Free Questions for ICDL-Net by certsinside

Shared by Mckinney on 12-12-2023

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Question 1

Which two of the following statements, about organising your e-mail within most popular e-mail applications, are true?

Options:

A- You need to create folders before you can send or receive e-mail.

B- You must read e-mail before you can organize it into folders

C- You can use cut-and-paste to move mail to different folders.

D- You must open an e-mail before you can duplicate it.

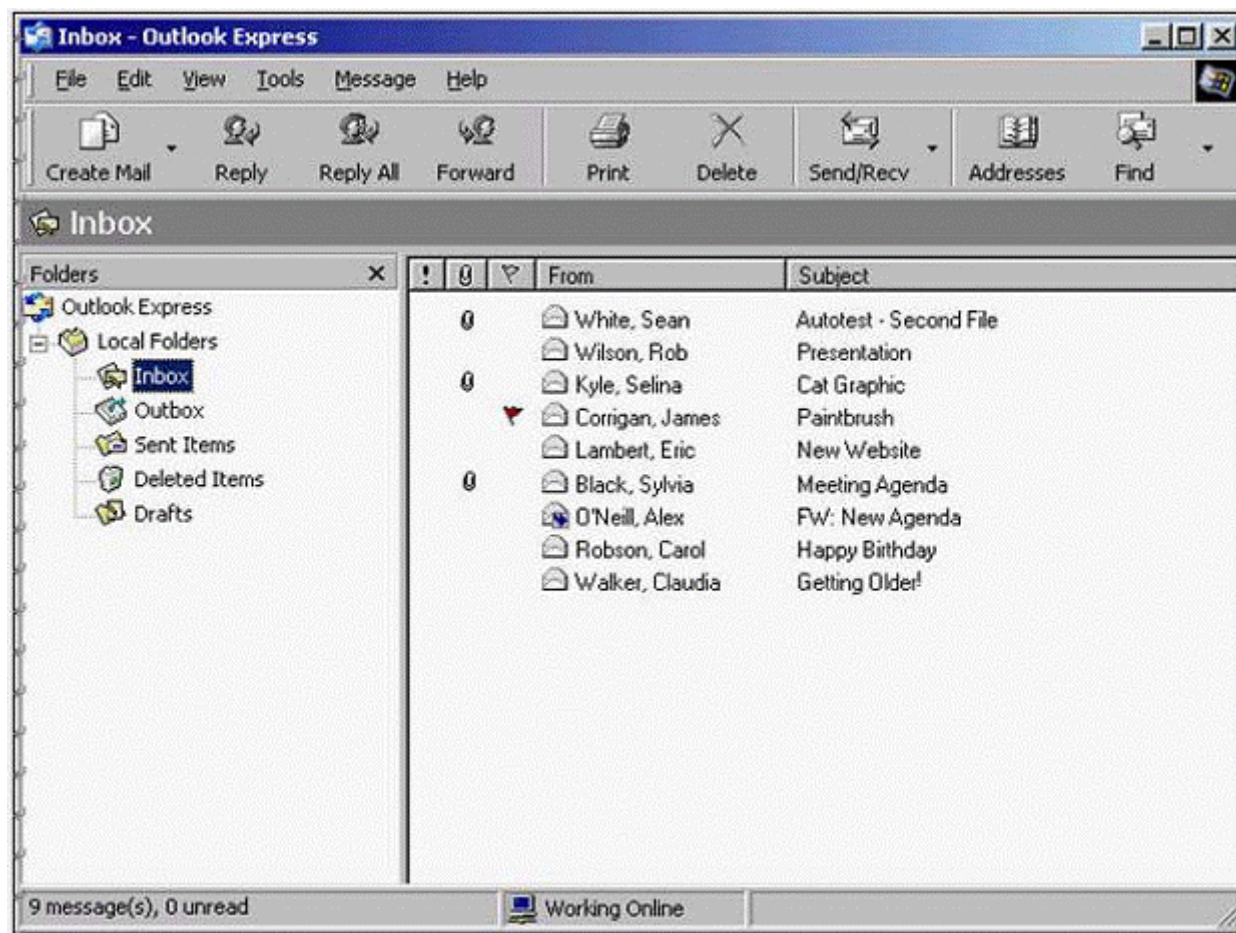**E-** E-mail messages can be sorted alphabetically inside a folder

Answer:

B, E

Question 2

Reply to everyone that received Sean White's e-mail with the message Can you call me about this?Do not open the message.

Send the message immediately when you have finished.

Options:

A- Select the Sean White's message -> click on reply all -> type Can you call me about this -> Click send
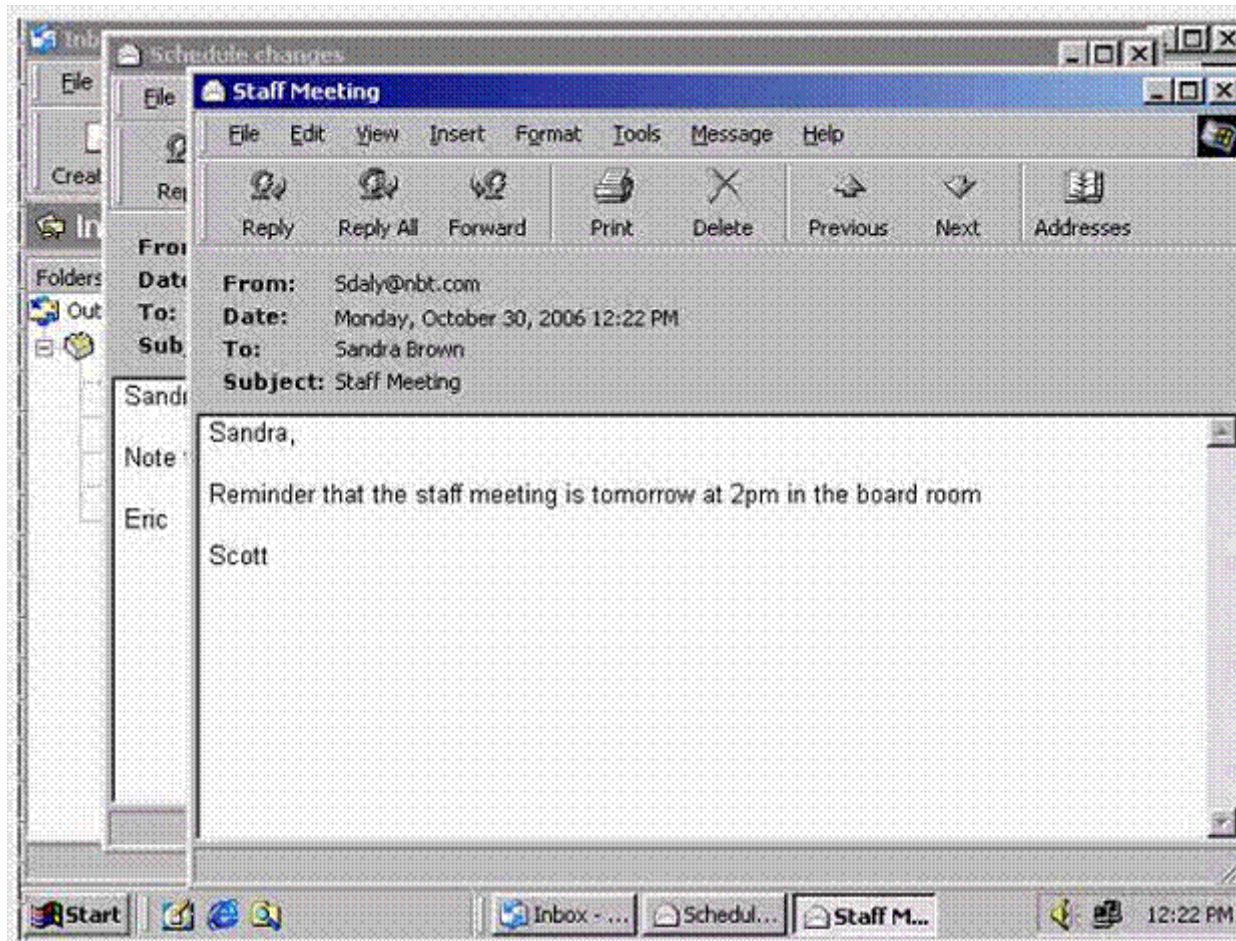
Answer:

A

Question 3

Question Type: MultipleChoice

Make the other open e-mail, Schedule changes, the active e-mail.

Staff Meeting

File   Edit   View   Insert   Format   Tools   Message   Help

Reply   Reply All   Forward   Print   Delete   Previous   Next   Addresses

From: Sdaly@nbt.com
Date: Monday, October 30, 2006 12:22 PM
To: Sandra Brown
Subject: Staff Meeting

Sandra,

Reminder that the staff meeting is tomorrow at 2pm in the board room

Scott

Start | Inbox - ... | Schedul... | Staff M... | 12:22 PM

Options:

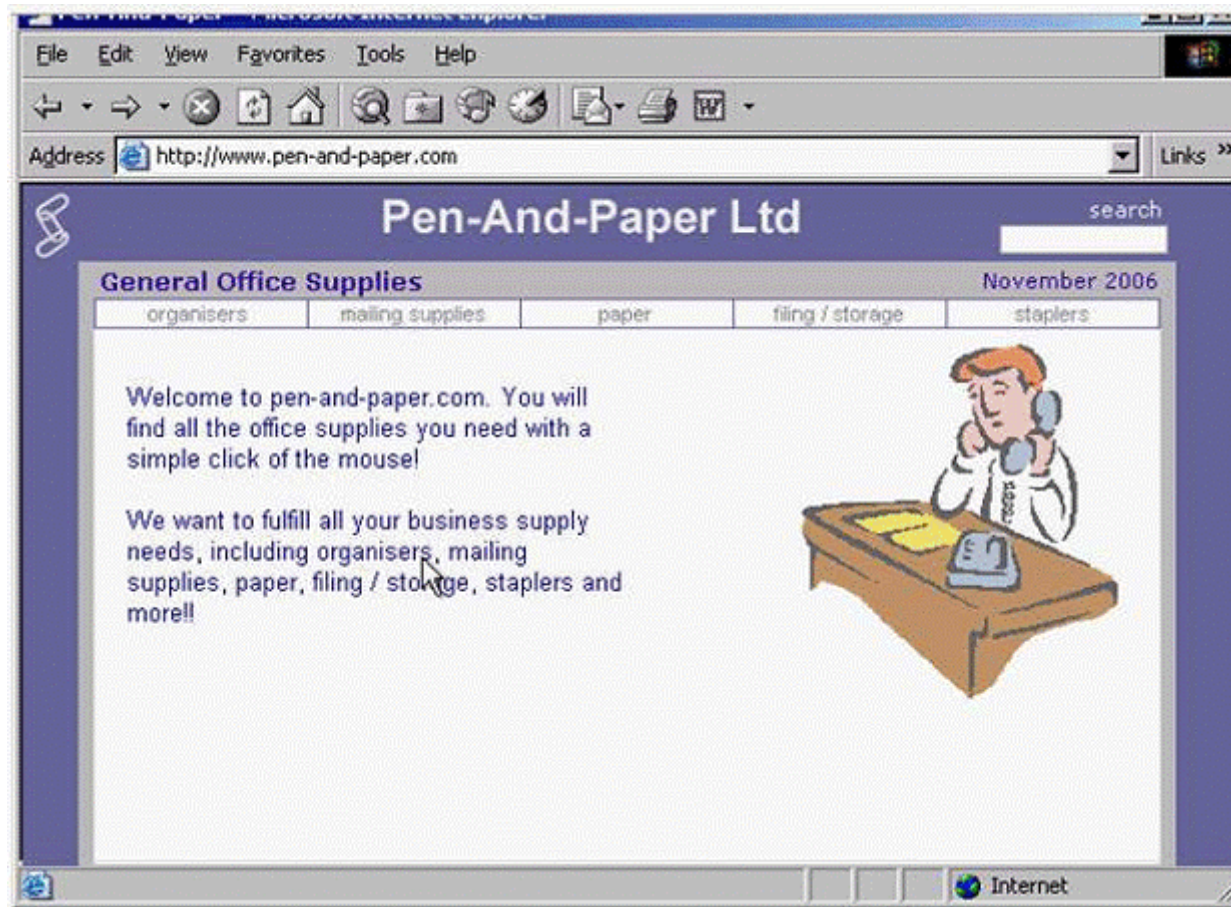**A-** Select the Schedule changes from the task bar

Question 4

Question Type: MultipleChoice

Clear this browser's entire History list. Do not use the History Bar to carry out this task.

Options:

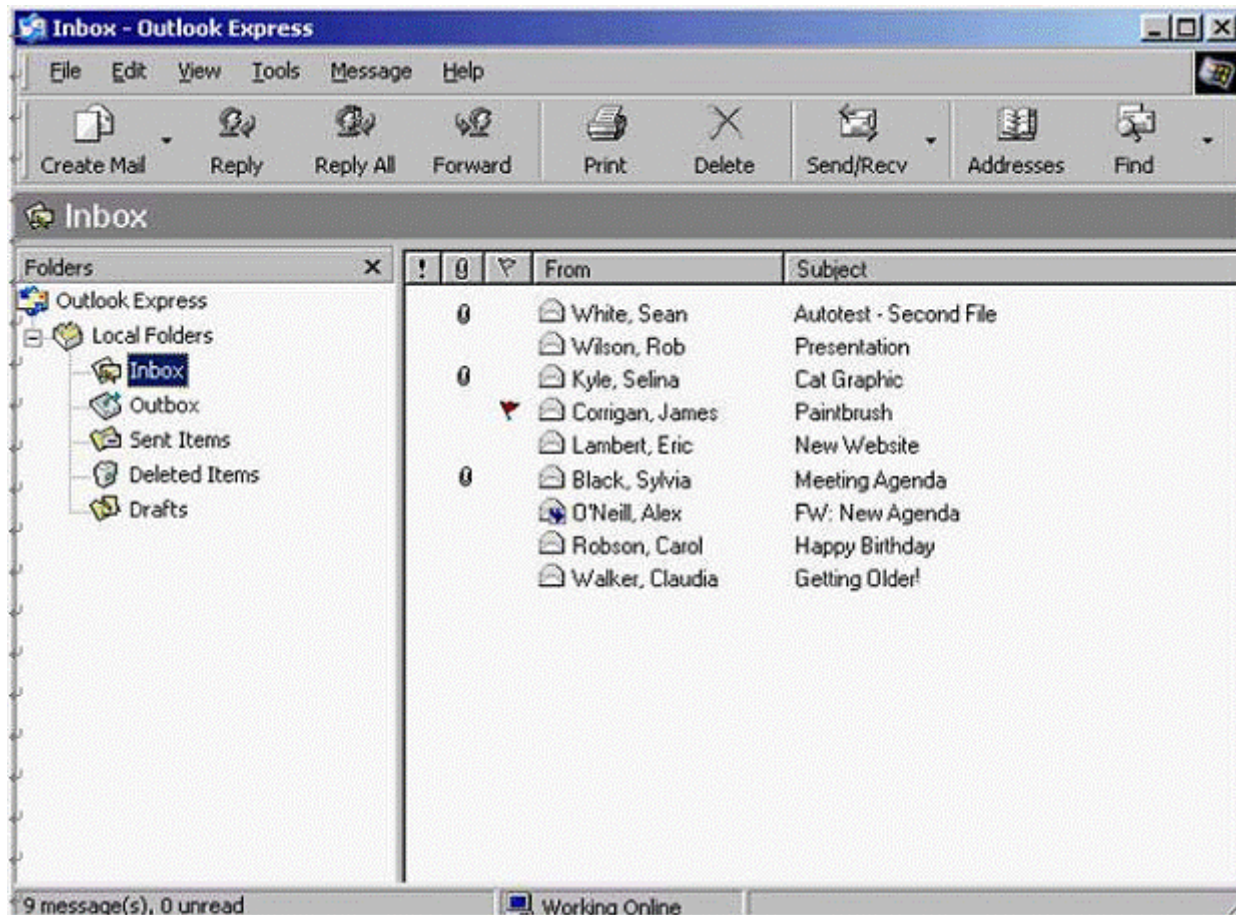**A-** Tools -> internet options -> click on clear history

Question 5

Question Type: MultipleChoice

Move the e-mail message from James Corrigan to the Drafts folder.

Options:

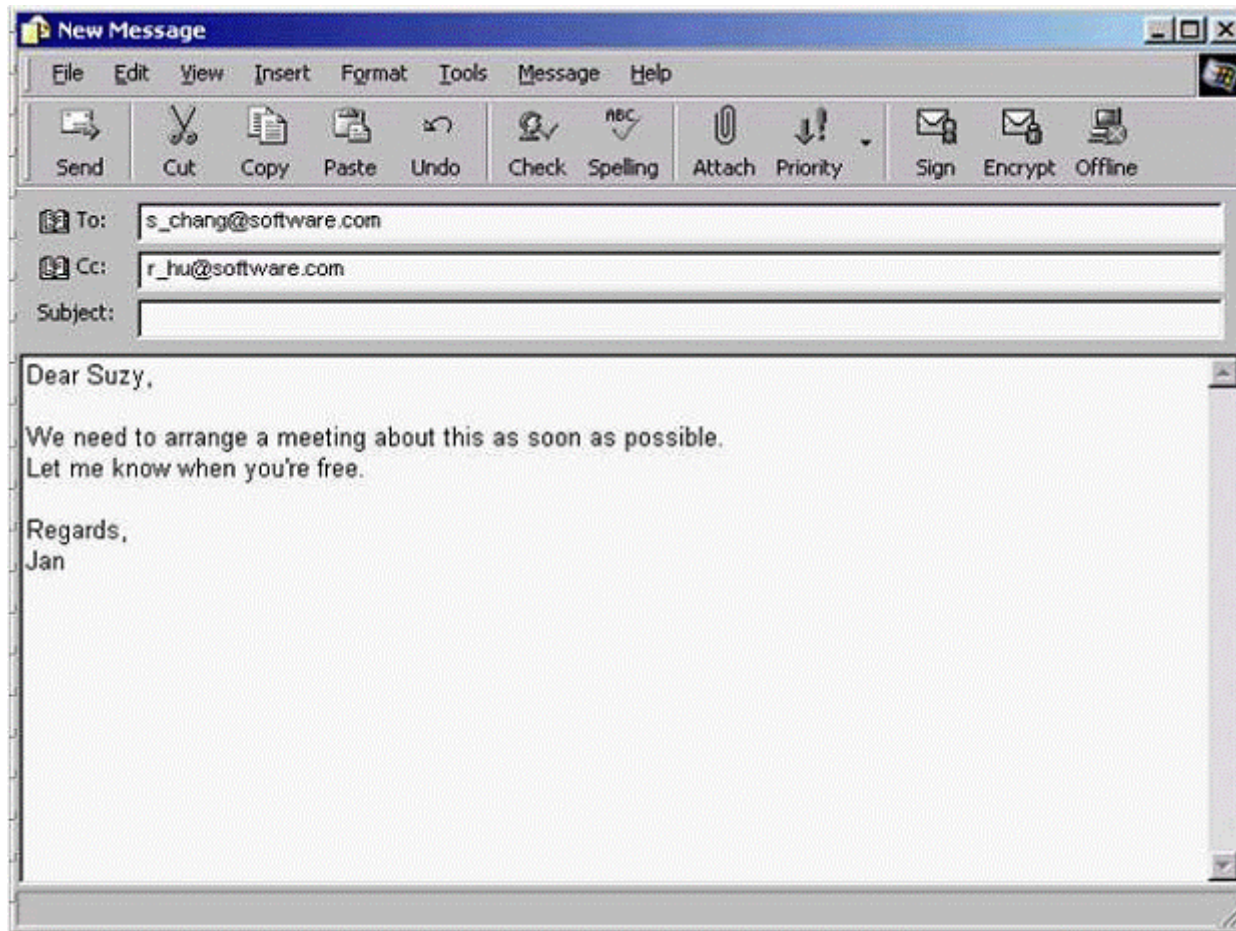**A-** Select the message from James Corrigan and drag it to drafts

Question 6

Question Type: **MultipleChoice**

Enter the phrase Company meeting into the appropriate field to indicate what the message is about.

New Message

File   Edit   View   Insert   Format   Tools   Message   Help

Send   Cut   Copy   Paste   Undo   Check   Spelling   Attach   Priority   Sign   Encrypt   Offline

To: s_chang@software.com
Cc: r_hu@software.com
Subject:

Dear Suzy,

We need to arrange a meeting about this as soon as possible.
Let me know when you're free.

Regards,
Jan

Send the message when you have finished.

Options:

A- In the subject box type Company meeting -> click send
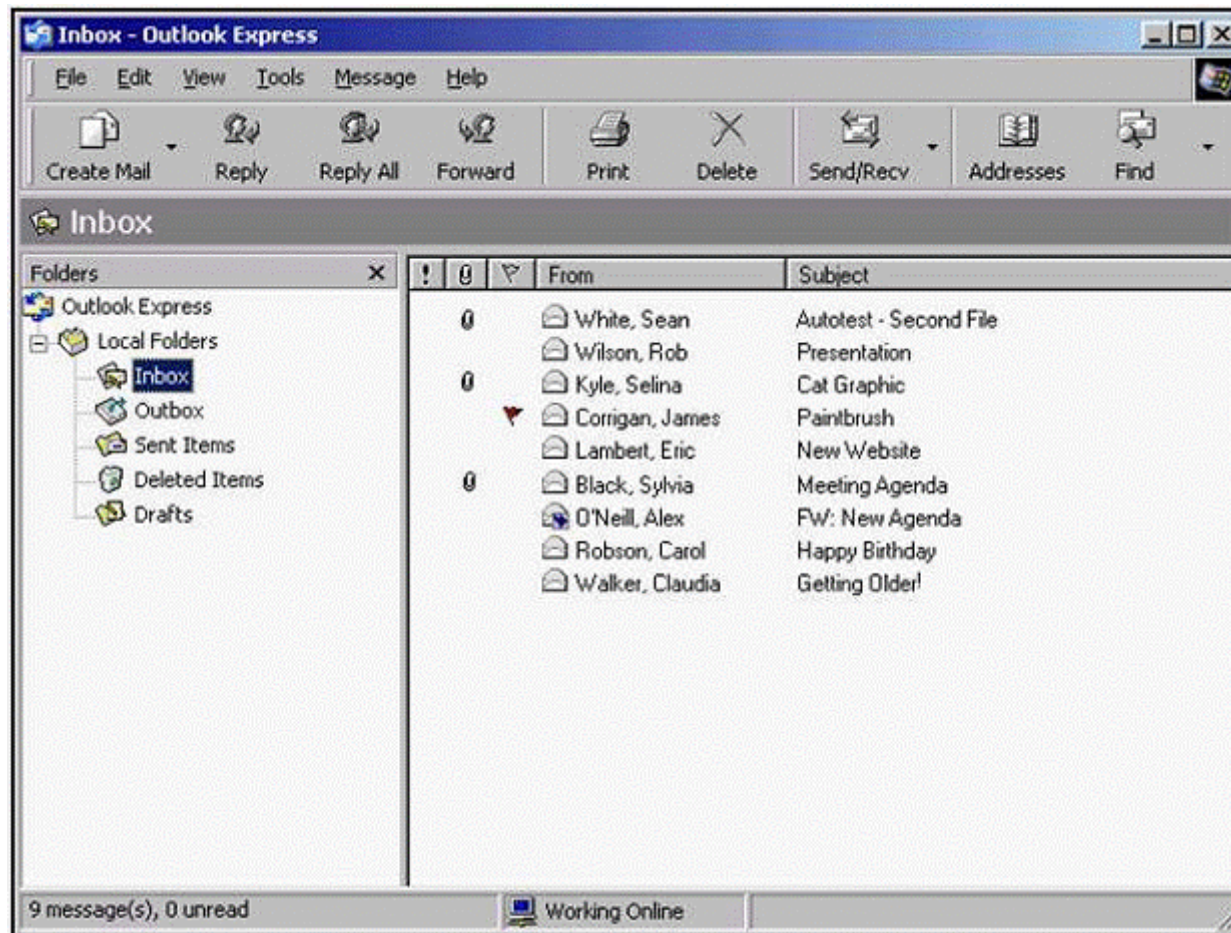
Answer:

A

Question 7

Question Type: **MultipleChoice**

Mark the message from Rob Wilson as Unread.

Options:

A- Right click on Rob Wilson -> select mark as unread

Answer:

A

Question 8

Question Type: MultipleChoice

Which one of these statements about e-mail is true?

Options:

A- You can only access one e-mail account at any time.

B- Each user can only access their e-mail account from a single PC.

C- You need a user name and password to access your e-mail

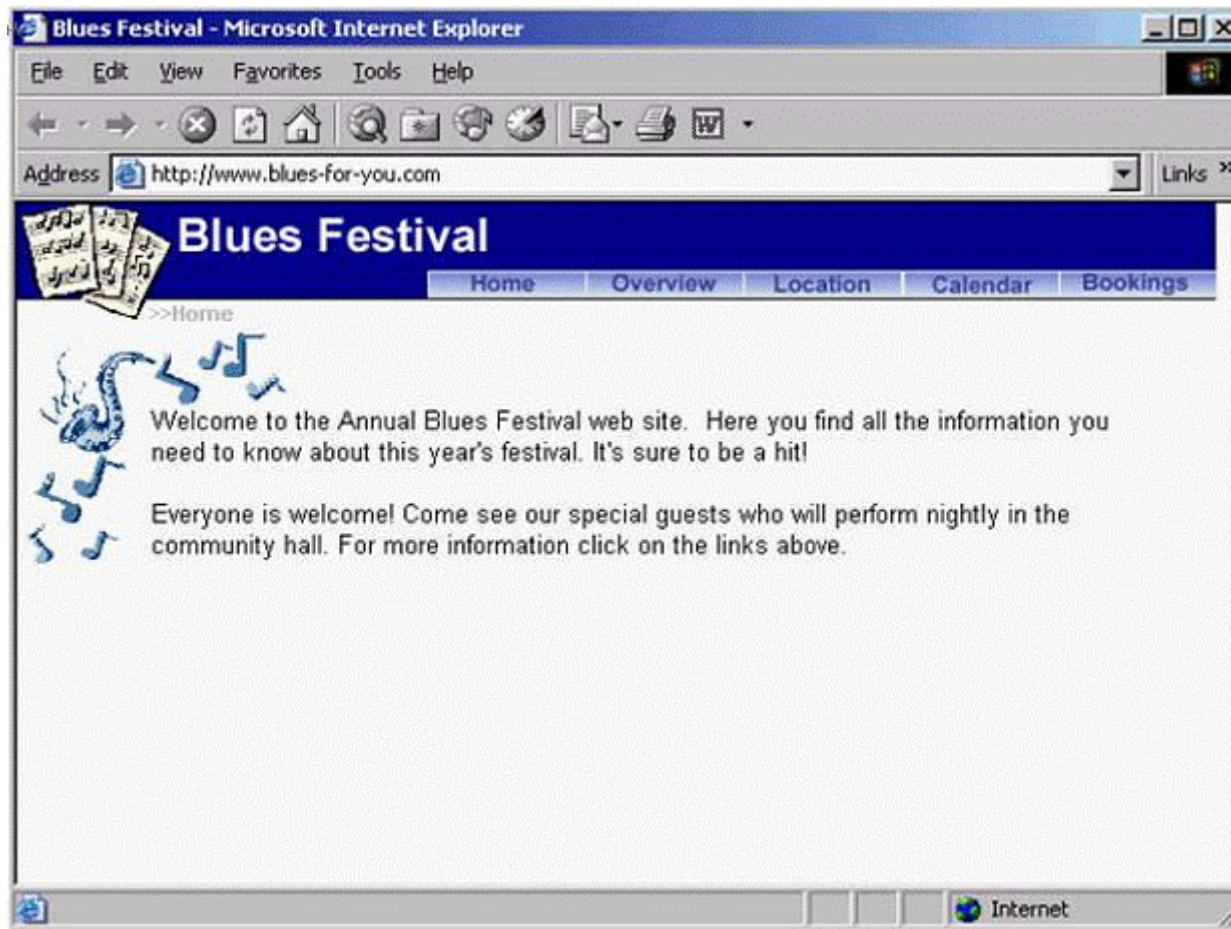**D-** Email accounts on a single PC share the same folders.

Answer:

C

Question 9

Use this site to reserve a single room at the Park's Inn. Follow the instructions that are provided on the web page.

Options:

A- Click on Bookings -> click on the rooms/Accommodation -> from the first drop down list select Park's Inn -> from the second drop down list select single room -> click book now

Answer:

A

Question 10

Question Type: MultipleChoice

Which two of these statements regarding the risk of transmitting viruses via e-mail are true?

Options:

A- Viruses can only be transmitted via an e-mail attachment.

B- A virus can spread via e-mail by mailing itself to everyone in a victim's address book

C- Viruses are only spread via unsolicited mail.

D- You should not open e-mail if it has a suspicious subject line

E- You are more at risk from viruses if you use Web based e-mail.

Answer:

B, D

Question 11

Question Type: **MultipleChoice**

Which two of these statements about e-mail are true?

Options:

A- You must send and receive e-mail on separate telephone lines.

B- E-mail stands for Electronic Mail.

C- The cost of sending e-mail depends on where the recipient lives.

D- You can only send or receive e-mail offline.

E- The distance over which e-mail is sent does not significantly affect the speed of delivery.

Answer:

B, E

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