

ICDL

ICDL-EXCEL Exam

ICDL The ICDL L4 Excel Exam

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Question: 1

Open the Samples.xls workbook that is in the My Documents folder.

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A. File -> open -> select the samples.xls -> open

Answer: A

Question: 2

Create a new, blank workbook.

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A. Click new tool from the standard tool bar

Answer: A

Question: 3

Save this workbook (which is currently a Microsoft Excel 2000 file) in a format suitable for users with a previous version of Excel.

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A. File -> save as -> select Microsoft excel 5.0/95 work book from save as type -> click save

Answer: A

Question: 4

Use Microsoft Excel Help to access information on advanced filters.

Page 5

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A. Help -> Microsoft excel help -> type advanced filters -> click search

Answer: A

Question: 5

Change the user name for this application to Carla Banks.

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A. Tool -> options -> select General tab -> in user name type Carla Banks

Answer: A

Question: 6

Enter the value 521 in cell B5. Click any other cell when you have finished.

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A. Select B5 cell -> type 521 -> click any other cell

Answer: A

Question: 7

Click on the location that selects all of the cells in row4.

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A. Click on the gray area of the row 4

Answer: A

Question: 8

You wish to reverse the last change you have made to this worksheet. Choose the appropriate command to do this.

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A. Click on the undo tool from the standard tool bar

Answer: A

Question: 9

Automatically adjust the height of Row 2 to fit its tallest contents.

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A. Double click on the gray area between Row 2 and Row 3

Answer: A

Question: 10

Change the contents of cell B2 to the world Cost. Press Enter when you have finished.

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A. Select cell B2 -> type Cost -> press Enter

Answer: A

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