ICDL

ICDL-EXCEL Exam

ICDL The ICDL L4 Excel Exam

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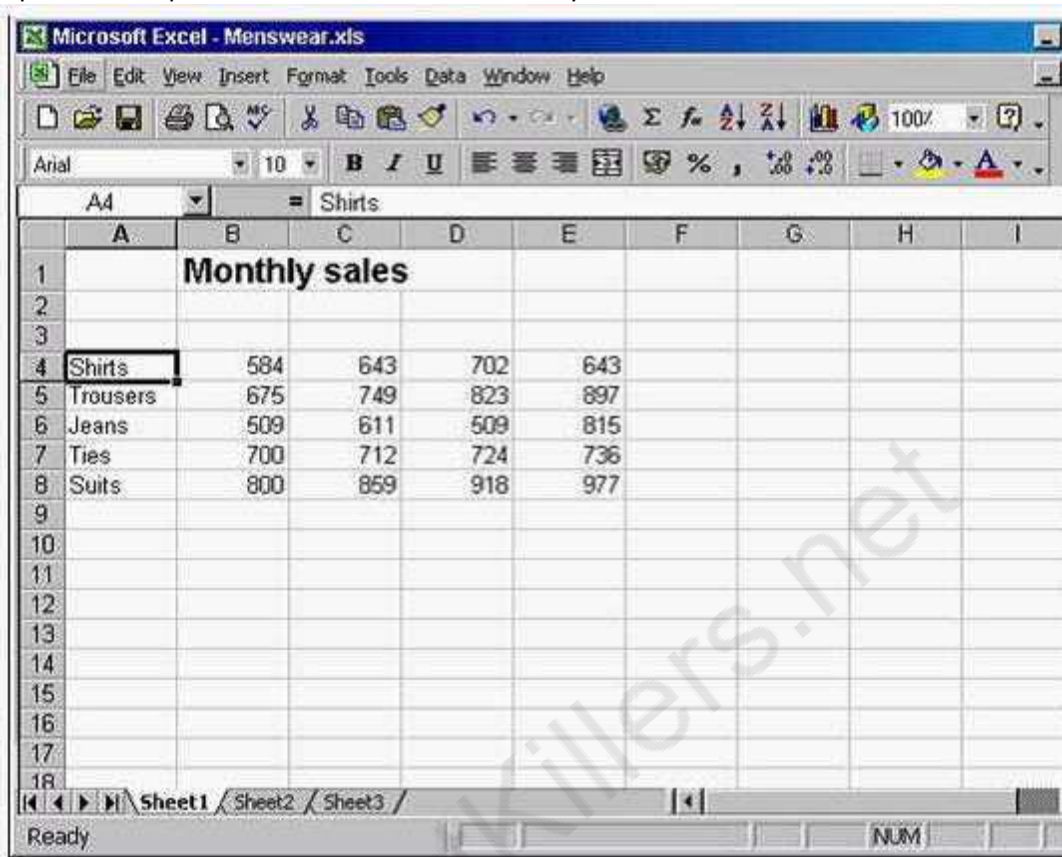
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Question: 1

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

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

Answer: A

Question: 2
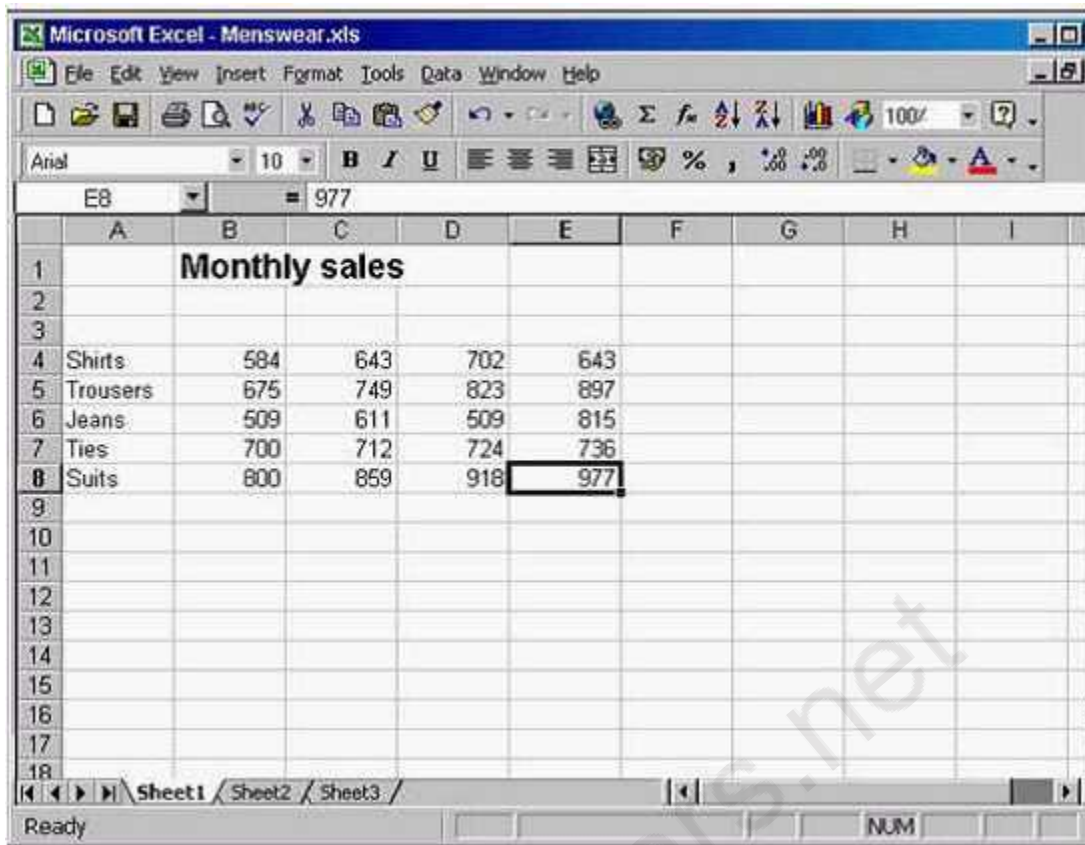
Create a new, blank workbook.
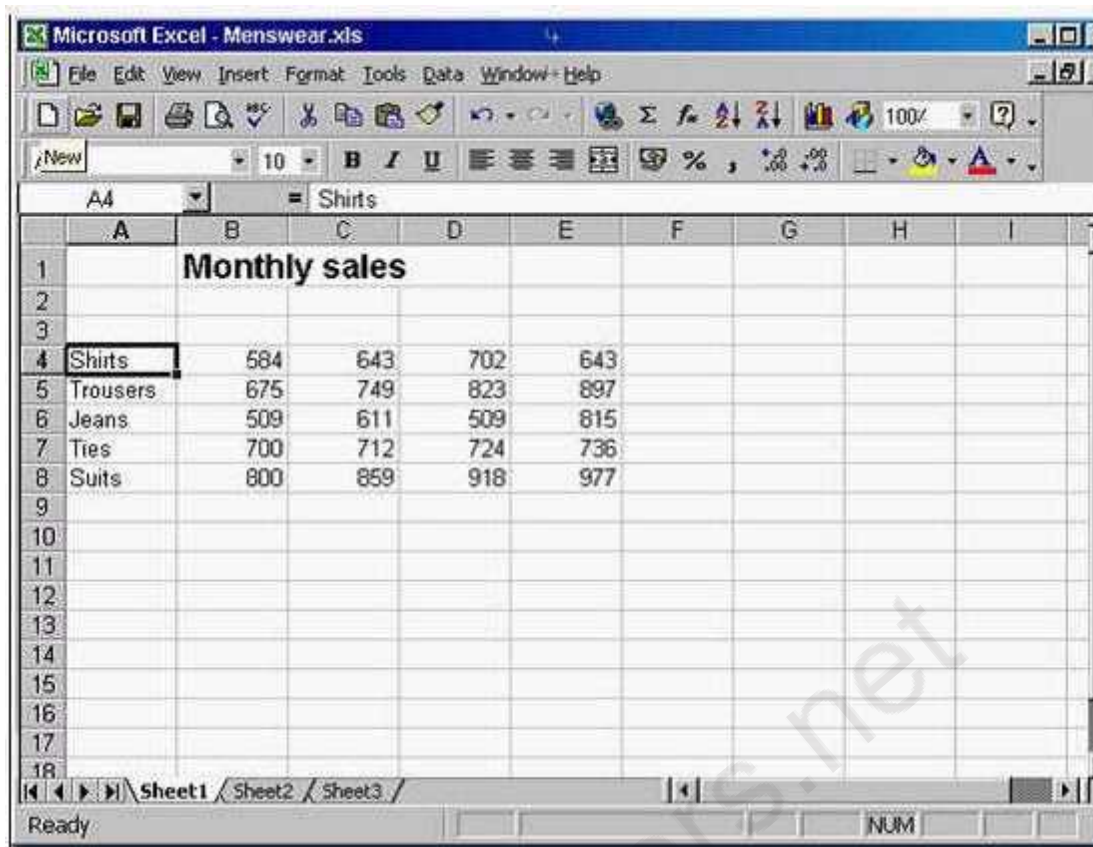
A. Click new tool from the standard tool bar

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.

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

Answer: A

Question: 4

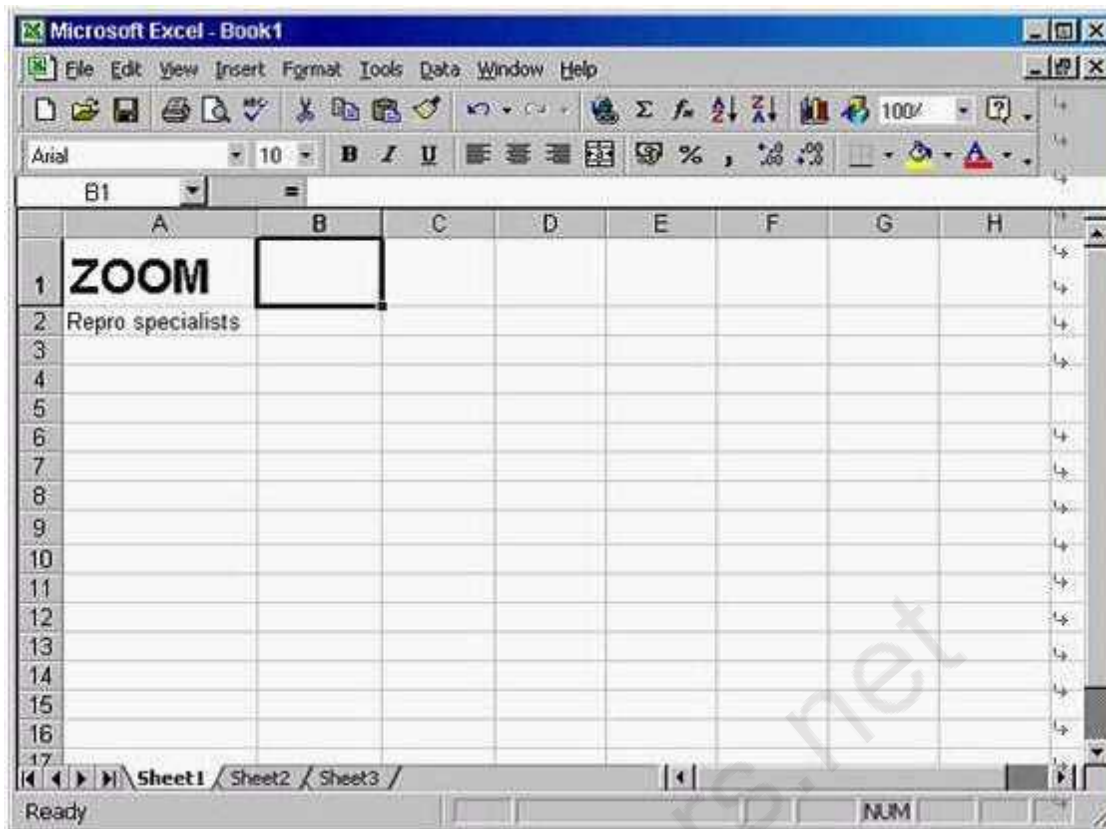Use Microsoft Excel Help to access information on advanced filters.

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

Answer: A

Question: 5

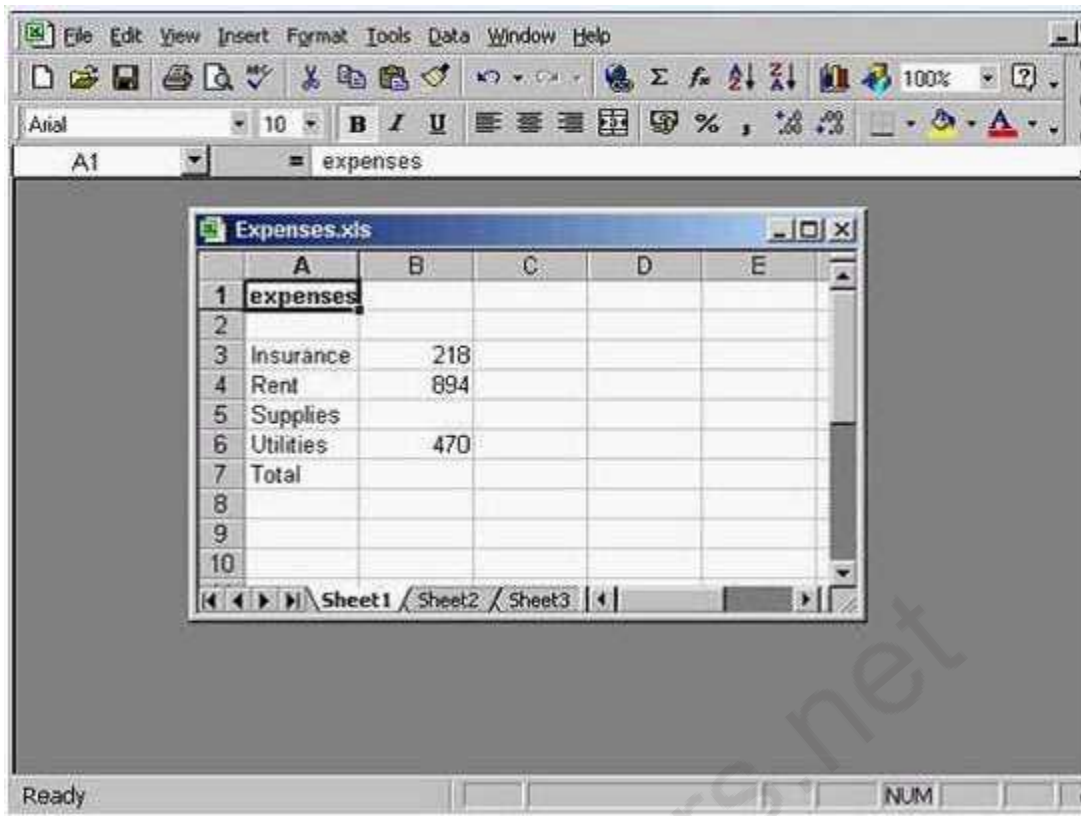Change the user name for this application to Carla Banks.

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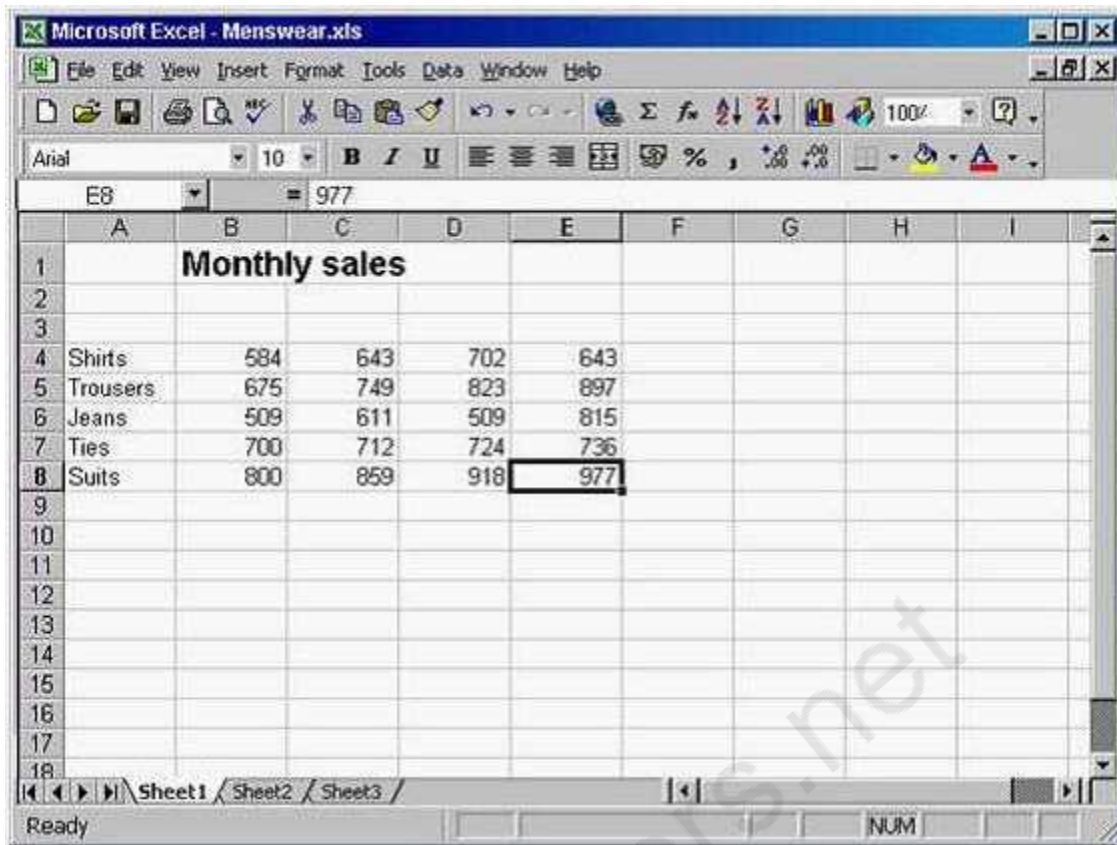
A. Select B5 cell -> type 521 -> click any other cell

Answer: A

Question: 7

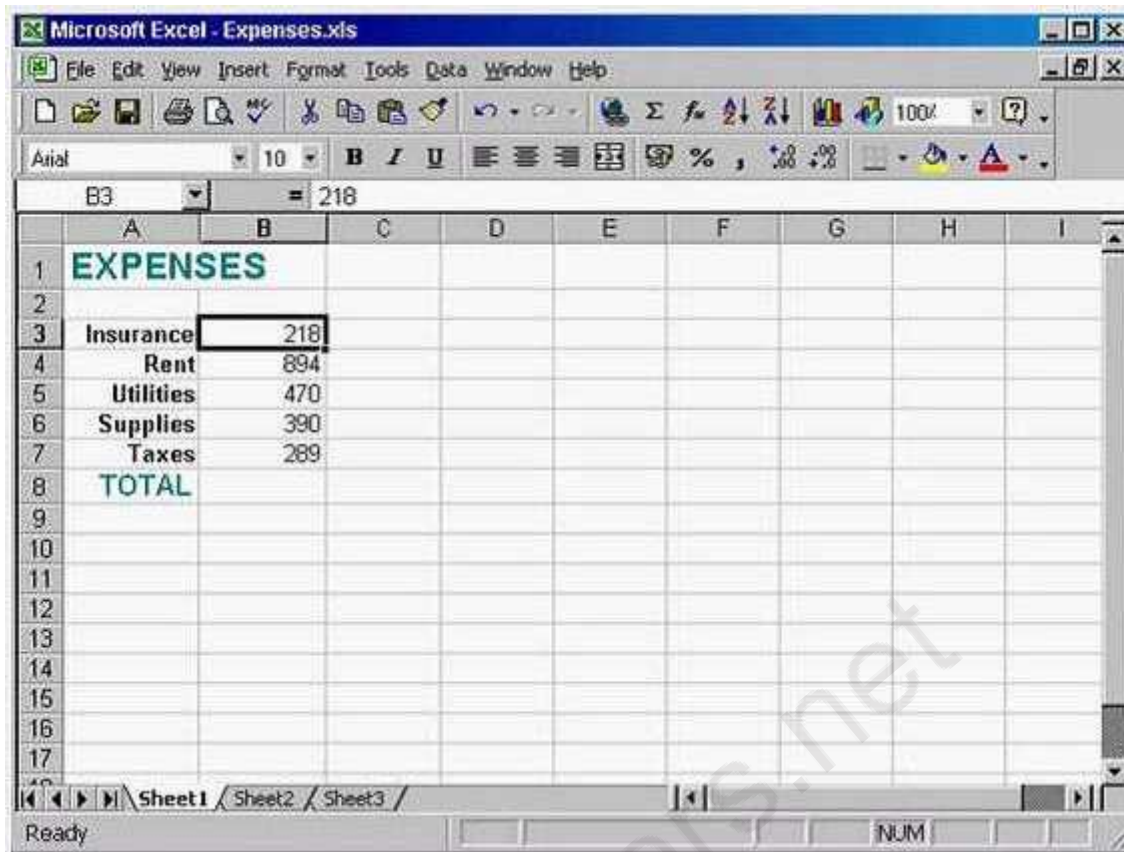Click on the location that selects all of the cells in row4.

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.

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

Answer: A

Question: 9

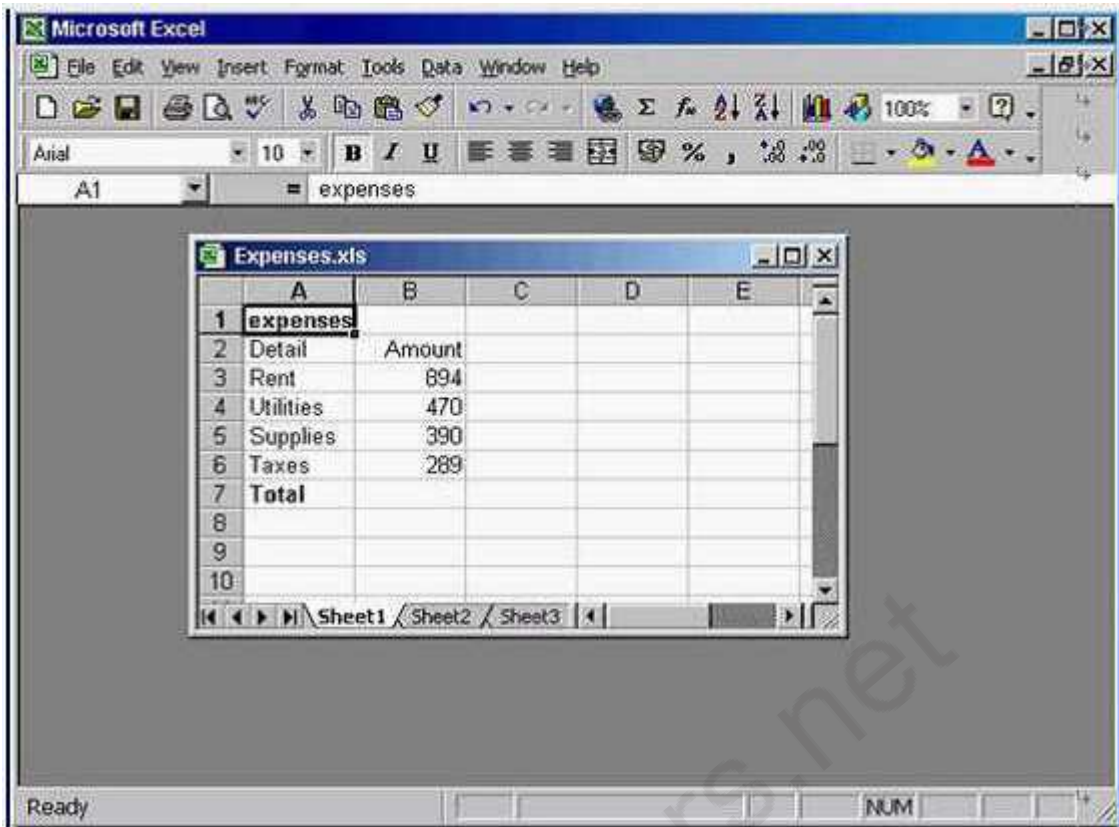Automatically adjust the height of Row 2 to fit its tallest contents.

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.

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

Answer: A

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