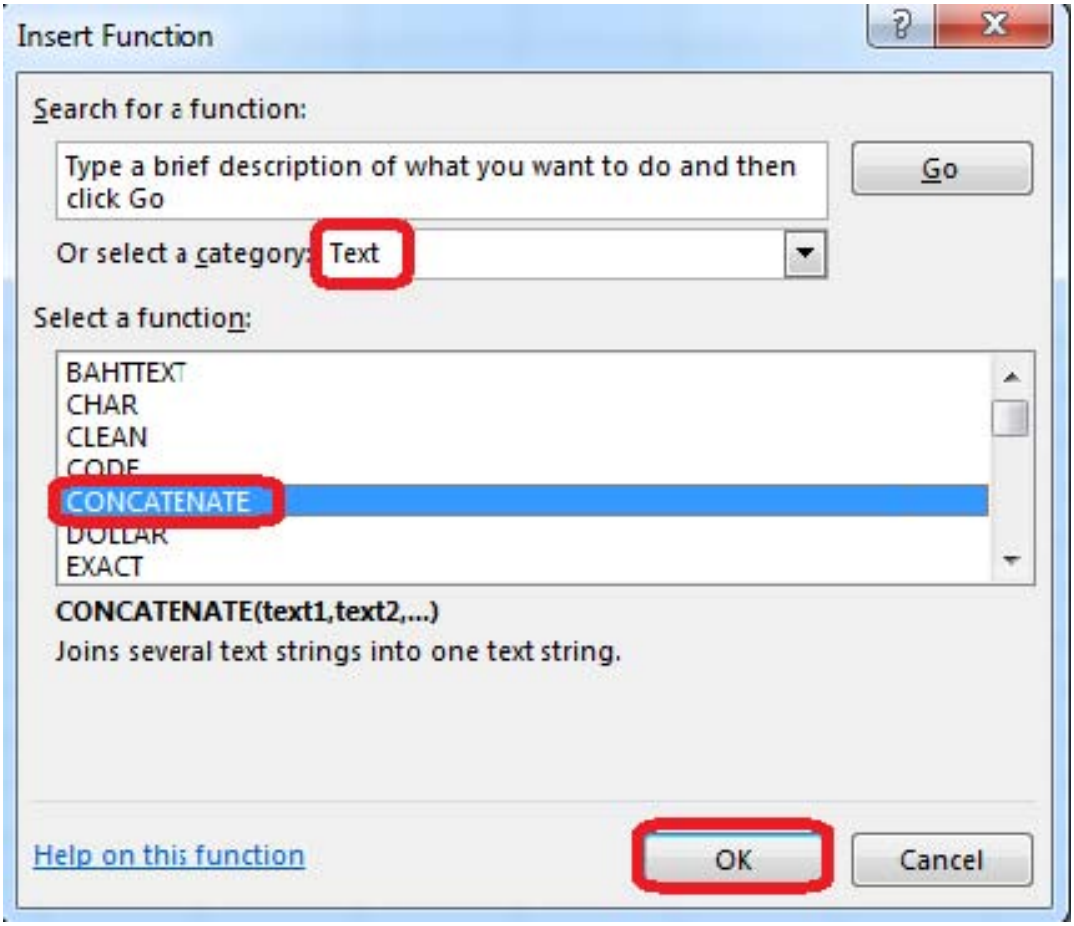
Step 3:From the Insert Picture dialog box select the Books.jpg file.

3.CORRECT TEXT
Formula. Insert text using a formula Cell K2 Use Function CONCATENATE Text1 : "Students with no "
Text 2: header of column F Absolute Reference

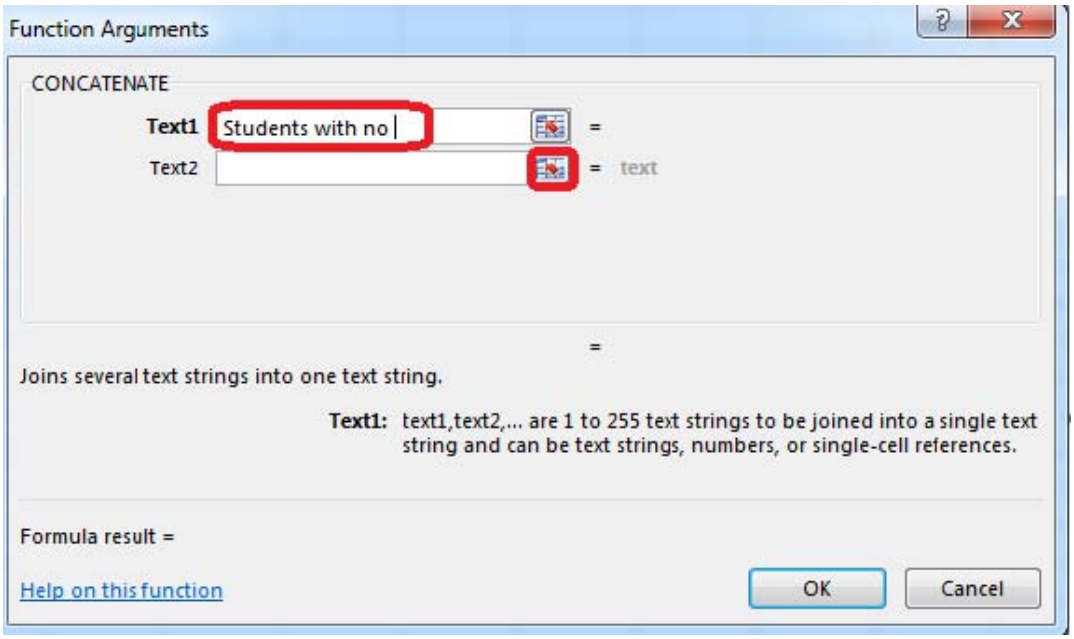
Answer:

Use the following steps to complete this task in explanation:

Step 1:Click K2andClick on the insert function button. Step 2:Select Category: Text, the CONCATENATE function, and click OK.

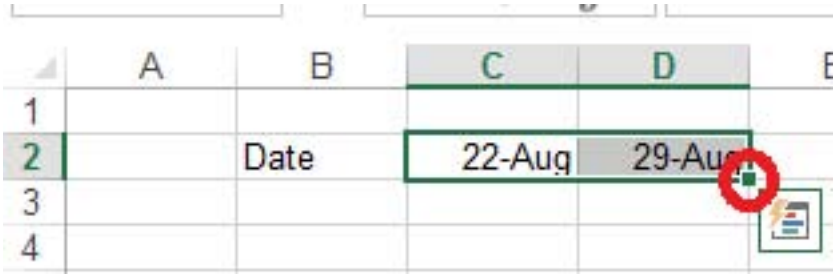


Step 3:In the Function Arguments dialog box in the Text1 box type: Students with no , and then click the Text2 reference button, and click on the header of column F in the worksheet, press the enter Key

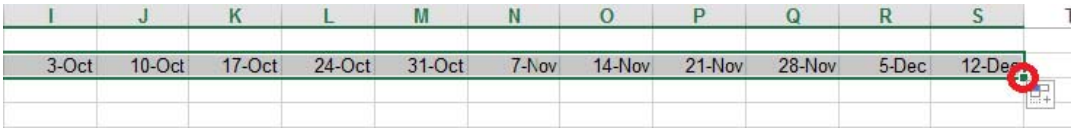


Step 4:Press the OK button in the Function Arguments dialog box.

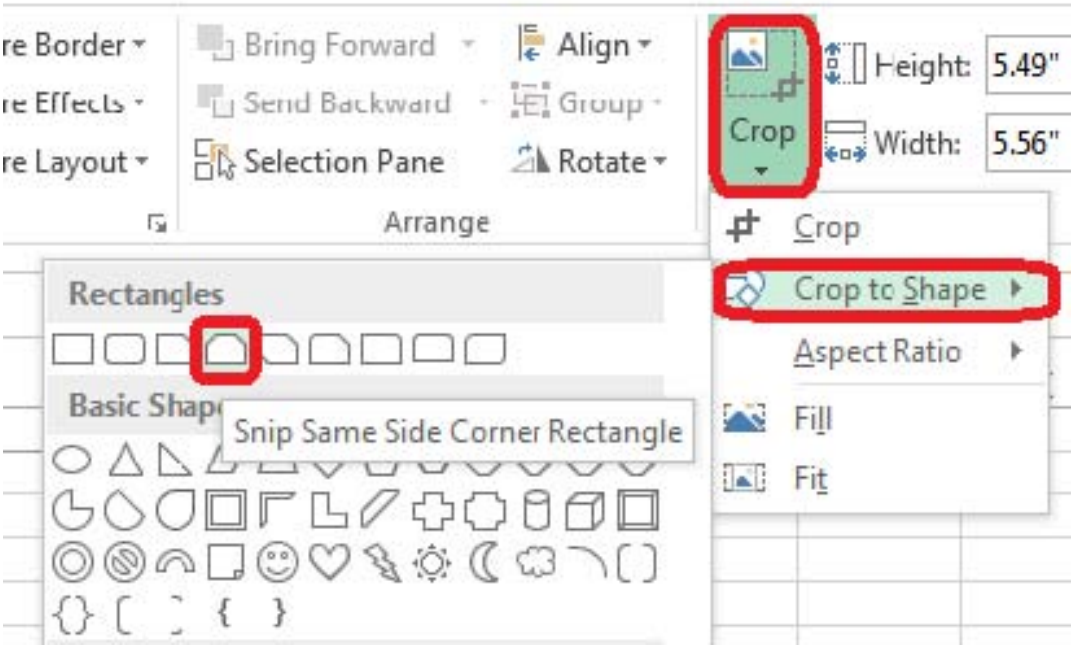
4.CORRECT TEXT
Add a header and the date for each of the columns (assignments) in the range.
Cell B2.
Text "Date".
Cell Range C2: S2
Text: "22-Aug, 29-Aug,…12-Dec"
Answer:
Use the following steps to complete this task in explanation:
Step 1:Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 3:Click cell C2, then shift-click cell D2.



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



5.CORRECT TEXT
Crop the picture.
Books.jpg
Crop to Shape Snip Same Side Corner Rectangle.
Answer:
Use the following steps to complete this task in explanation:
Step 1:Click on the picture. Step 2:In the Format menu (which is displayedautomatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.


re Border
re Effects
re Layout
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Crop
Height: 5.49"
Width: 5.56"
Crop
Crop to Shape
Aspect Ratio
Fill
Fit
Rectangles
Basic Shap
Snip Same Side Corner Rectangle