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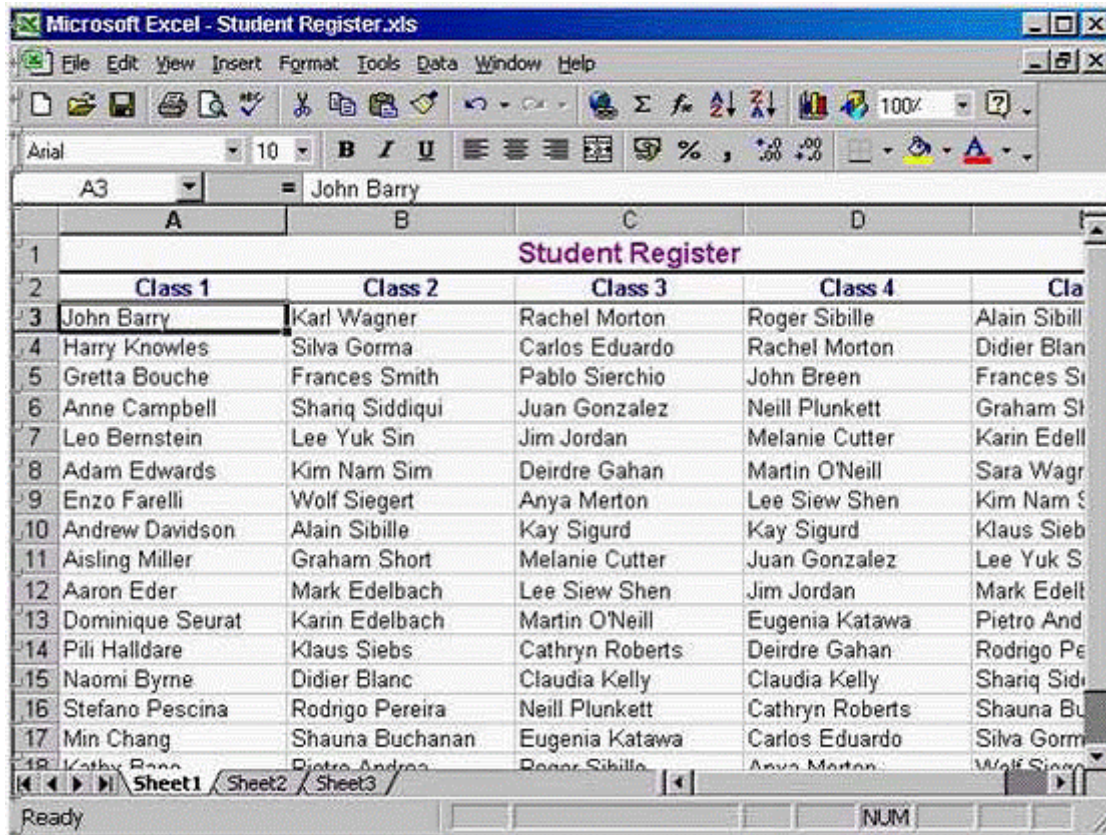
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Question 1

Question Type: MultipleChoice

Use the Find tool to find the name Kim Brown in this worksheet.



Microsoft Excel - Student Register.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U % , +.00 -.00

A3 = John Barry

	A	B	C	D	E
1	Student Register				
2	Class 1	Class 2	Class 3	Class 4	Class 5
3	John Barry	Karl Wagner	Rachel Morton	Roger Sibille	Alain Sibille
4	Harry Knowles	Silva Gorma	Carlos Eduardo	Rachel Morton	Didier Blanc
5	Gretta Bouche	Frances Smith	Pablo Sierchio	John Breen	Frances Smith
6	Anne Campbell	Shariq Siddiqui	Juan Gonzalez	Neill Plunkett	Graham Short
7	Leo Bernstein	Lee Yuk Sin	Jim Jordan	Melanie Cutter	Karin Edelbach
8	Adam Edwards	Kim Nam Sim	Deirdre Gahan	Martin O'Neill	Sara Wagner
9	Enzo Farelli	Wolf Siegert	Anya Merton	Lee Siew Shen	Kim Nam Sim
10	Andrew Davidson	Alain Sibille	Kay Sigurd	Kay Sigurd	Klaus Siebs
11	Aisling Miller	Graham Short	Melanie Cutter	Juan Gonzalez	Lee Yuk Sin
12	Aaron Eder	Mark Edelbach	Lee Siew Shen	Jim Jordan	Mark Edelbach
13	Dominique Seurat	Karin Edelbach	Martin O'Neill	Eugenia Katawa	Pietro Andros
14	Pili Halldare	Klaus Siebs	Cathryn Roberts	Deirdre Gahan	Rodrigo Pereira
15	Naomi Byrne	Didier Blanc	Claudia Kelly	Claudia Kelly	Shariq Siddiqui
16	Stefano Pescina	Rodrigo Pereira	Neill Plunkett	Cathryn Roberts	Shauna Buchanan
17	Min Chang	Shauna Buchanan	Eugenia Katawa	Carlos Eduardo	Silva Gorma
18	Kathy Ryan	Pietro Andros	Roger Sibille	Anya Merton	Wolf Siegert

Sheet1 Sheet2 Sheet3

Ready NUM

Options:

A- Option A

Edit -> find -> type Kim Brown -> click on the find next button

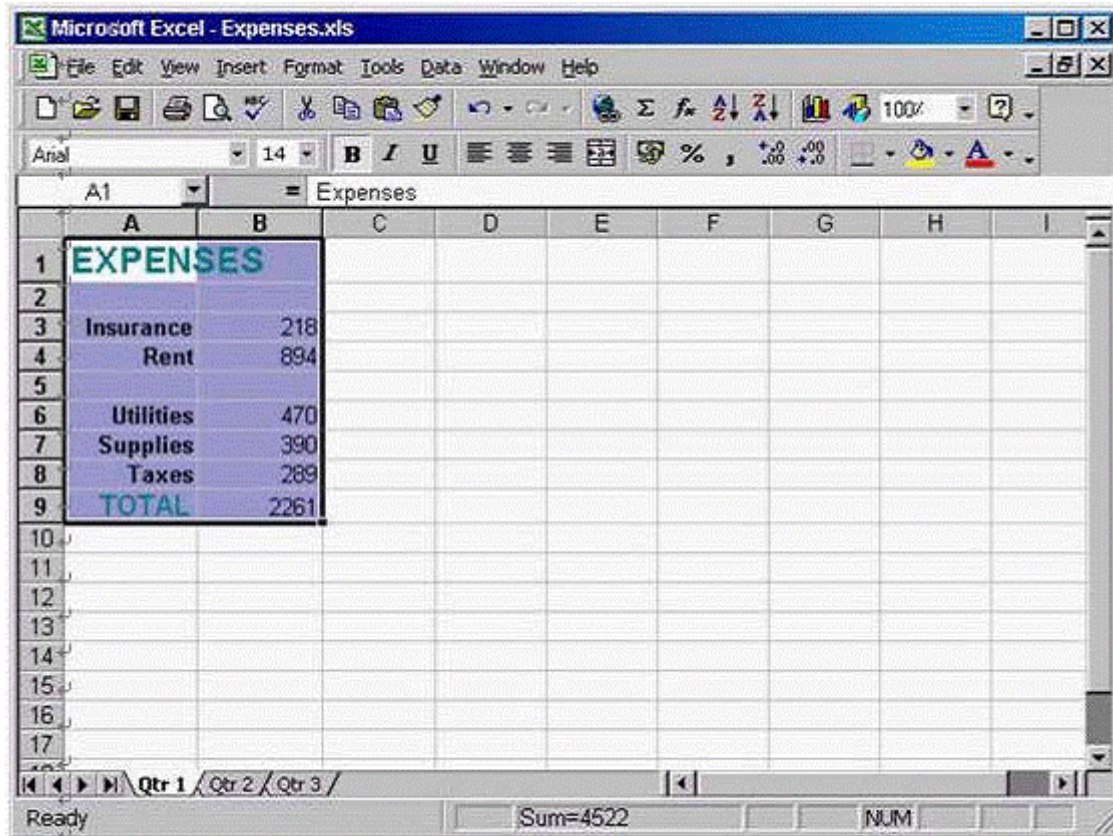
Answer:

A

Question 2

Question Type: MultipleChoice

Cut the selected range and paste it into cell A1 on the worksheet entitled Qtr 3 in this workbook.



Options:

A- Option A

Click on the cut tool from the standard tool bar -> select the Qtr3 sheet -> select cell A1 -> click on the paste tool from the standard tool bar


Answer:

A

Question 3

Question Type: MultipleChoice

Which TWO of the following would calculate the amount left to spend for March?

	A	B	C	D
1		Personal Budget		
2		Jan	Feb	Mar
3	Expenses			
4	Rent	400	400	400
5	Bills	85	60	49
6	Food	120	120	120
7	Travel	0	32	230
8	Total	605	612	799
9	Income			
10	Salary	1,820	1,820	1,820
11	Bonus	53	60	202
12	Total	1,873	1,880	2,022
13	To Spend!			

Options:

A- =D12-D8

B- =SUM(D4:D7)-SUM(D10:D11)

C- =(D10:D11)-(D4:D7)

D- =SUM(D10:D11)-SUM(D4:D7)

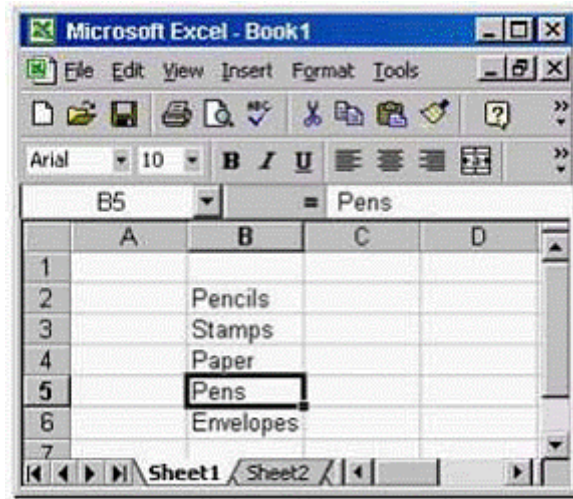
Answer:

A, D

Question 4

Question Type: MultipleChoice

Dragging the fill handle up to cell B3 will fill B3 with:



Options:

- A- Envelopes
- B- Pens
- C- Paper
- D- Stamps

Answer:

B

Question 5

Question Type: MultipleChoice

Use click-and-drag to select the range A4:C6. If necessary, you can try again by repeating the click and drag action.

The screenshot shows a Microsoft Excel window titled "Drink Sales.xls". The spreadsheet contains the following data:

	A	B	C	D	E
1		October	November	December	
2	Wine	601.85	720.40	1100.70	
3	Beer	1092.50	1310.30	2520.88	
4	Spirits	537.80	645.80	1536.50	
5	Fruit Juice	247.35	297.60	248.50	
6	Minerals	209.20	259.10	328.60	
7	Total				
8					
9					
10					

A blue button labeled "SUBMIT" is positioned at the bottom center of the spreadsheet area. The status bar at the bottom left shows "Ready" and the bottom right shows "NUM".

Options:

A- Option A

Select cell A4 and drag to cell C6

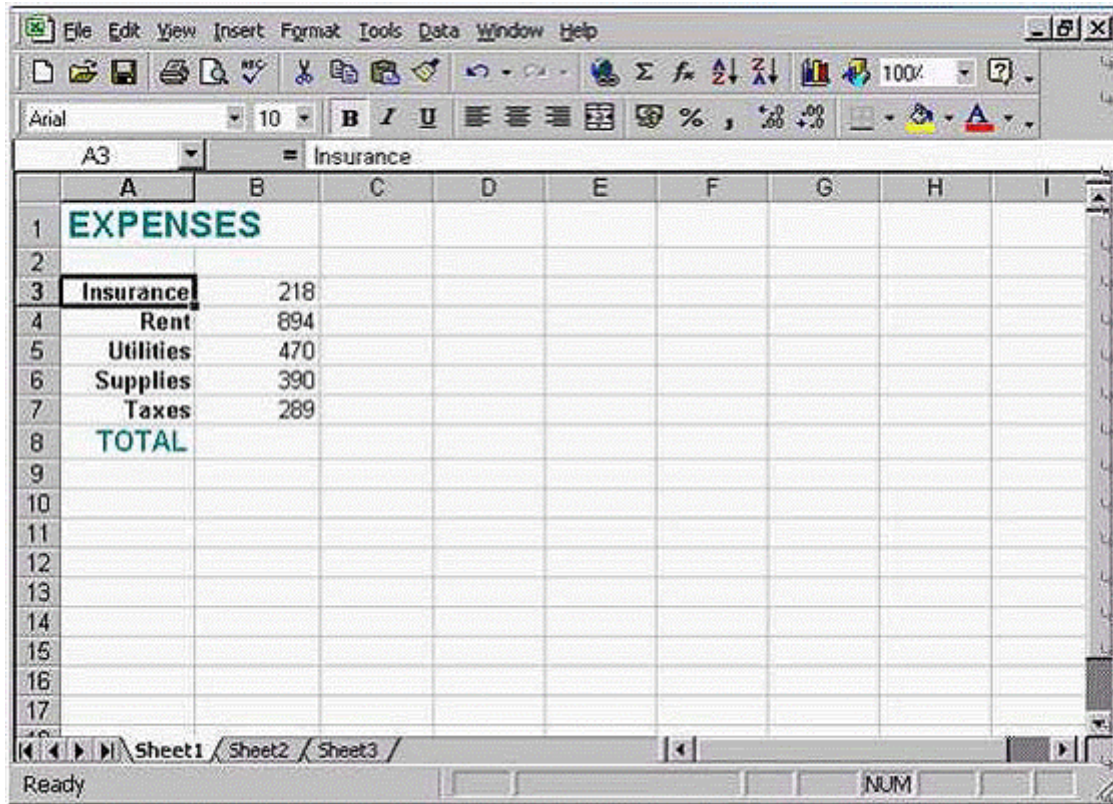
Answer:

A

Question 6

Question Type: MultipleChoice

Print this worksheet.



Options:

A- Option A

File -> print -> ok

Answer:

A

Question 7

Question Type: MultipleChoice

Add a page footer with the text Confidential that will print at the bottom left of all the pages in this worksheet.

Microsoft Excel - Buildings.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	A	B	C	D	E	F	G	H	I
1	EXPENSES								
2									
3	Insurance	218.00							
4	Rent	894.00							
5									
6	Utilities	470.00							
7	Supplies	390.00							
8	Taxes	289.00							
9	TOTAL	2,261.00							
10									
11									
12									
13									
14									
15									
16									
17									

Ready NUM

Options:

A- Option A

View -> Header and footer -> click on the custom footer -> type Confidential

Answer:

A

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