



Free Questions for ECDL-ADVANCED by dumpssheet

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Question 1

Question Type: MultipleChoice

Which of the following functions is used to convert a date in the form of text to a serial number?

Options:

A- DATEVALUE

B- DAVERAGE

C- DAYS360

D- DCOUNT

Answer:

A

Explanation:

The DATEVALUE function is used to convert a date in the form of text to a serial number. Answer option B is incorrect. The DAVERAGE function is used to return the average of selected database entries.

Answer option C is incorrect. The DAYS360 function is used to calculate the number of days between two dates based on a 360-day year.

Answer option D is incorrect. The DCOUNT function is used to count the cells that contain numbers in a database.

Chapter: ADVANCED SPREADSHEETS

Objective: Functions

Question 2

Question Type: MultipleChoice

Which of the following steps will you take to apply the shadow effect to a text?

Options:

- A- Design > Font group > Shadow icon
- B- Home > Font group > Shadow icon
- C- Insert > Font group > Shadow icon

D- Animations > Font group > Shadow icon

Answer:

A

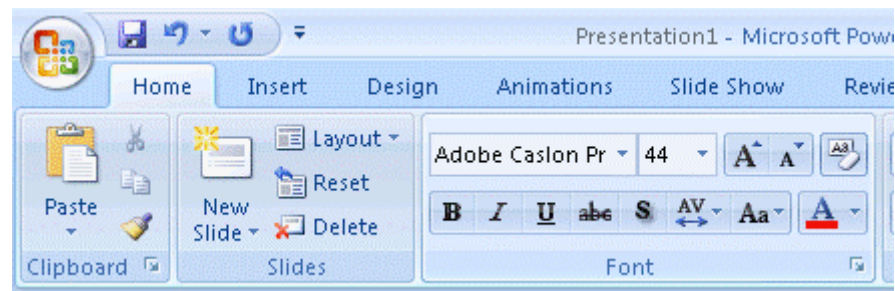
Explanation:

Take the following steps to apply the shadow effect to a text:

Select a text.



S



The shadow effect will be applied to the selected text.



Answer options B, C, and D are incorrect. These are not valid steps to apply the shadow effect to a text.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Managing Presentations

Question 3

Question Type: MultipleChoice

Which of the following steps will you take to insert control fields to a form?

Each correct answer represents a part of the solution. Choose all that apply.

Options:

- A- Click the Save button to save the form.
- B- Click a control field to insert it.
- C- Select the Ribbon's Developer tab and then select the Design Mode option in the Controls group.
- D- Select the Insert tab and then select the Design option in the Controls group.

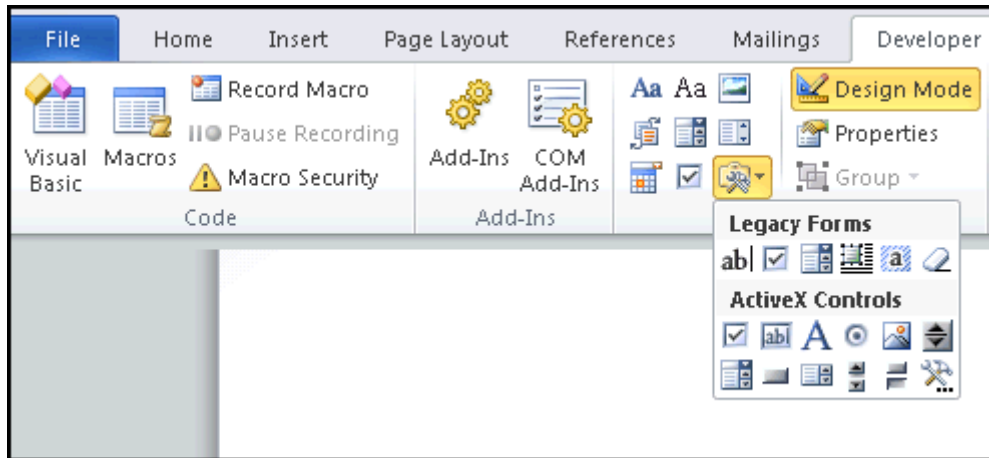
Answer:

A, B, C

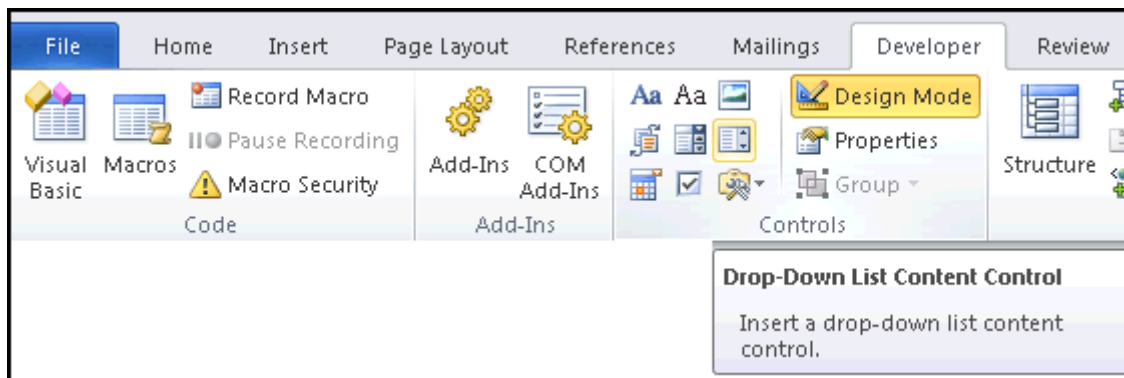
Explanation:

Take the following steps to insert control fields to a form:

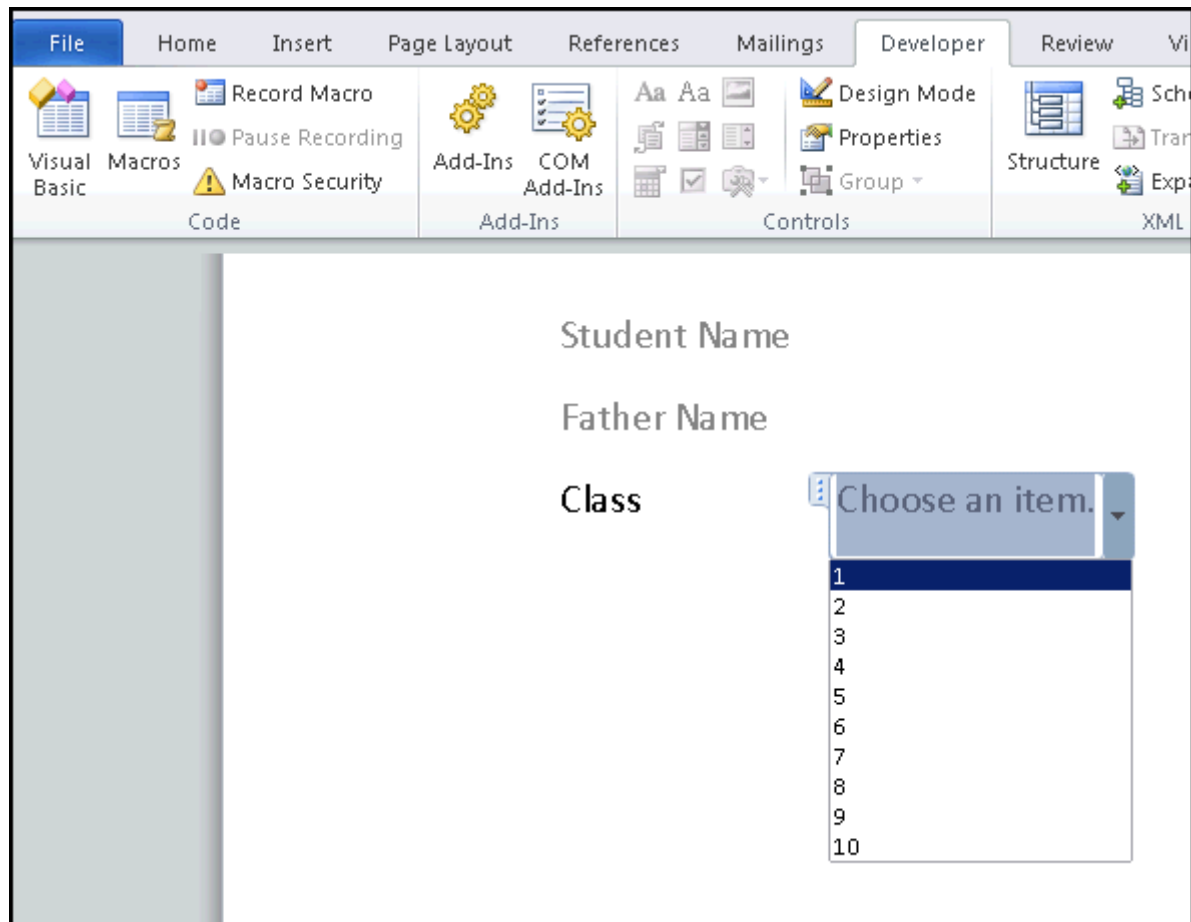
Select the Ribbon's Developer tab and then select the Design Mode option in the Controls group.



As per requirement, control fields can be added by clicking on them.



Insert all form fields to complete the form.



Click the Save button to save the form.



Answer option D is incorrect. It is not a valid step to insert control fields to a form.

Chapter: ADVANCED WORD PROCESSING

Objective: Enhancing Productivity

Question 4

Question Type: MultipleChoice

John is typing a document and he wants to align the text in the center of the page. What will he do to accomplish the task?

Options:

- A- Use Right Alignment.
- B- Use Center Alignment.
- C- Use Justify.
- D- Use Left Alignment.

Answer:

B

Explanation:

Center Alignment is used to align the text in the center of the page.

Answer option A is incorrect. Right Alignment is used to align the text along the right margin of the page.

Answer option D is incorrect. Left Alignment is used to align the text along the left margin of the page.

Answer option C is incorrect. Justify is used to align the text along both margins of the page.

Pagination

Pagination is the arrangement of the text displayed on a newspaper, a manuscript, or a page. It also refers to dividing a document into pages to arrange and number them in a particular order.

Chapter: ADVANCED WORD PROCESSING

Objective: Prepare Outputs

Question 5

Question Type: MultipleChoice

Which type of formatting is responsible for the internal look of a document, such as shading, borders, numbering, and bullets?

Options:

A- Structural

B- Decorative

C- Indentation

D- Alignment

Explanation:

Following are the two formatting types:

Structural Formatting: It is responsible for the overall structure of the document, such as alignment, indentation, and tabs.

Decorative Formatting: It is responsible for the internal look of the document, such as shading, borders, numbering, and bullets.

Answer options C and D are incorrect. These are not responsible for the internal appearance of the document because an indentation is used for indenting the first line of paragraphs and the alignment is used to set the alignment of the document.

Answer:

B

Explanation:

Chapter: ADVANCED WORD PROCESSING

Objective: Formatting

Question 6

Question Type: MultipleChoice

Which of the following datatypes cannot be filtered by using common filters?

Each correct answer represents a complete solution. Choose two.

Options:

A- Hyperlink

B- OLE Object

C- Calculated Field

D- AutoNumber

Explanation:

The following datatypes cannot be filtered by using common filters:

OLE Object: The OLE Object datatype is used to attach files and add binary data to a table. This datatype stores each data in a bitmap format. This results in an increase in the size of a database file. Only a single file can be added to each row of a table. The files attached can be Microsoft Office files, graphics files, sound files, pdf files, etc.

Calculated Field: The Calculated Field datatype is used to store the results of a calculation. The calculation should refer to other fields created in the same table. In order to create the calculation, a user can use the Expression Builder that provides the use of IntelliSense and an easy way to access expression values.

Answer options A and D are incorrect. These datatypes can be filtered by using common filters.

The Hyperlink datatype is used to store a hyperlink that is linked to a Web page or to a local or network file. It can store 1GB of data. Any type of file can be linked through this datatype. Each row of a table contains only one hyperlink.

The AutoNumber datatype is used for inserting a number automatically and incrementing it by one when a new record is inserted in a table. The increment can be changed through the New Values property. This property has the following two values:

Increment

Random

Answer:

B, C

Explanation:

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Report Design

Question 7

Question Type: MultipleChoice

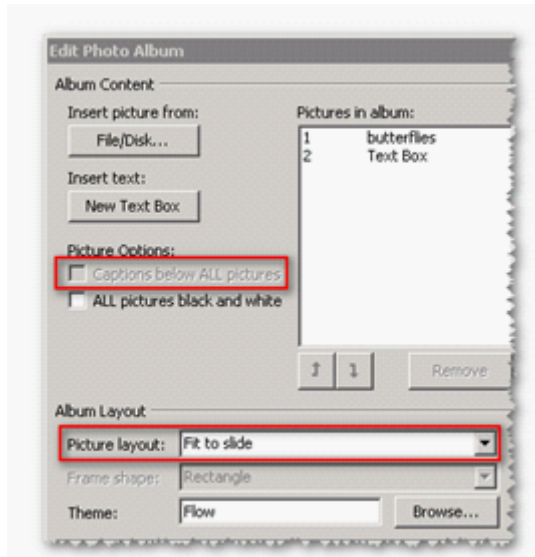
You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You added a photo album in it. Now, you want to add captions to all the photographs. To achieve the desired result, you have to check the Captions below All Pictures check box of the Edit Photo Album dialog box. However, the check box is disabled. Which of the following is the cause of the issue?

Options:

- A-** You have increased the brightness of the picture.
- B-** You have selected the Fit to Slide layout option in the Picture Layout list.
- C-** You have selected the 2Pictures layout option in the Picture Layout list.
- D-** You have selected a Rounded Rectangle frame shape.

Explanation:

If the Fit to slide layout option is selected in the Picture Layout drop-down list of the Album Layout section, the Captions below All pictures check box is unavailable and greyed out.



Answer option D is incorrect. The Captions below All Pictures check box will not be affected by the frame of the picture.

Answer option C is incorrect. If a user selects the 2Pictures layout option, the Captions below All Pictures check box will be enabled.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Pictures, Images, Drawn Objects

Answer:

B

Question 8

Question Type: MultipleChoice

Which option of Paste Special is used to link cells in different worksheets?

Options:

A- Format Link

B- Paste Link

C- Paste Format

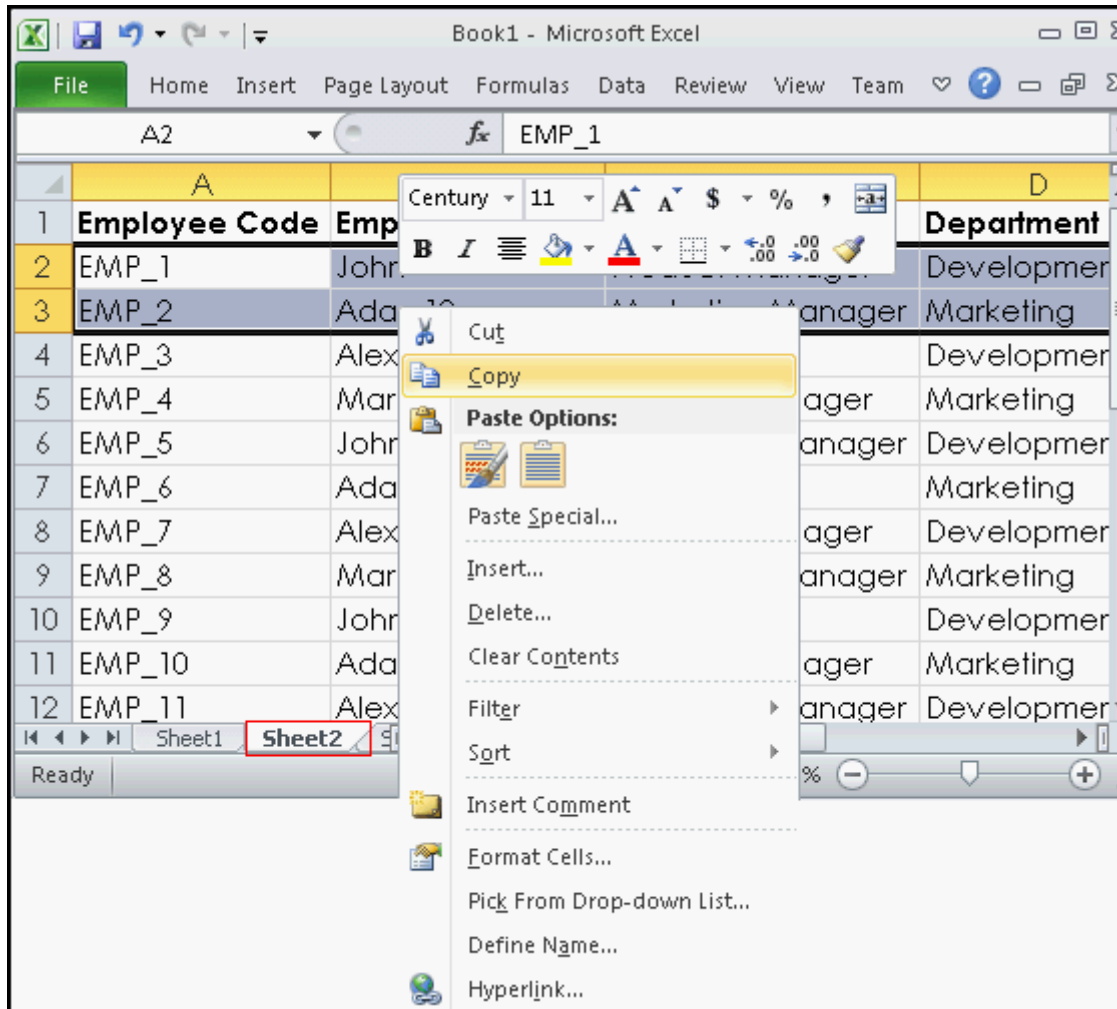
D- Link Cell

Explanation:

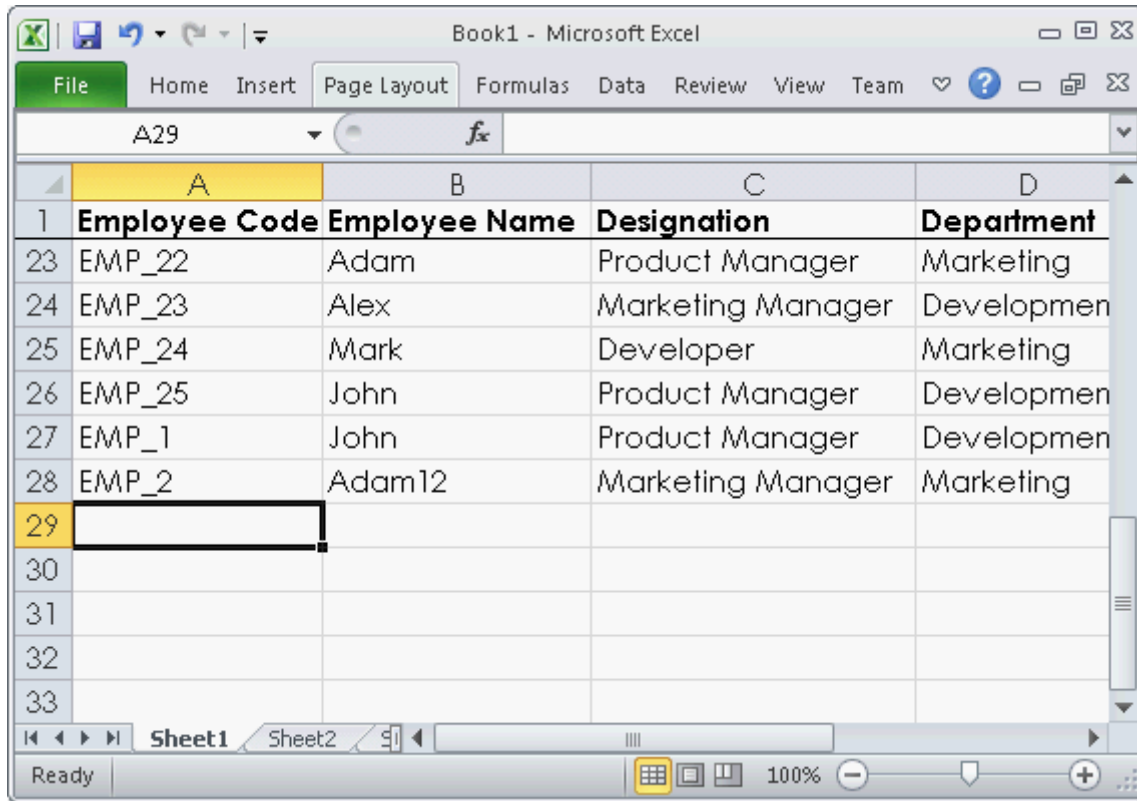
The Paste Link button is used to link cells in different worksheets.

Take the following steps to link cells in different worksheets:

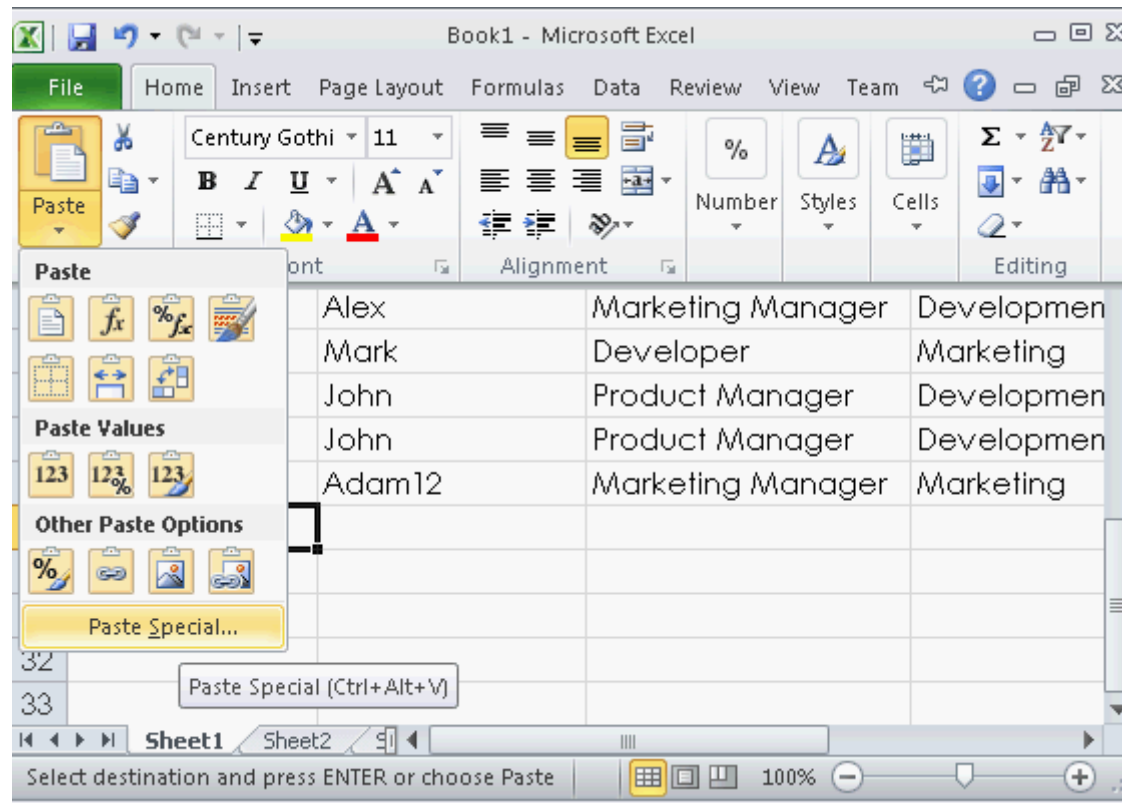
Select and copy the cells that you want to link to the other worksheet.



Select the desired destination in another worksheet.



Click the Paste drop down icon, select the Paste Special option, and click the Paste Link button.



If you take a look at the resulting formula, it will include the filename, sheet name, and cell reference to the original data.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Employee Code	Employee Name	Designation	Department
23	EMP_22	Adam	Product Manager	Marketing
24	EMP_23	Alex	Marketing Manager	Developmen
25	EMP_24	Mark	Developer	Marketing
26	EMP_25	John	Product Manager	Developmen
27	EMP_1	John	Product Manager	Developmen
28	EMP_2	Adam12	Marketing Manager	Marketing
29				
30				
31				
32				
33				

Answer options A, D, and C are incorrect. These are not valid options of Paste Special.

Reference: ECDL/ICDL Exam Course Manual, Contents: 'Paste Link'

Chapter: ADVANCED SPREADSHEETS

Objective: Data Handling

Answer:

B

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