Free Questions for ICDL-Windows by certsinside

Shared by Valenzuela on 29-01-2024

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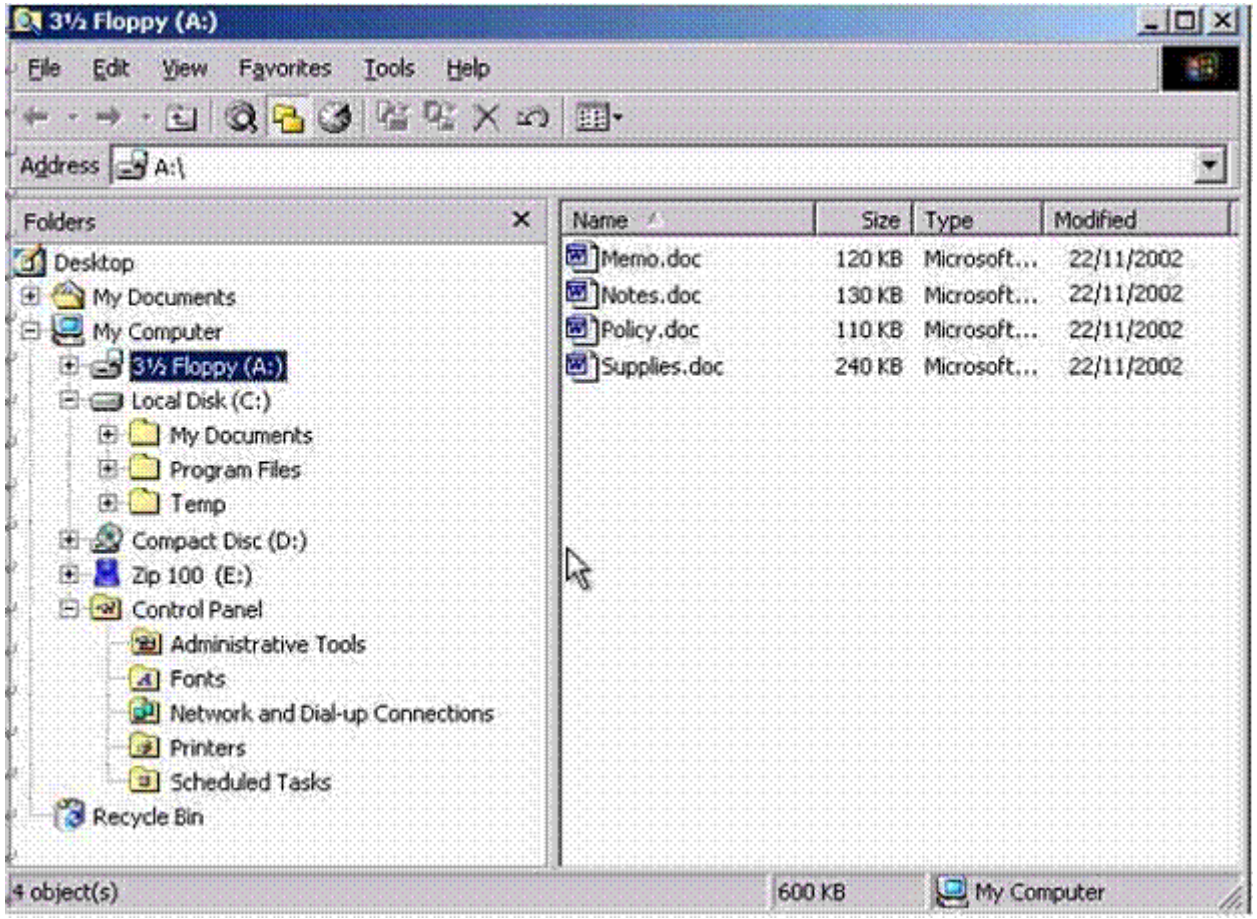
Question 1

Question Type: MultipleChoice

Move the Policy.doc file from the 3 1/2 Floppy (A:) drive to the Zip 100 (E:) drive.



Options:

A- R.click on the file Policy.doc->cut?open Zip 100 (E :) drive->paste.

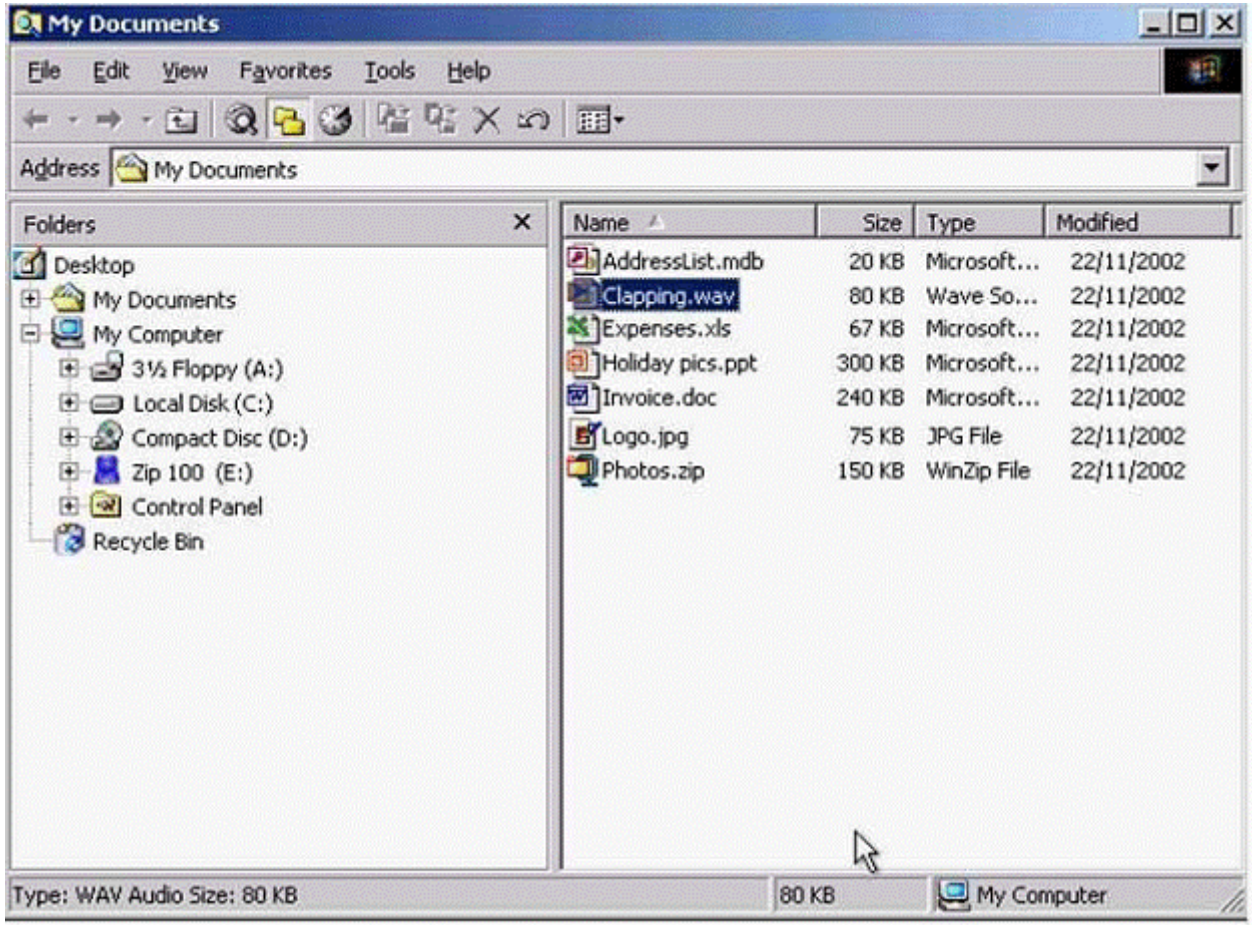
Answer:

A

Question 2

Question Type: **MultipleChoice**

Without deselecting the file Clapping.wav select Logo.jpg.Do not select any other files.



Options:

A- Hold ctrl+select Logo. Jpg file.

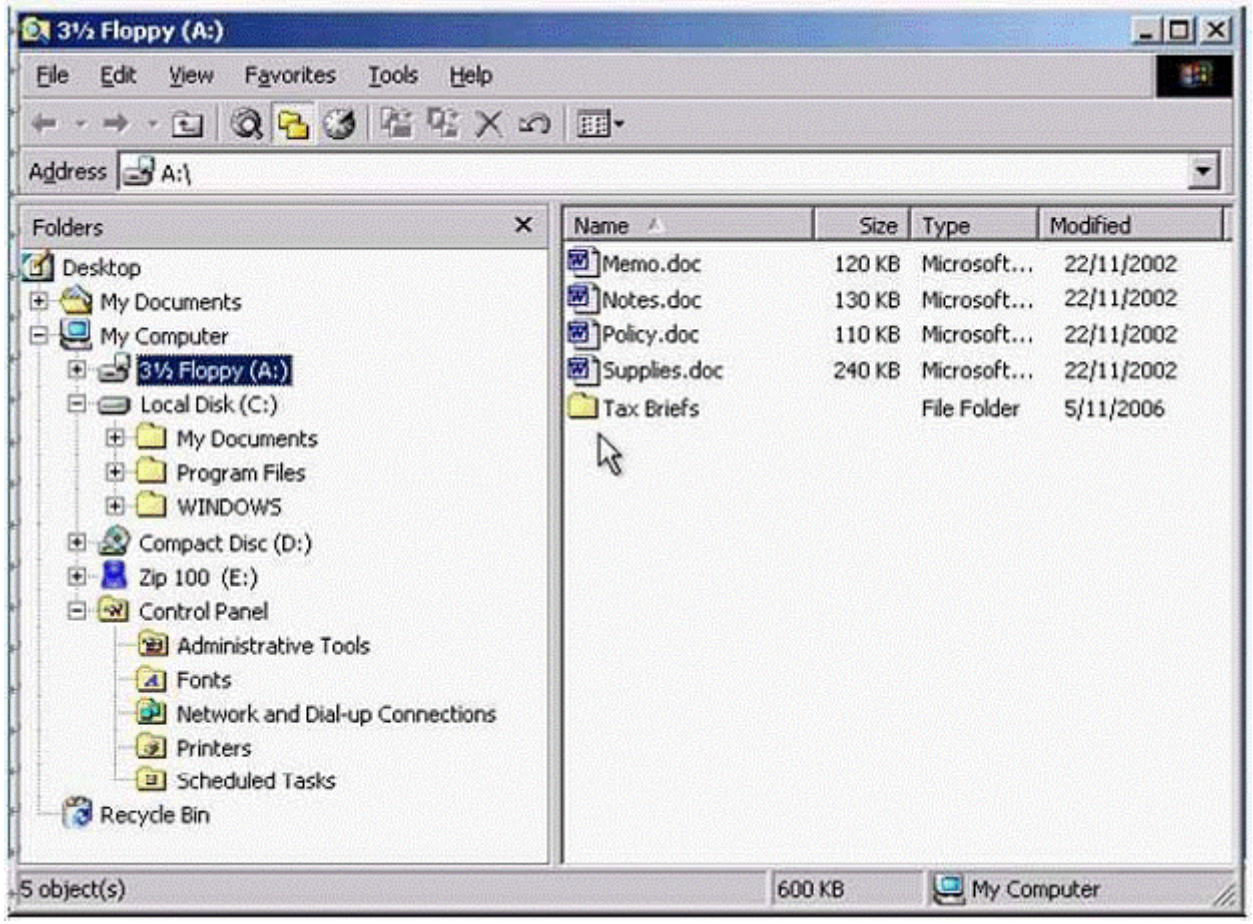
Answer:

A

Question 3

Question Type: **MultipleChoice**

In the current A: drive, change the name of the folder entitled Tax Briefs to Tasks.



Press the Enter key when you have finished.

Options:

A- R.click->Rename->type Tasks->press Enter.

Answer:

A

Question 4

Question Type: MultipleChoice

Disabling any viruses within a file is called _____.

Options:

A- Disinfecting

Answer:

A

Question 5

Question Type: MultipleChoice

_____are important as they tell the computer which application to use to open a file.

Options:

A- File Extensions

Answer:

A

Question 6

Question Type: **MultipleChoice**

From the Desktop, make AGM.ppt read/write.

Options:

A- R.Click on the file AGM.ppt select properties->uncheck read only->ok

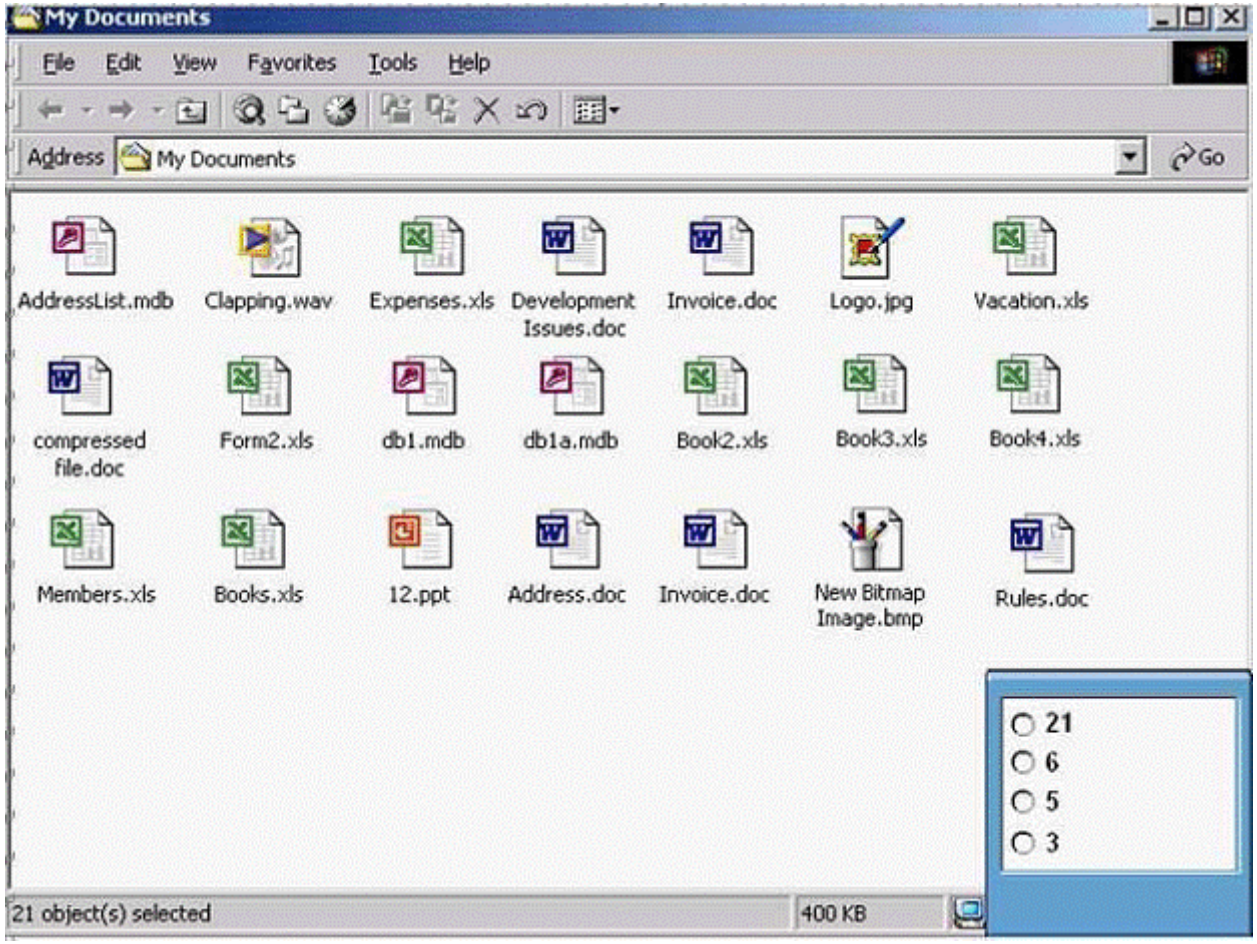
Answer:

A

Question 7

Question Type: **MultipleChoice**

How many Word files are there in this window?



Select the appropriate radio button then click on SUBMIT.

Options:

A- Count the number of the word files in the window

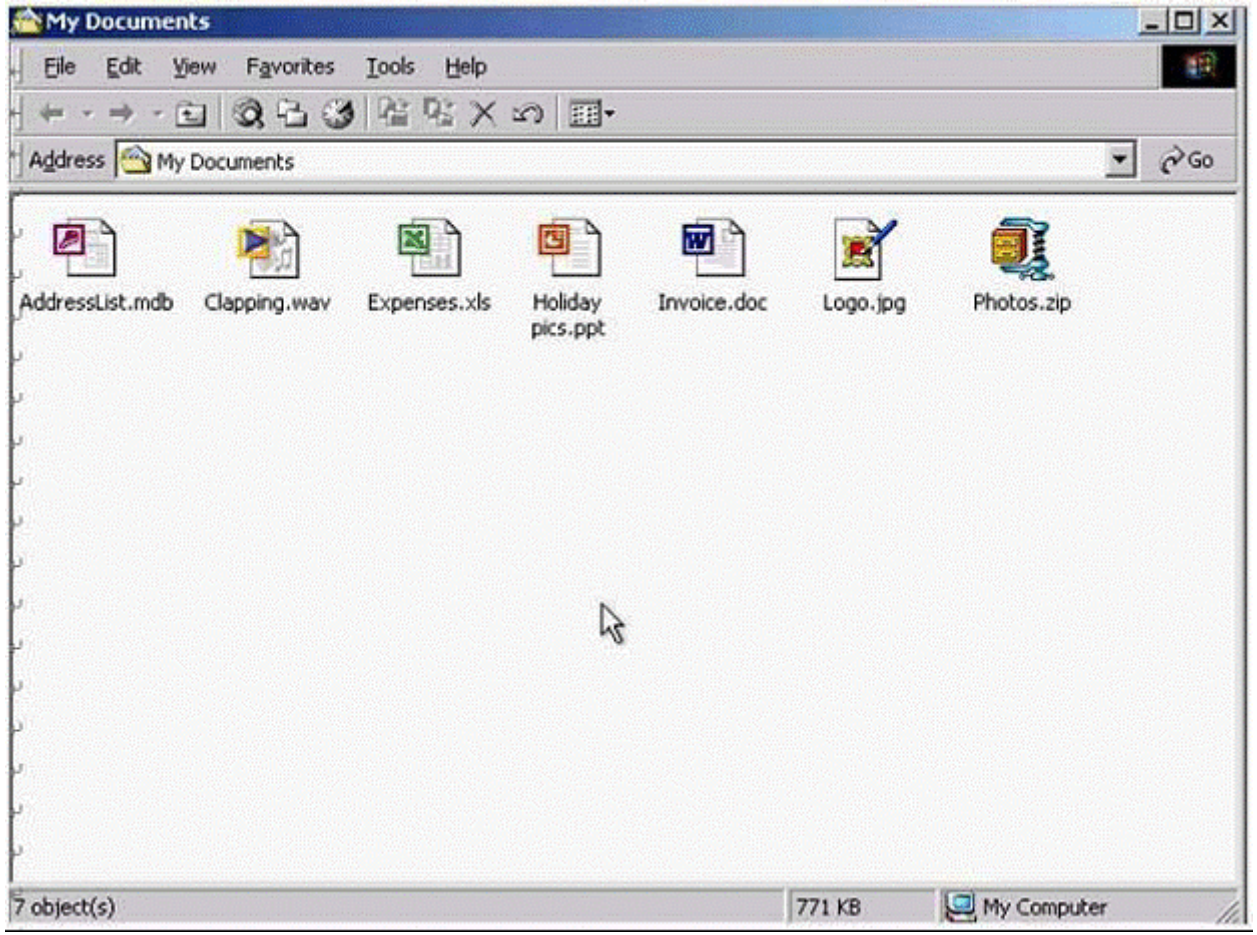
Answer:

A

Question 8

Question Type: MultipleChoice

Which of these files is a spreadsheet file?



Click on the appropriate file to submit your answer.

Options:

A- D.click on the Excel file

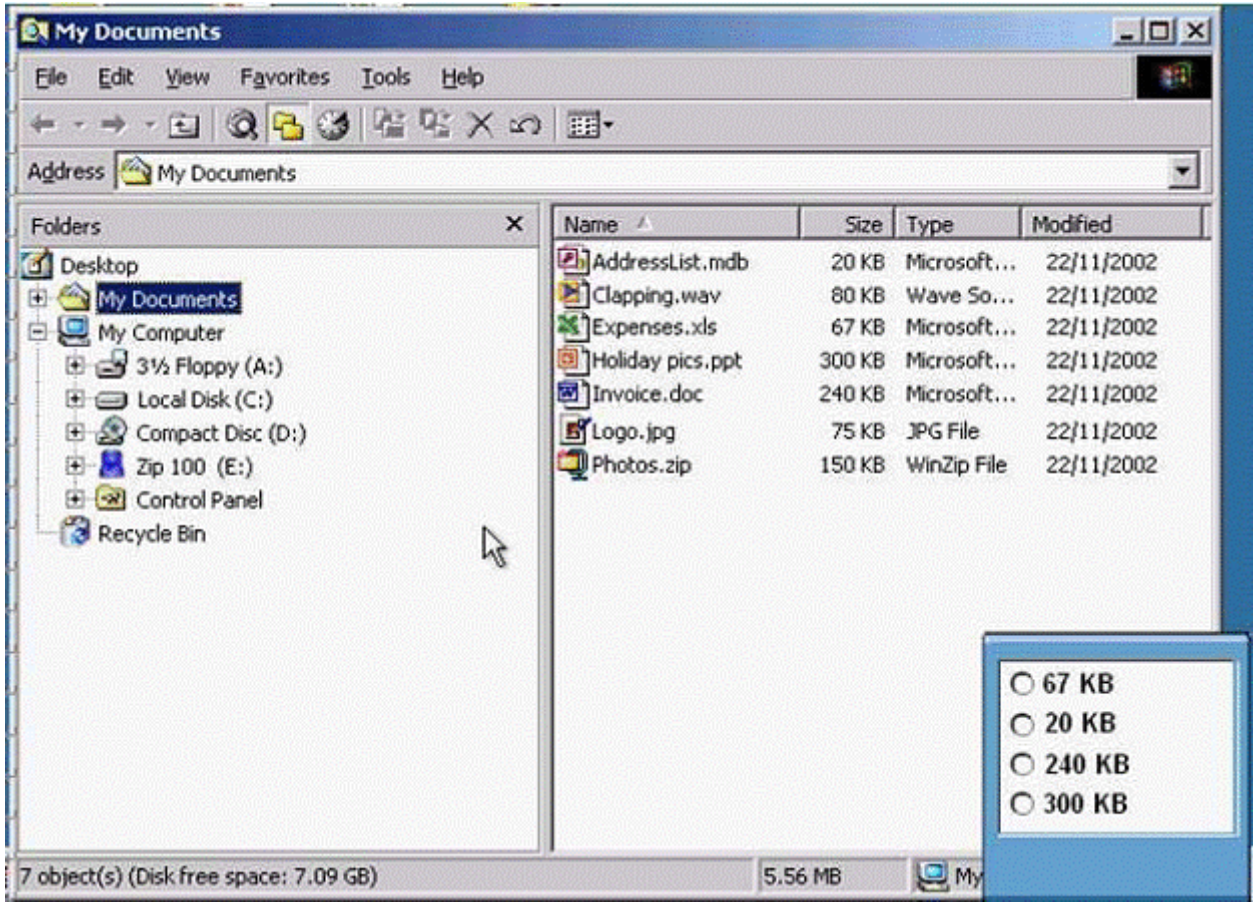
Answer:

A

Question 9

Question Type: **MultipleChoice**

Open the C: drive folder and indicate which of these file sizes applies to the file Training.ppt.



Select the appropriate radio button then press SUBMIT.

Options:

A- Select the C: drive->choose the size of the file Training.ppt from the right pane.

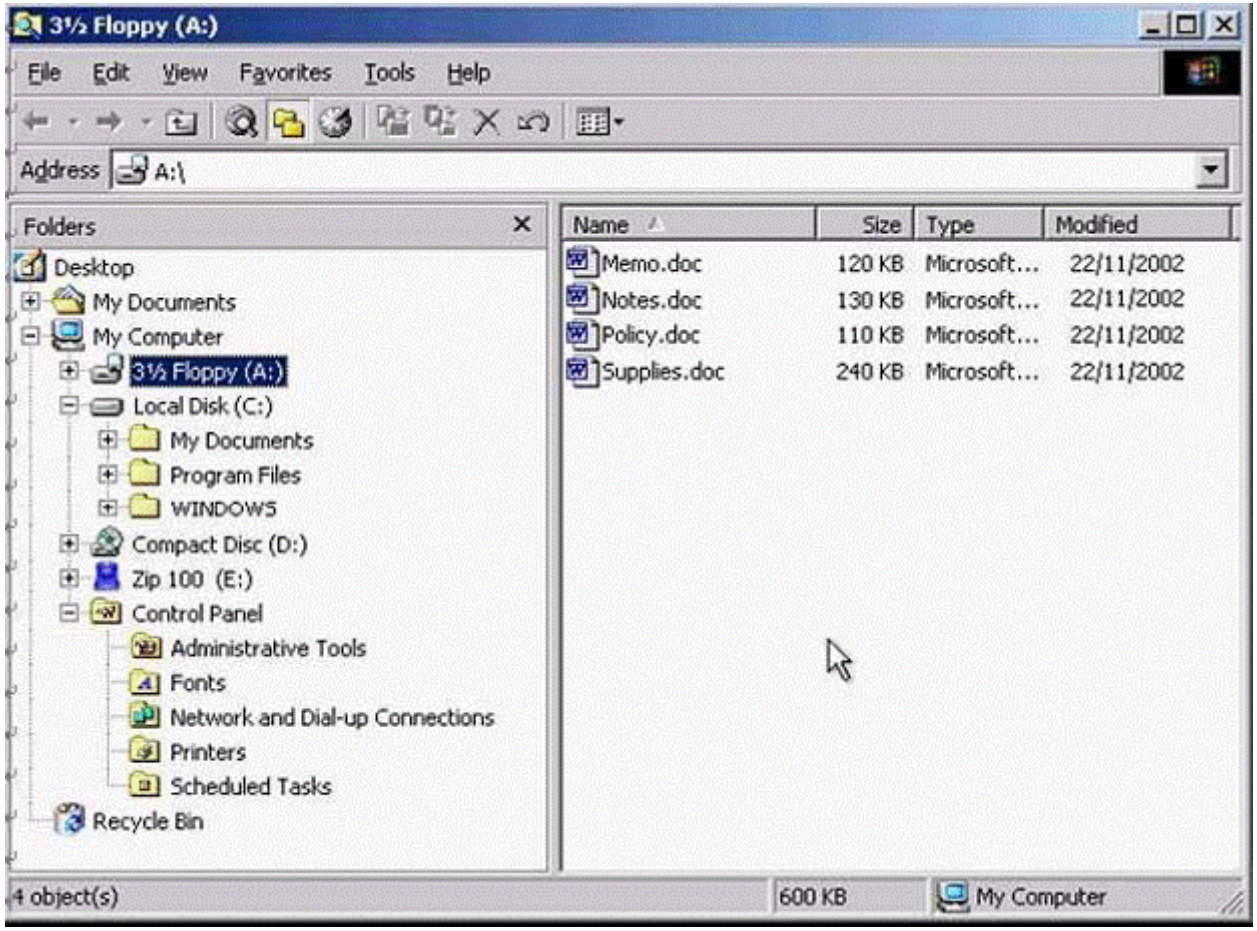
Answer:

A

Question 10

Question Type: **MultipleChoice**

Create a new folder on the 3 1/2 Floppy (A:) drive and name it Dates.



Press the Enter key when you have finished.

Options:

A- R.click->new ->folder->type Dates->Enter.

Answer:

A

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