77-602

MOS: Using Microsoft Office Excel 2007

DEMO

https://www.islever.com/77-602.html

https://www.islever.com/microsoft.html

QUESTION 1

Hide the formula bar.

Answer: Go to View tab - remove the checkbox from Formula Bar

QUESTION 2

Share the workbook. (Accept all other default settings).

Answer: Review tab - click on Share Workbook - on the Editing tab select the checkbox - Ok

QUESTION 3

On Sheet02, Apply the Table Style Dark 4 to the cell range B2:H14 and remove the header row.

Answer: Select the range - Home tab - Format as Table - choose the style mentioned - Design tab - remove selection of checkbox for Header Row

QUESTION 4

On Sheet03, Apply the Equity theme and Flow colours to the cell range B2:H10.

Answer: Select the range - page layout tab - Themes - Colours

QUESTION 5

Protect the worksheet using **Furquan** as the password and allow users to edit the cell range C3:C10 only. (Accept all other default settings).

Answer: Select the range - Review tab - Allow Users to Edit Ranges - Protect Sheet button - write the password ☐

QUESTION 6

Show the formula bar.

Answer: Go to View tab - select the checkbox from Formula Bar

QUESTION 7

On Sheet 02, Add a function in cell B20 to count the values in the cell range F3:F14 which are greater than

50000.

Answer: Go to the cell given - write the function - Countif() A NSWER =COUNTIF(F3:F14,">50000")

QUESTION 8
On Sheet 02, connect the two rectangles by a double arrow connector with a thickness of 2 points.

Answer: Select the first rectangle - Insert tab - Shapes - choose the arrow - connect the rectangles - Format tab - Shape Outline - Weight - More Lines - change the Width □

QUESTION 9
Apply the Green, Accent 5, Darker 25% to the Sheet01 tab.

Answer: Right click on the tab - Tab Color - choose the colour □

QUESTION 10
Copy the first worksheet to a new workbook called Summary.

Answer: Right click on the sheet tab - Move or Copy - select the workbook from the drop down list - select the checkbox Create a Copy - Ok

QUESTION 11
On Sheet04, Insert a function in cell H16 to total the values in cell range H3:H14 only if Box is in cell range C3:C14.

Answer: Go to the cell mentioned - use the formula Sumif()

QUESTION 12
On Sheet05, insert a function in cell E3 to reference the value in cell D3 and return an exactly matching Name from the lookup values in the range K4:L6.

Answer: Go to the cell mentioned - use the formula Vlookup()

QUESTION 13
. On Sheet04, Insert a function in cell L16 to average the column G.

Answer: Go to the cell mentioned - use the function Average()

QUESTION 14

Apply the Layout 3 chart layout to the chart on Sheet01.

Answer: Select the chart - Design tab - Chart Layouts ☐

QUESTION 15

On Sheet 01, Filter the table to display records where the font colour in Code column is Red.

Answer: Choose the small arrow for the heading of the column mentioned - choose Filter by Color - select the colour mentioned ☐

QUESTION 16

Clear all conditional formatting rules from the active worksheet.

Answer: Home tab - Conditional Formatting - Clear Rules - Clear Rules from entire sheet

QUESTION 17

On Sheet01, Create a custom number format for the cell range H3:H14 that displays the text **GUST:** before each number.

Answer: Select the range - right click - Choose format Cells - Select Custom from the list - before the value in Type add "Dinar:" ☐

QUESTION 18

On Sheet06, Copy the series starting from C3 to C8.

Answer: Drag the corner from C3 to C8 ☐

QUESTION 19

Display the totals row for the table on Sheet06

Answer: Design tab - select the checkbox for Total Row

QUESTION 20

On Sheet 05, restrict the cell range B20:B22 to accept only text four characters in length.

Answer: Select the range - Data tab - Data Validation - Choose Text Length from the drop down list - equal to