**Vendor:** Microsoft

**Exam Code:** 77-420

**Exam Name:** MOS: Microsoft Office Excel 2013

**Version:** DEMO

**QUESTION 1**
Insert a row.
Directly below current row 1.

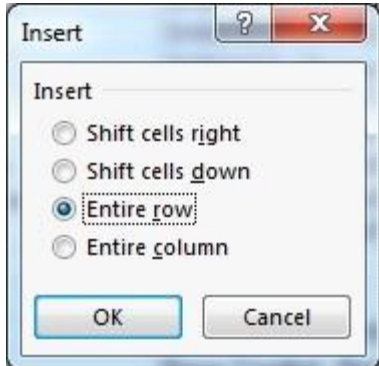**Answer:** Use the fol
lowing steps to complete this task in
Explanation:
Step 1: Open the correct worksheet (Section 3 Worksheet)
Step 2: Click on a cell in row 2.
Step 3: Right-click in the cell, and select Insert from the context menu.
Step 4: In the Insert Dialog box select Entire row, and click OK.



**QUESTION 2**
Apply a cell style
Cell range A2:S2
Style 40% - Accent3

**Answer:** Use the fol
lowing steps to complete this task in
**Explanation:**
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:** Use the fol
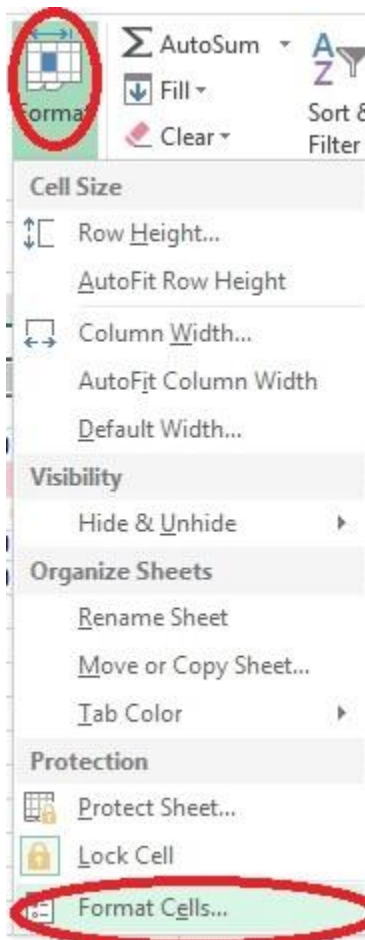lowing steps to complete this task in
**Explanation:**
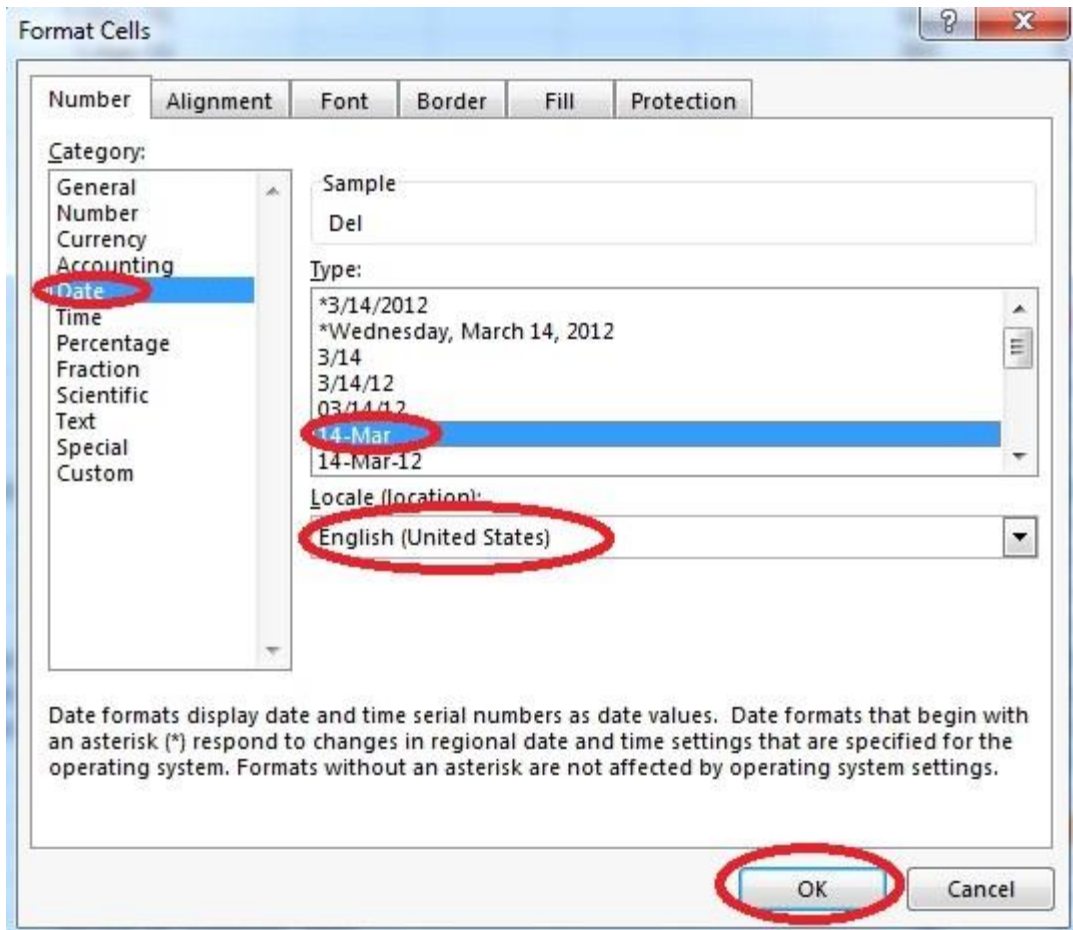Step 1: Open the correct worksheet (Section 3 Worksheet).

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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:** Use the fol
lowing 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).

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

**QUESTION 5**
Modify the text in the title.
Cell A1.
Text "Math 1080 - Section 3 Assignments"

**Answer:** Use the fol
lowing steps to complete this task in
**Explanation:**
Step 1: Click cell A1
Step 2: Change the text by typing to: Math 1080 – Section 3 Assignments

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