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IC3_GS4_KA Exam

Certiport IC3 Key Applications Exam GS4

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Overtion 1	
Question: 1	
Which of the following keyboard shortcuts are used to switch between 7?	open documents in Windows
Each correct answer represents a complete solution. Choose all that app	ly.
A. Alt + Tab	
B. Alt + Ctrl C. Alt + Esc	
D. Ctrl + Tab	
D. Citi - Tub	
•	Answer: AC
	7111017011710
Explanation:	
To switch between open documents in Windows 7, you can use the follo	wing key combinations:
1. Alt + Tab	
2. Alt + Esc	
Lesson: Common Program Functions	
Objective: Perform common file-management functions	
Question: 2	
Which of the fellowing have and the attention to you he the hole from	-t' i- DD-it 20102
Which of the following keyboard shortcuts is used to invoke the help fun	iction in PowerPoint 2010?
A. Alt+F1	
B. Ctrl+F1	
C. Alt+Ctrl+F1	
D. F1	
	Answer: D
Explanation:	
The F1 key invokes the help function in all MS Office 2010 applications.	
Lesson: Communicating with Presentation Software	
Overtion 2	
Question: 3	
Rearranging data in a certain order is called	
A. Filtering	
B. Sorting	
C. Data validation	
D. Data analysis	
	Anguere D
	Answer: B

Explanation:

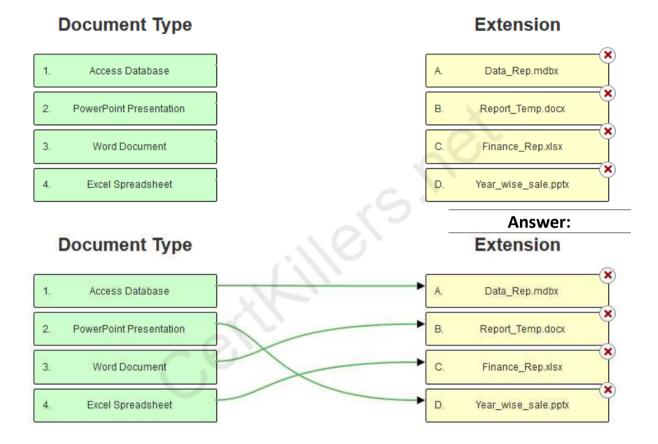
Sorting is rearranging data in a certain order. Excel's sorting feature can help you rearrange your data so that you can use it more efficiently.

Lesson: Common Program Functions

Objective: Start and exit an application, modify interface elements, and utilize sources of online help

Question: 4

Match these documents with their associated Microsoft Office applications.

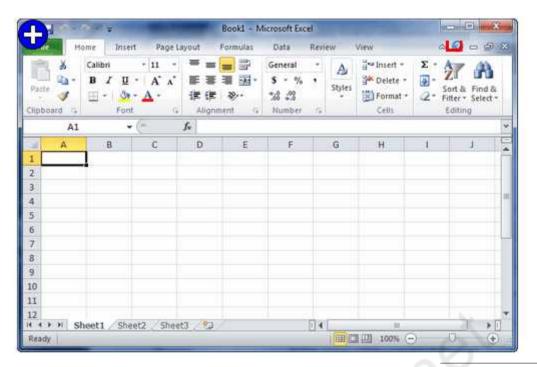


Explanation:

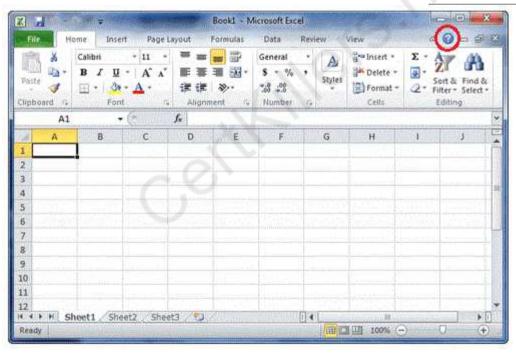
The following table displays the extensions used by MS Office documents:

Question: 5

Mark the option that you will click to open the Help window in Word 2010.



Answer:



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