

IT 认证电子书



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Exam : 77-420

Title : Exam 77-420

Version : DEMO

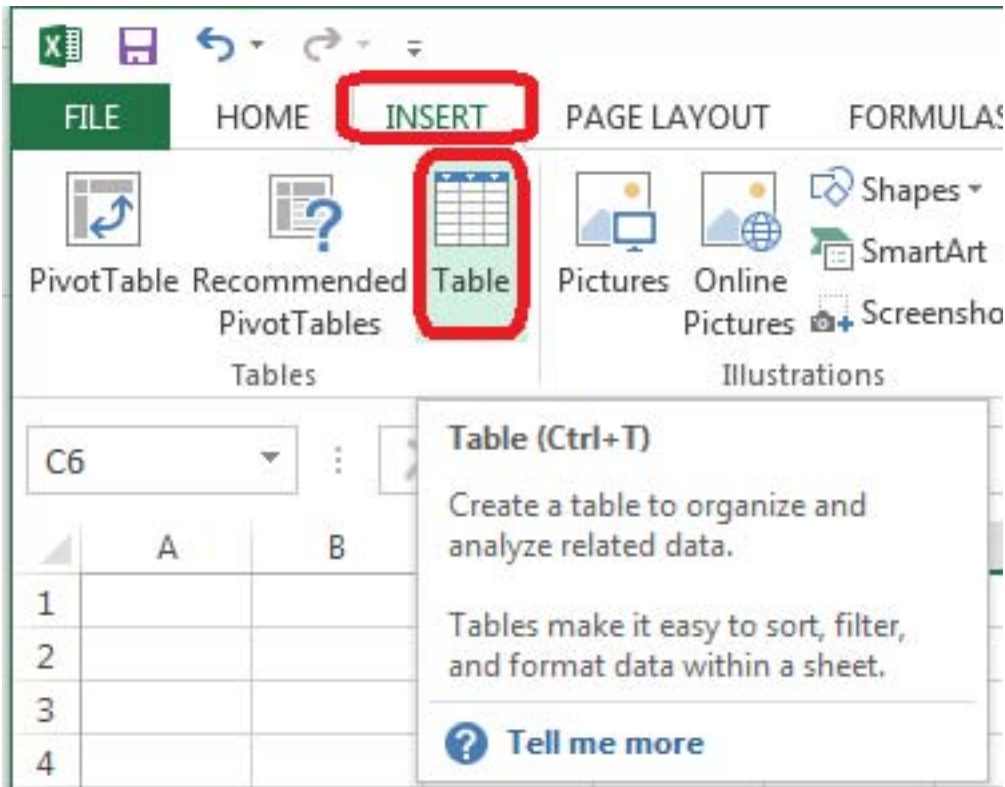
1.CORRECT TEXT

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

Answer:

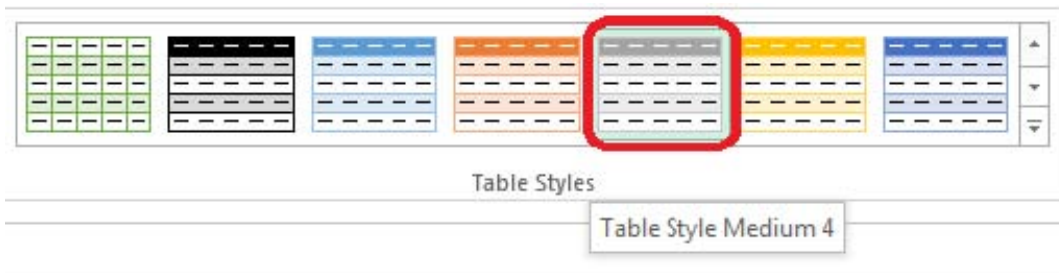
Use the following steps to complete this task in explanation:

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

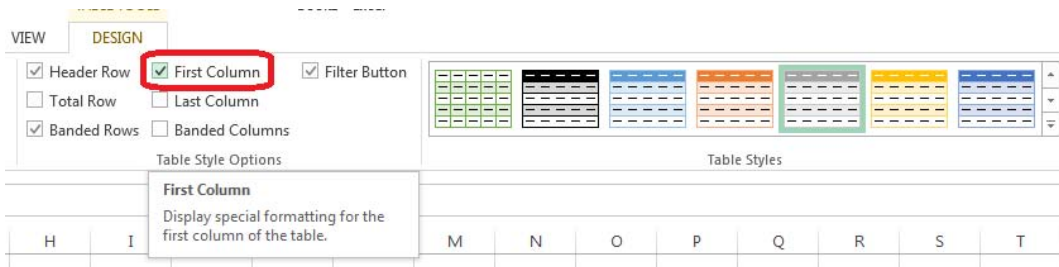


Step 3:In the Create Table dialog box click OK. Step 4:In the Design tab, Table Styles select Table Style Medium 4.





Step 5: In the Design tab enable First Column.



2.CORRECT TEXT

Insert a picture.

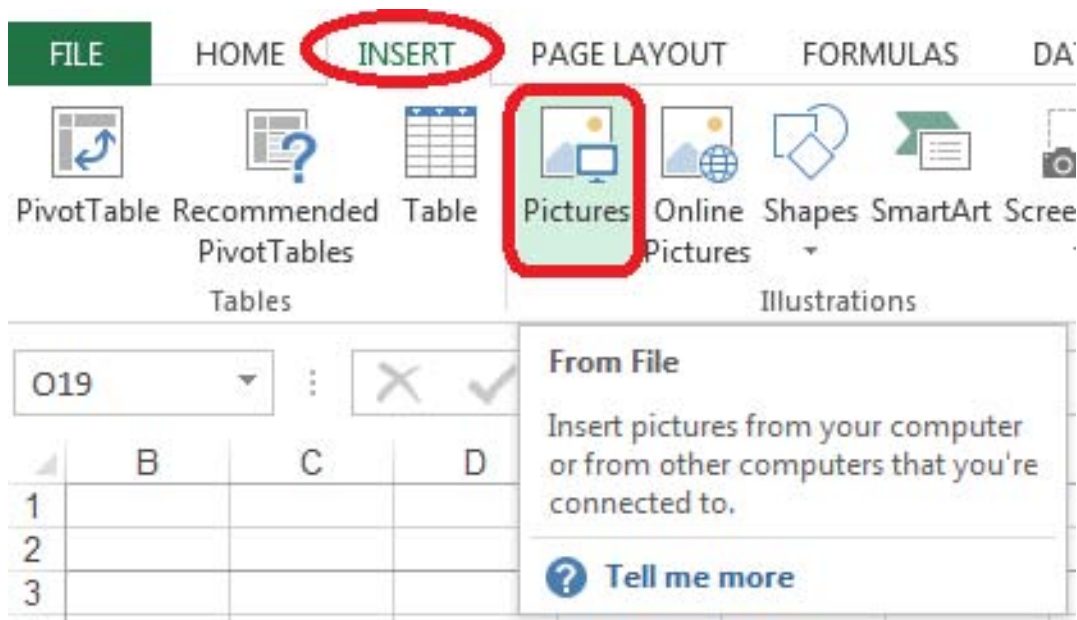
To the right of the data

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.

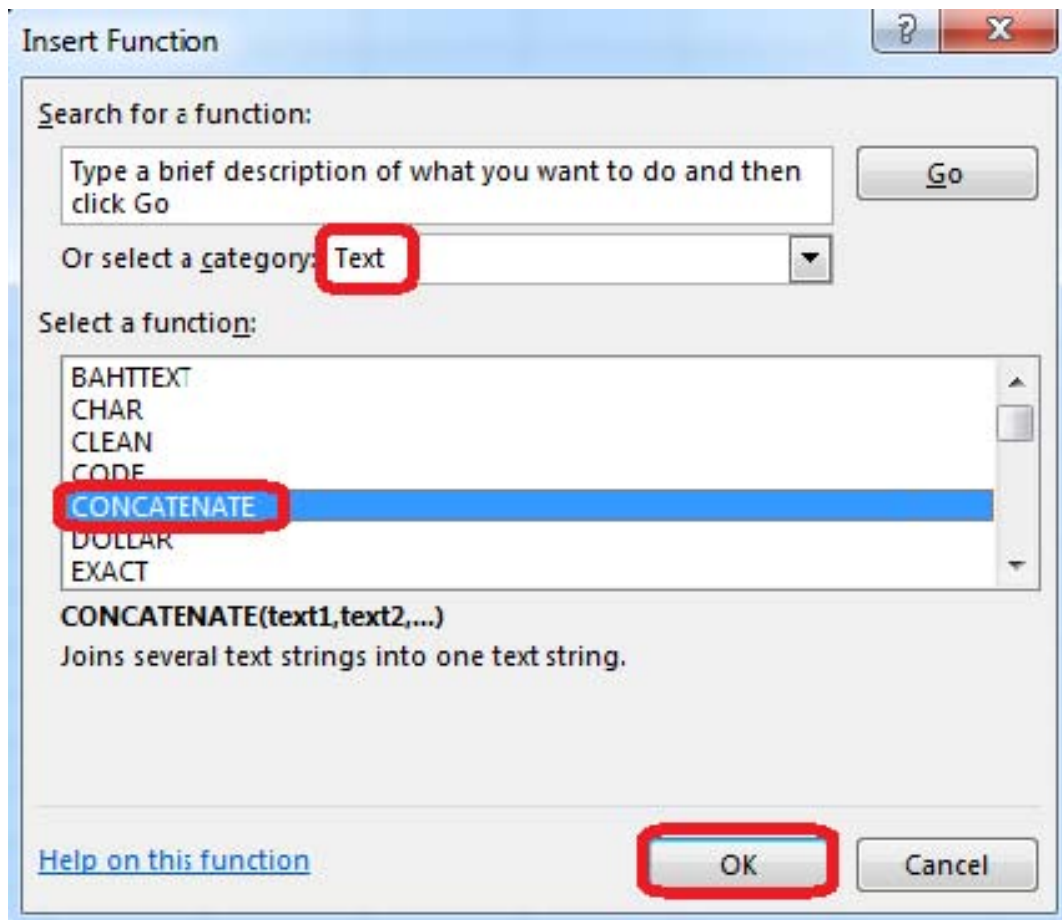
3.CORRECT TEXT

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

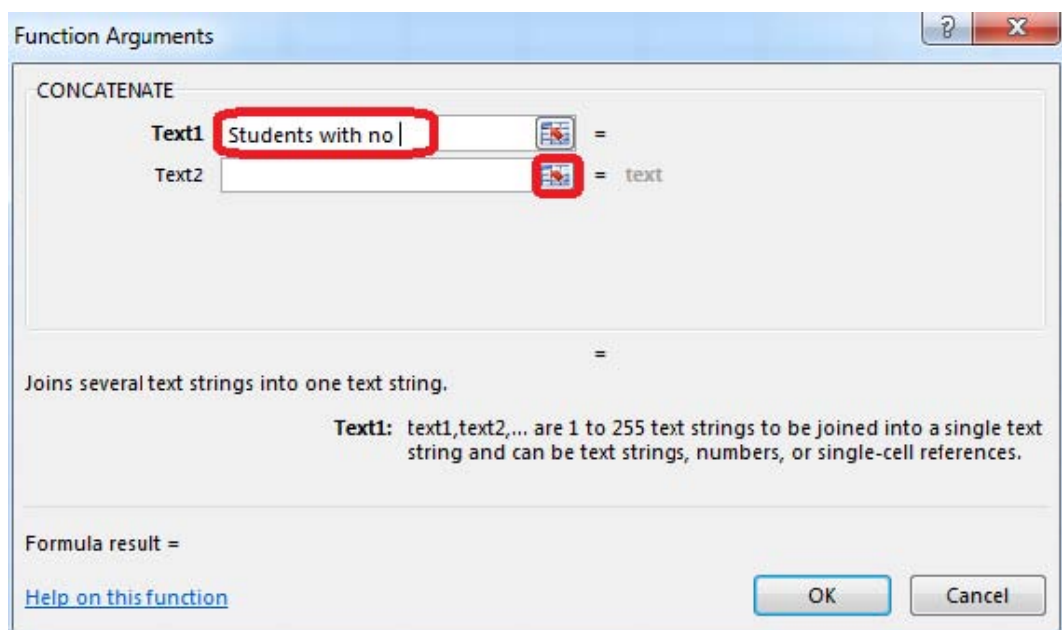
Answer:

Use the following steps to complete this task in explanation:

Step 1: Click 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.

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.

	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	

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 displayed automatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.

