Free Questions for ICDL-Excel by certsinside

Shared by Spencer on 12-12-2023

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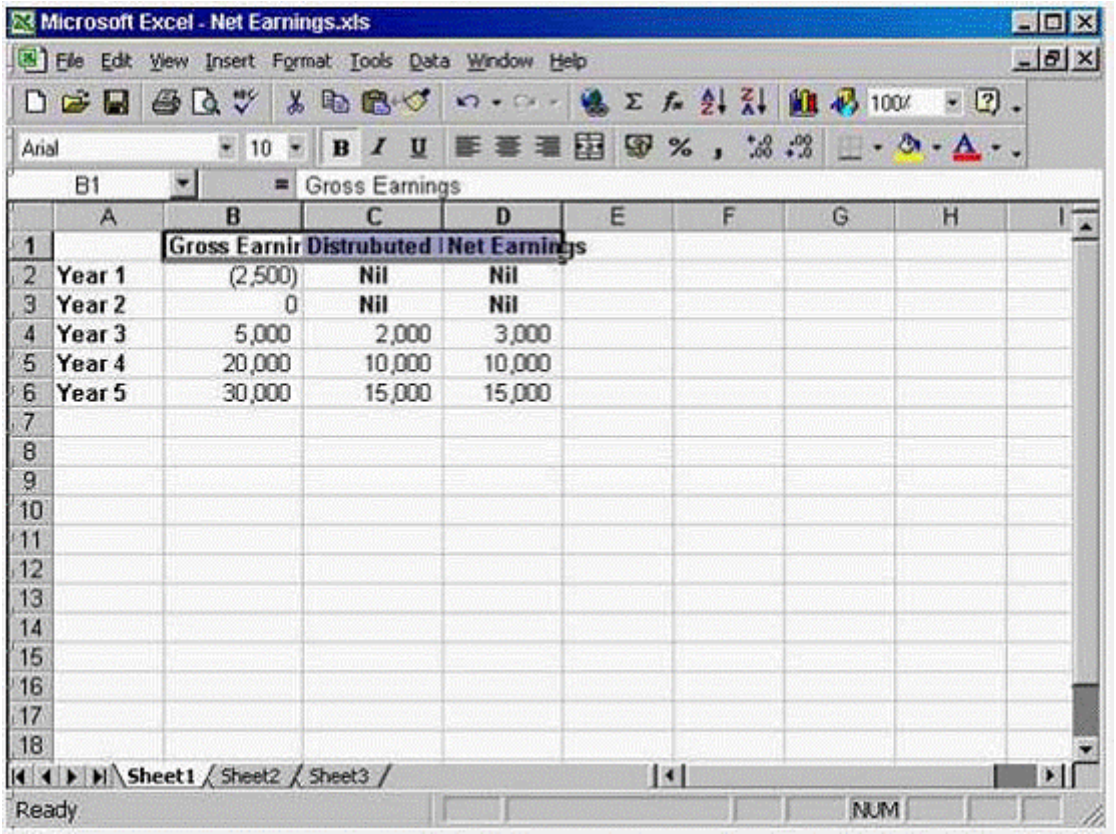
Question 1

Question Type: MultipleChoice

Change the formatting so the selected text automatically wraps onto a second line within the cell.



Options:

A- Option A

Format -> cells -> select Alignment tab -> check the wrap text -> ok

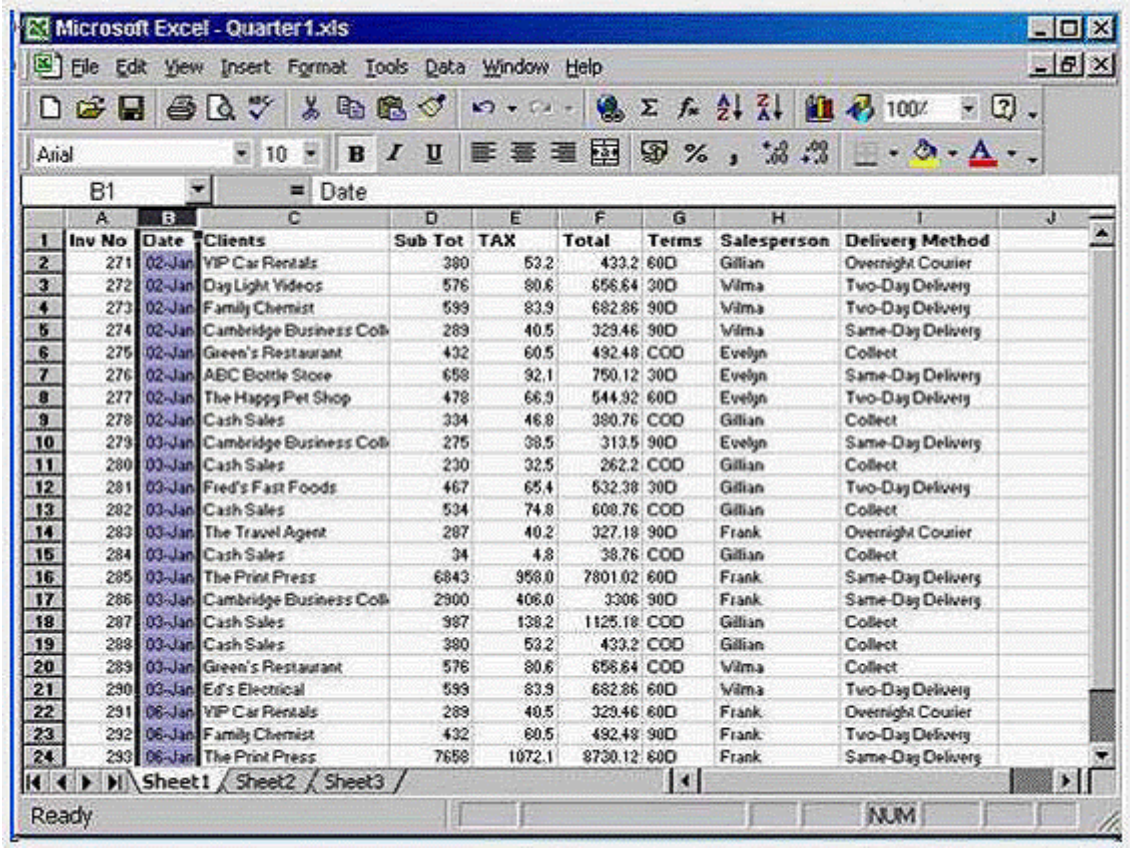
Answer:

A

Question 2

Question Type: **MultipleChoice**

Change the formatting for the selected column so the dates display in this format: 04-mar-02



	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	53.2	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.6	656.64	30D	Vilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.9	682.86	90D	Vilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	289	40.5	329.46	90D	Vilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.5	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.1	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.9	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.8	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.4	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.8	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	287	40.2	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.8	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.0	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406.0	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.2	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.6	656.64	COD	Vilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.9	682.86	60D	Vilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.5	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.5	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.1	8730.12	60D	Frank	Same-Day Delivery	

Options:

A- Option A

Format -> cells -> select date -> select 04-Mar-02 -> ok

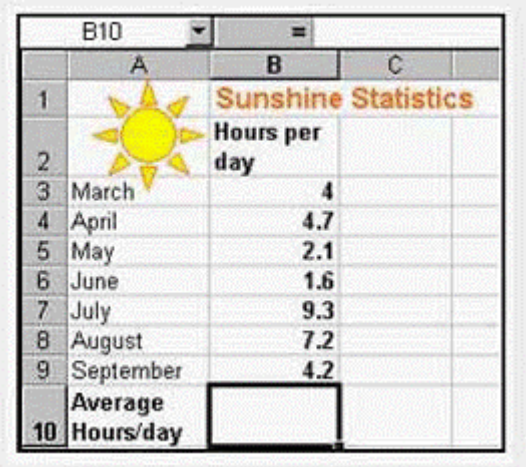
Answer:

A

Question 3

Question Type: MultipleChoice

Which formula entered into B10 would find the average amount of sunshie for March to September?



Options:

A- AVERAGE=B4

B- (AVG)B3:B9

C- AVERAGE(B3:B9)

D- AVG(B3:B9)

Answer:

C

Question 4

Question Type: MultipleChoice

Which one of these combinations is used to indicate that cell C1 has an absolute reference?

Options:

A- ?C?1

B- #C#1

C- c1

D- /C/1

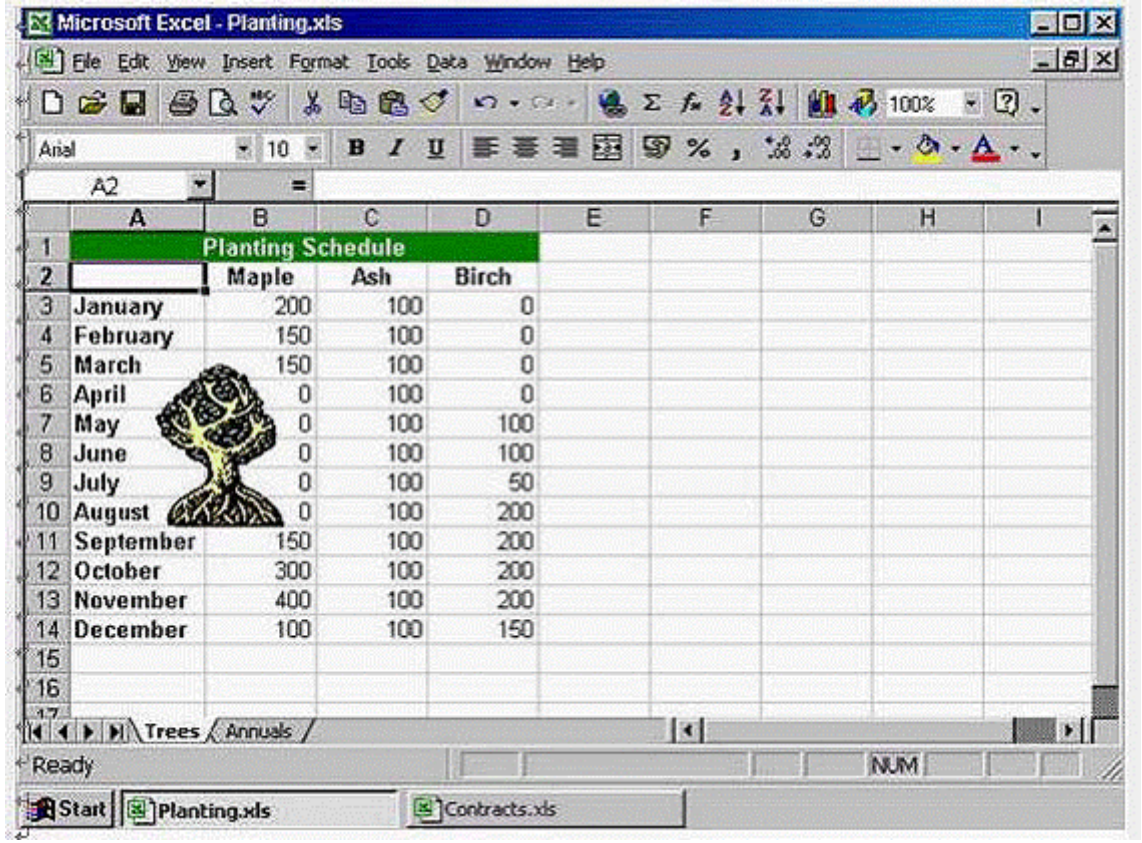
Answer:

C

Question 5

Question Type: **MultipleChoice**

Move the entire Trees worksheet from this workbook into the Contracts workbook, so that it is the first worksheet in the workbook.



Options:

A- Option A

Right click on the trees worksheet -> select move or copy -> select Contracts workbook -> ok

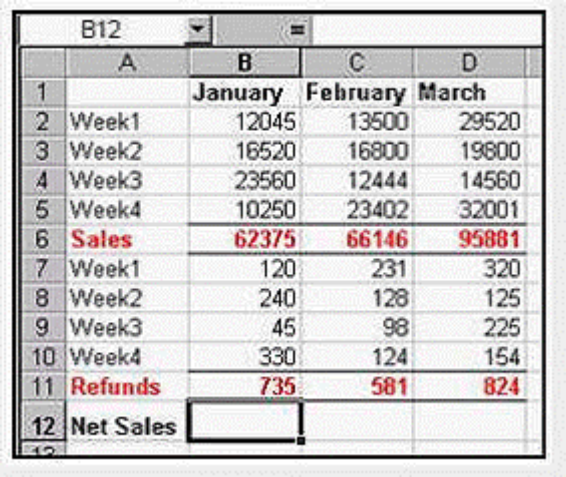
Answer:

A

Question 6

Question Type: MultipleChoice

Which of the following formulas would calculate the Net Sales for January in this worksheet?



	A	B	C	D
1		January	February	March
2	Week1	12045	13500	29520
3	Week2	16520	16800	19800
4	Week3	23560	12444	14560
5	Week4	10250	23402	32001
6	Sales	62375	66146	95881
7	Week1	120	231	320
8	Week2	240	128	125
9	Week3	45	98	225
10	Week4	330	124	154
11	Refunds	735	581	824
12	Net Sales			

Options:

A- =SUM(B2:B11)

B- =B6 + B11

C- =B6 - B11

D- =SUM(B6:D6)-SUM(B11:D11)

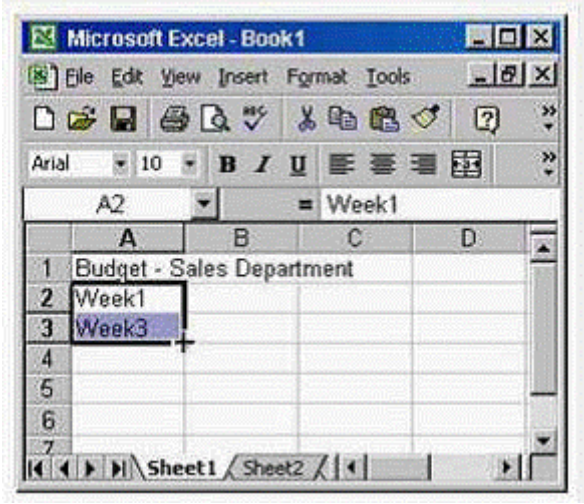
Answer:

C

Question 7

Question Type: MultipleChoice

Dragging the fill handle down to cell A5 will fill A5 with:



Options:

A- Week 3

B- Week 4

C- Week 5

D- Week 7

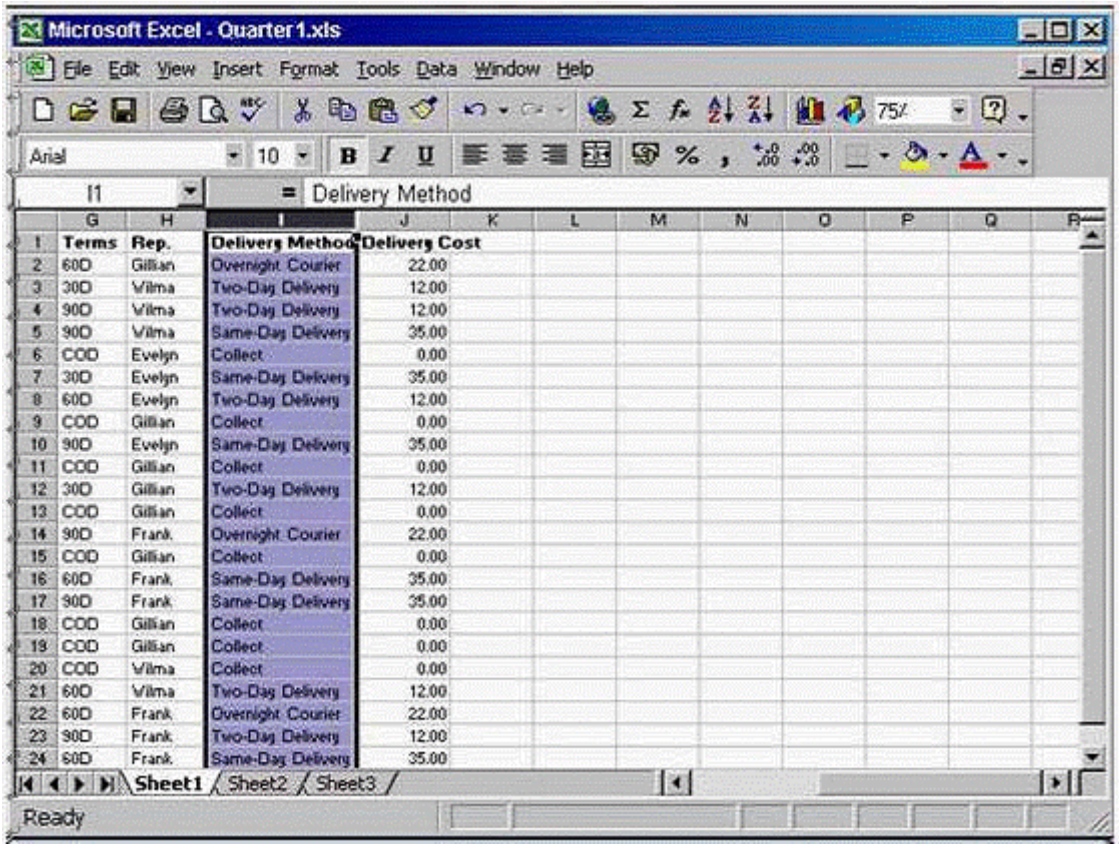
Answer:

D

Question 8

Question Type: MultipleChoice

Automatically adjust the width of Column I so that its widest cell content is fully visible.



	G	H	I	J
1	Terms	Rep.	Delivery Method	Delivery Cost
2	60D	Gillian	Overnight Courier	22.00
3	30D	Vilma	Two-Day Delivery	12.00
4	90D	Vilma	Two-Day Delivery	12.00
5	90D	Vilma	Same-Day Delivery	35.00
6	COD	Evelyn	Collect	0.00
7	30D	Evelyn	Same-Day Delivery	35.00
8	60D	Evelyn	Two-Day Delivery	12.00
9	COD	Gillian	Collect	0.00
10	90D	Evelyn	Same-Day Delivery	35.00
11	COD	Gillian	Collect	0.00
12	30D	Gillian	Two-Day Delivery	12.00
13	COD	Gillian	Collect	0.00
14	90D	Frank	Overnight Courier	22.00
15	COD	Gillian	Collect	0.00
16	60D	Frank	Same-Day Delivery	35.00
17	90D	Frank	Same-Day Delivery	35.00
18	COD	Gillian	Collect	0.00
19	COD	Gillian	Collect	0.00
20	COD	Vilma	Collect	0.00
21	60D	Vilma	Two-Day Delivery	12.00
22	60D	Frank	Overnight Courier	22.00
23	90D	Frank	Two-Day Delivery	12.00
24	60D	Frank	Same-Day Delivery	35.00

Options:

A- Option A

Format -> column -> Auto fit selection

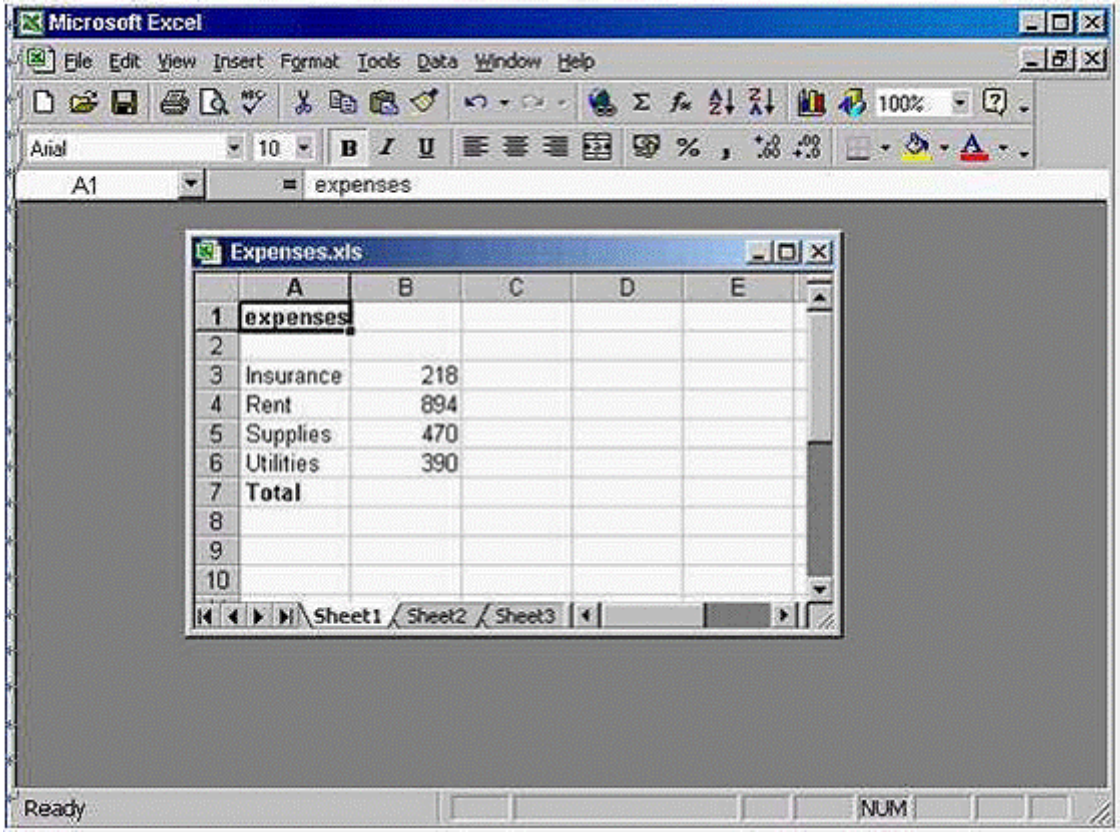
Answer:

A

Question 9

Question Type: **MultipleChoice**

Insert a blank row above row 5.



Options:

A- Option A

Select row 5 from the gray area -> Insert Rows

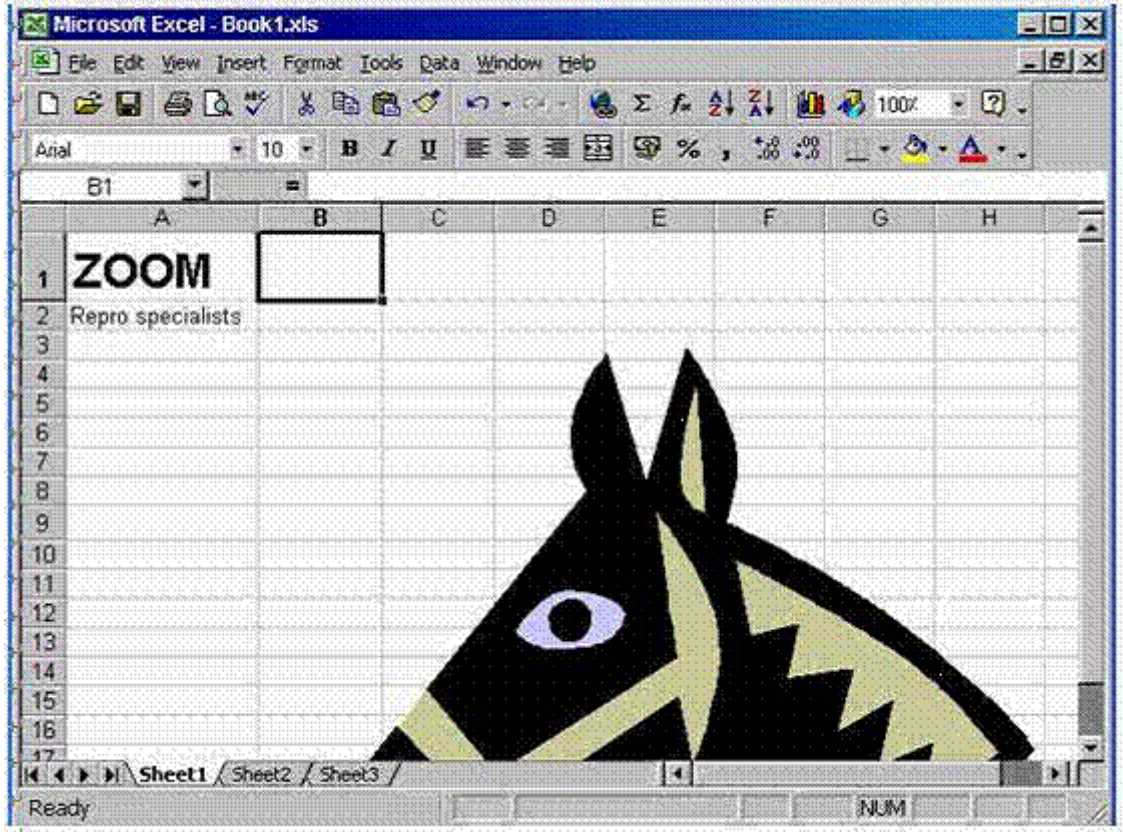
Answer:

A

Question 10

Question Type: MultipleChoice

View the above worksheet at 75% of its full size.



Options:

A- Option A

From the zoom tool in the standard toolbar use the drop down list and select 75%

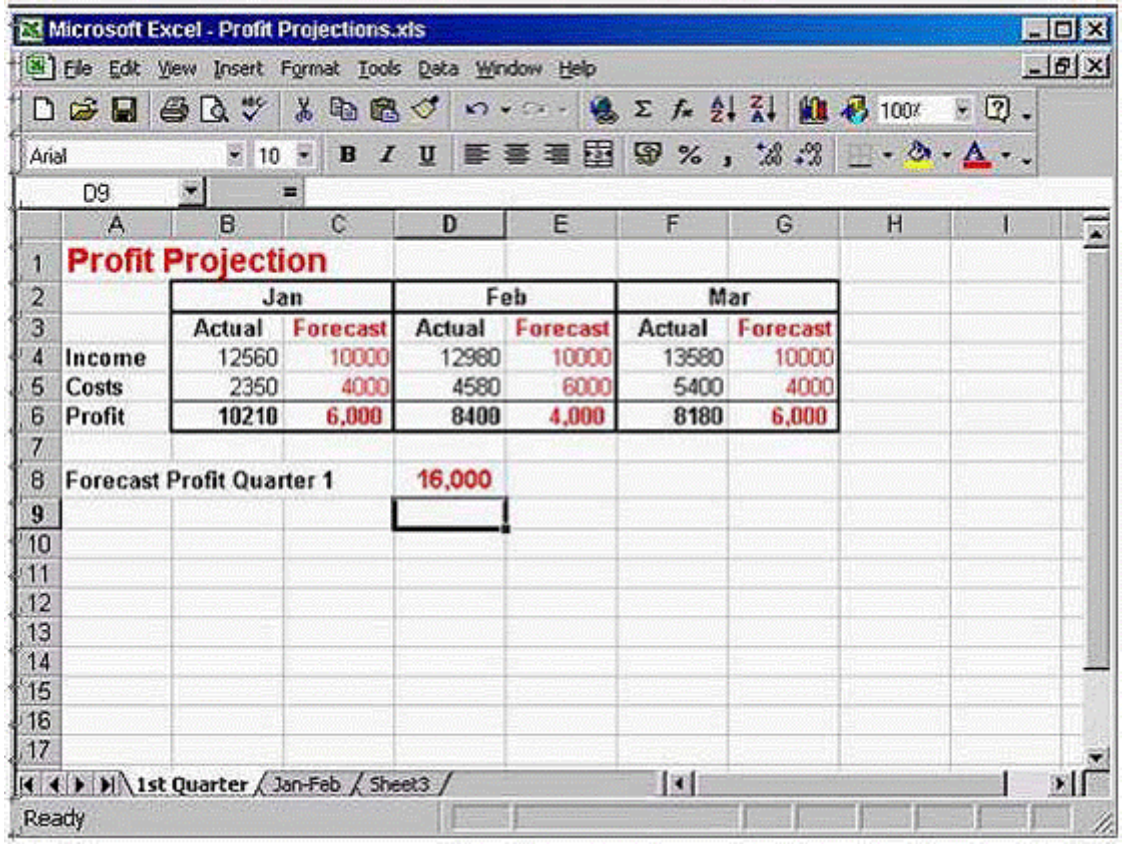
Answer:

A

Question 11

Question Type: MultipleChoice

Print 3 copies of this worksheet.



Options:

A- Option A

File -> select print -> in the number of copies use the arrow to make it 3 -> ok

Answer:

A

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