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Question 1

Question Type: MultipleChoice

Which of the following steps will you take to move a slide from one open presentation to another?

Each correct answer represents a complete solution. Choose all that apply.

Options:

- A- Drag the slides from one presentation to another.
- B- On the View tab. Click the Arrange All button in the Window group.
- C- Open the presentations in the Slide Sorter view.
- D- Open the presentations in the Reading view.

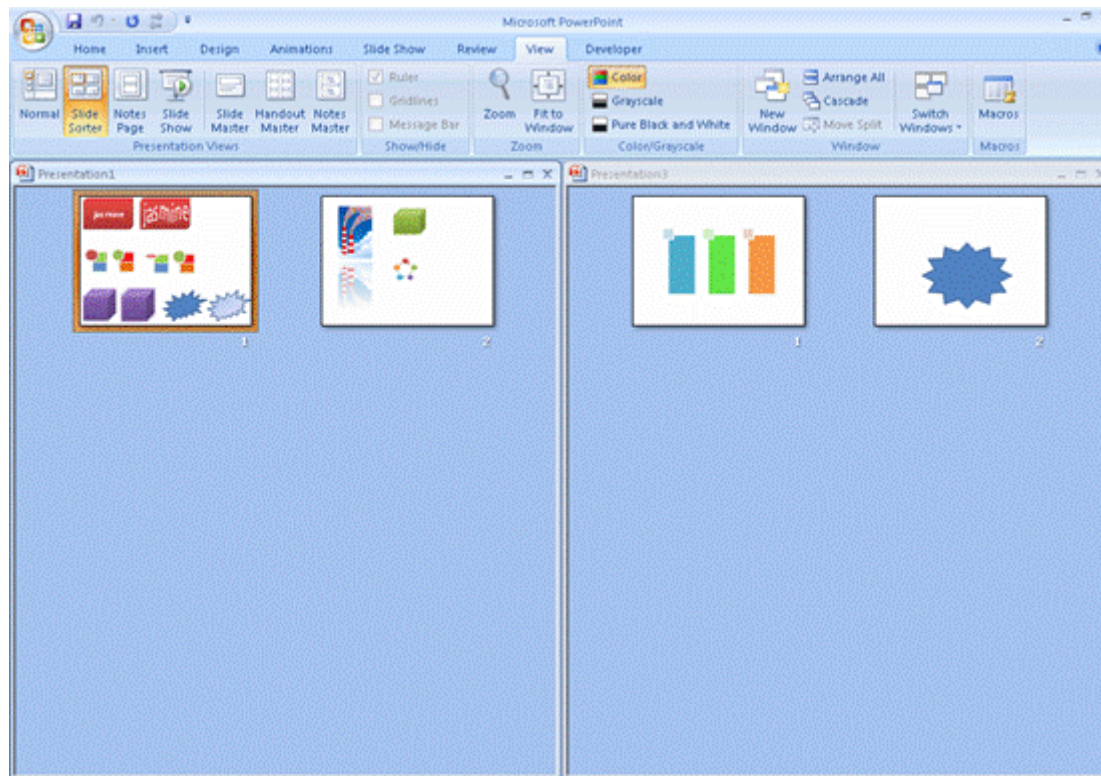
Answer:

A, B, C

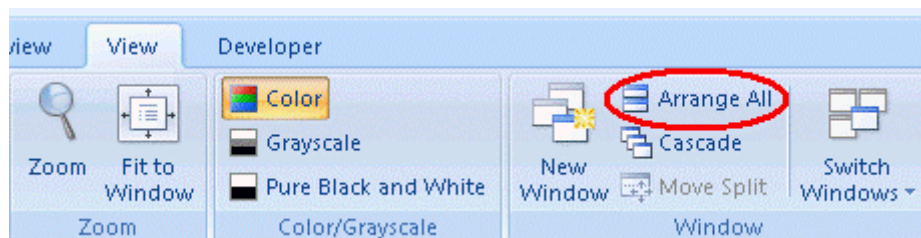
Explanation:

Take the following steps to move a slide from one open presentation to another:

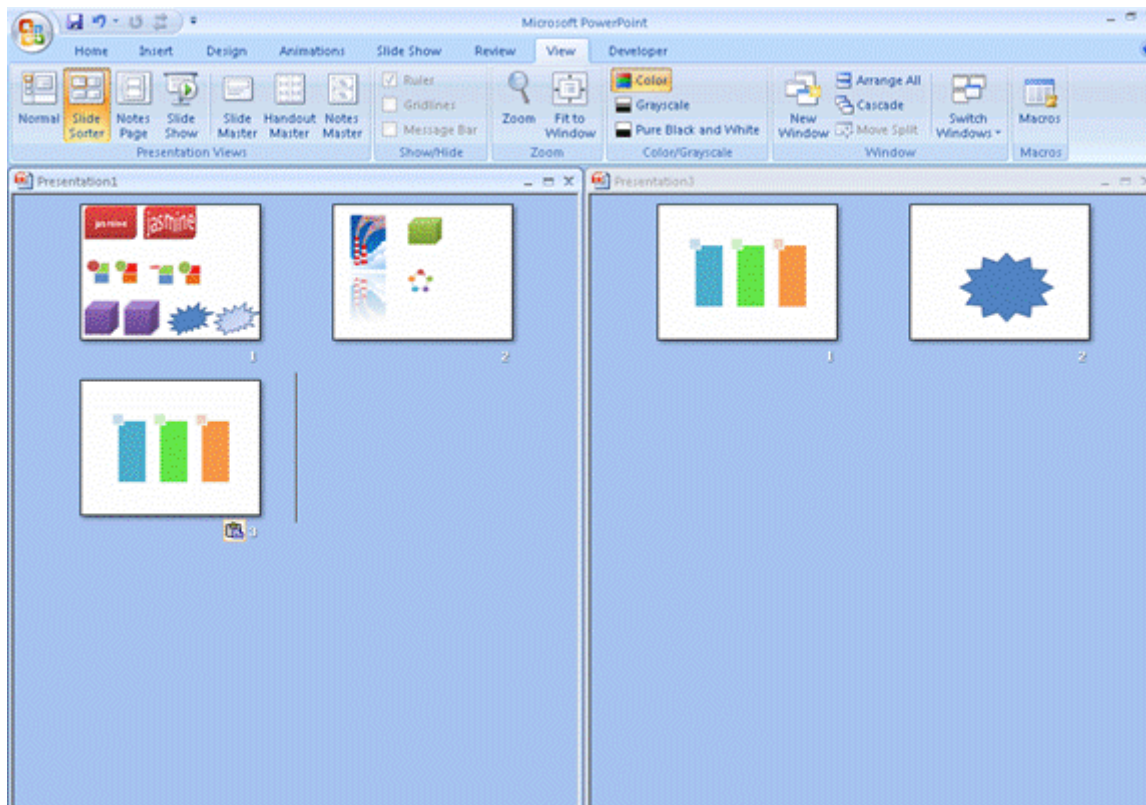
Open the presentations in the Slide Sorter view.



On the View tab. Click the Arrange All button in the Window group.



Drag the slides from one presentation to another.



Answer option D is incorrect. The Reading view is a simplified version of Slide Show view, which appears in a window rather than full-screen.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Managing Presentations

Question 2

Question Type: MultipleChoice

You work as a newspaper editor and you have to write an article on some topic. Which of the following will you choose to accomplish the task?

Options:

- A- Justify the text.
- B- Write the text in columns.
- C- Center align the text.
- D- Left align the text.

Explanation:

In newspapers, articles are written in columns.

Answer option D is incorrect. The text in a newspaper is not left-aligned.

Answer option A is incorrect. The text in a newspaper is not justified.

Answer option C is incorrect. The text in a newspaper is not center aligned.

What is a column?

A column is one or more vertical blocks of content positioned on a page, separated by margins and/or rules. Columns are most

commonly used to break up large bodies of text that cannot fit in a single block of text on a page. Additionally, columns are used to improve page composition and readability. Newspapers very frequently use complex multi-column layouts to break up different stories and longer bodies of texts within a story.

Answer:

B

Explanation:

Chapter: ADVANCED WORD PROCESSING

Objective: Prepare Outputs

Question 3

Question Type: MultipleChoice

Which of the following functions is used to add all numbers in a range of cells, based on a given criteria?

Options:

A- SumSq()

B- SumProduct()

C- SumIf()

D- Sum()

Explanation:

The SumIf function is used to add all numbers in a range of cells, based on a given criteria.

Answer option B is incorrect. The SumProduct function is used to multiply the corresponding items in the arrays and return the sum of the results.

Answer option A is incorrect. The SumSq function is used to return the sum of the squares of a series of values.

Answer option D is incorrect. The Sum function is used to add all numbers in a range of cells and return the result.

Answer:

C

Explanation:

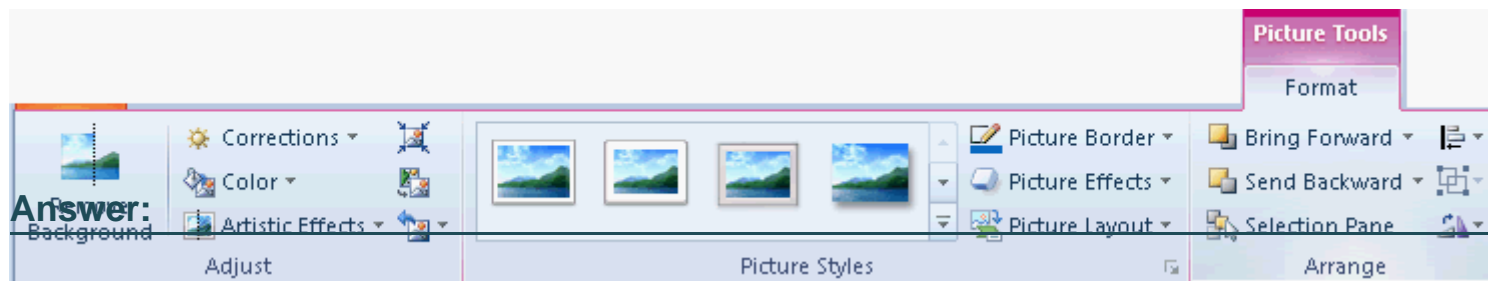
Chapter: ADVANCED SPREADSHEETS

Objective: Functions

Question 4

Question Type: Hotspot

You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You have inserted a photo album in it. Now, you want to flip the position of a photograph to horizontal. Mark the option in the following Format tab image that you will use to flip the photograph.



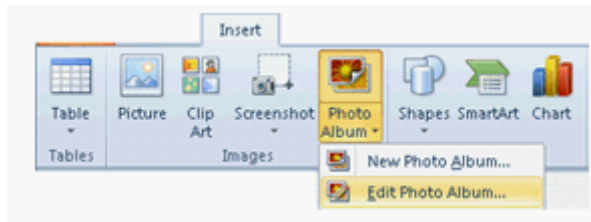
Explanation:

A PowerPoint photo album is a collection of photographic presentation slides. It is a presentation that a user can create to display his personal or business photographs. A user can either download PowerPoint photo album templates from Microsoft Office.com or create his own.

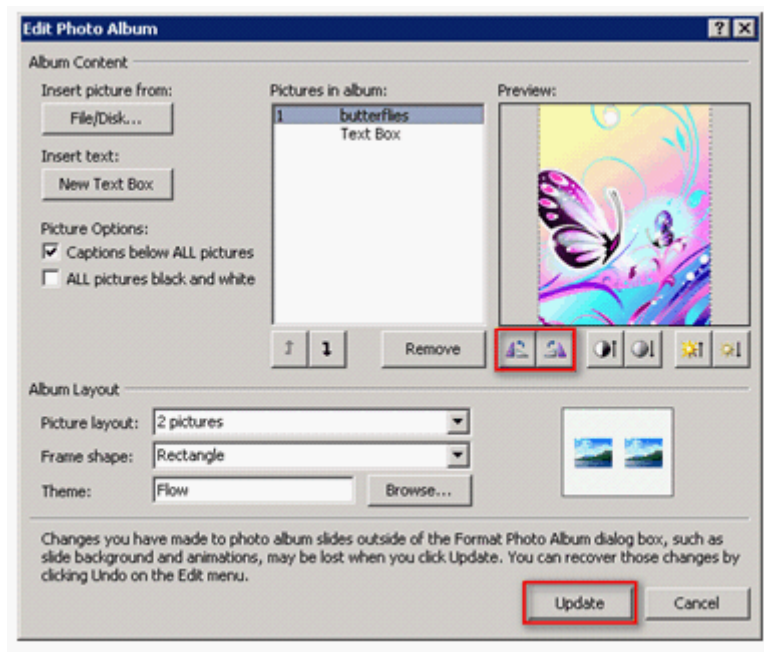
A user can also add effects to provide transition effect while creating a photo album in PowerPoint. A user can add captions, adjust the order and layout, add frames around the pictures, and even apply a theme to modify the look of the album after adding pictures to the album. A user can rotate a photograph by one of the following two ways:

By using the Edit Photo Album dialog box:

Click the Insert tab. Click the drop-down list of the Photo Album button. Select the Edit Photo Album option.

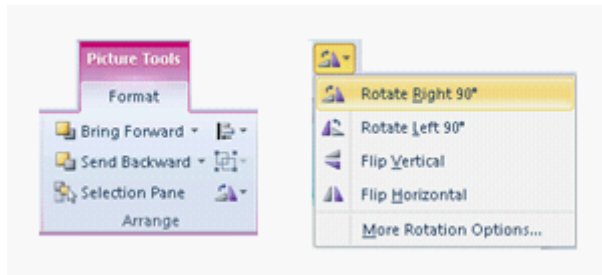


The Edit Photo Album dialog box opens. Select the photo, click the Rotate button, and then click the Update button.



By using the Rotate button:

Select the photo. Click on the Format tab. Click the Rotate button and specify the rotation options.



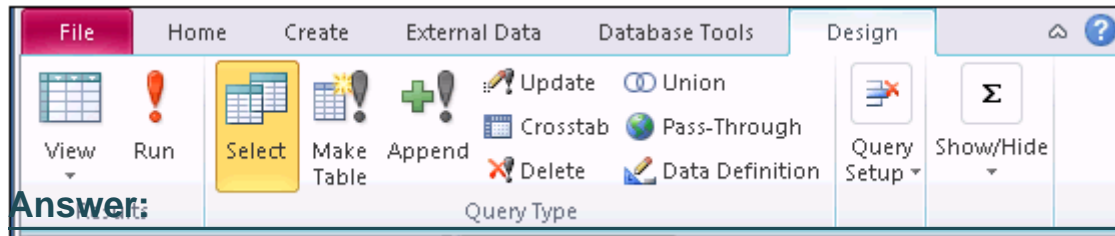
Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Pictures, Images, Drawn Objects

Question 5

Question Type: Hotspot

You are working with a query created in Microsoft Access 2010. Mark the button that you will click to perform the operations specified by the query.



Explanation:

In order to perform the operations specified by the query, you should click the Run button. It displays the datasheet of a selected query and serves the same function as selecting Datasheet View from the View button.

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Query Design

Question 6

Question Type: MultipleChoice

Which of the following steps will you take to add a caption label?

Options:

A- Review > Insert Caption > Add Label...

B- View > Caption > Add Label...

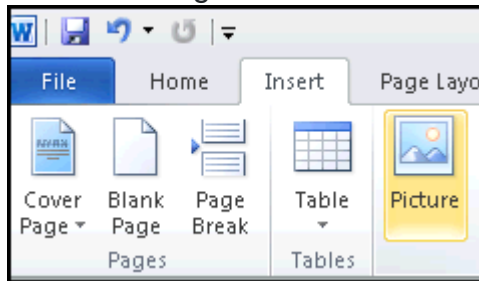
C- Insert > Caption > Add Label...

D- References > Insert Caption > Add Label...

Explanation:

Take the following steps to add a caption label:

Insert an image from the Picture option in the Insert tab.



Go to the References tab and click the Insert Caption option to open Caption dialog box.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View **Picture Tools** Format

Table of Contents Add Text Update Table Insert Endnote Next Footnote Show Notes Insert Footnote Insert Citation Manage Sources Style: APA Fifth Bibliography Insert Table of Figures Update Table Cross-reference Mark Entry Insert Index Update Index


Table of Contents Footnotes Citations & Bibliography Captions Index


Insert Caption


Add a caption to a picture or other image.

A caption is a line of text that appears below an object to describe it.

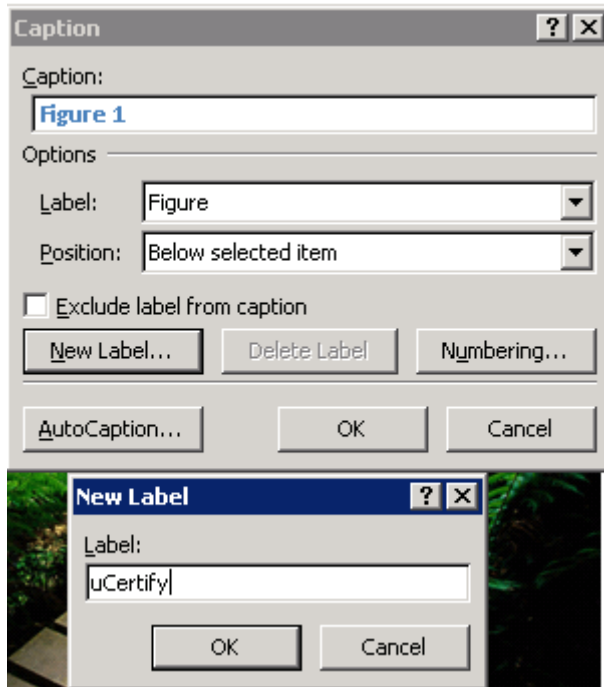
For example: "Figure 7: Common Weather Patterns."


Figure 2: Fountain



 Press F1 for more help.

In the Caption dialog box, click the New Label... button, fill label name in the New Label dialog box, and click the OK button.



Answer options C, B, and A are incorrect. These are not valid steps to add a caption label.

Answer:

D

Explanation:

Chapter: ADVANCED WORD PROCESSING

Objective: Referencing

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