



Free Questions for ECDL-ADVANCED by ebraindumps

Shared by Ramsey on 20-10-2022

For More Free Questions and Preparation Resources

Check the Links on Last Page

Question 1

Question Type: MultipleChoice

You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You have accidentally deleted one of the placeholders. However, you want to use that placeholder. Which of the following steps will you take to resolve the issue?

Options:

- A-** Select the Slide Master view > Master Layout, and then select the check box for the deleted placeholder.
- B-** Right-click the placeholder and click the Format Shape option.
- C-** Select the Notes Master view > Master Layout, and then select the check box for the deleted placeholder.
- D-** Select the Handout Master view > Master Layout, and then select the check box for the deleted placeholder.

Answer:

A

Explanation:

Slide Master is able to restore the deleted placeholders. To restore the deleted placeholders, select the Slide Master view > Master layout, and then select the check box for the deleted placeholder. Slide Master comprises a set of formatting groups. Following are the elements of Slide Master:

Edit master

Master layout

Edit theme

Background

Page setup

Close

Answer option D is incorrect. In Handout view, the Handout placeholder is not able to move, resize, and delete.

Answer option B is incorrect. In the Format Shape option, the Format placeholder is used for formatting only, and not for restoring the deleted placeholders.

Answer option C is incorrect. The Notes master view is not able to restore the placeholders.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Slides

Question 2

Question Type: MultipleChoice

Which of the following statements will you use to eliminate duplicate contents in a table?

Options:

A- SELECT...DISTINCT

B- SELECT...WHERE

C- SELECT...TOP

D- SELECT...ALL

Explanation:

You will use the following statement to eliminate duplicate contents in a table:

SELECT...DISTINCT

Answer option D is incorrect. The SELECT...ALL statement is used to display all rows from a table, including duplicate rows.

Answer option C is incorrect. The SELECT...TOP statement is used to display the first set of rows specified in the TOP clause.

Answer option B is incorrect. The SELECT...WHERE statement is used to filter the data in a table.

Reference: ECDL/ICDL Exam Course Manual, Contents: 'SELECT... DISTINCT'

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Query Design

Answer:

A

Question 3

Question Type: MultipleChoice

You work as an Office Assistant for InfoWorld Inc. You are creating a presentation through PowerPoint 2010. Your presentation contains SmartArt graphics and images. Now, you are sending the presentation to those users who are using PowerPoint 2002. What happens when the presentation is opened in an earlier version of PowerPoint?

Options:

- A-** SmartArt graphics are converted to uneditable pictures.
- B-** SmartArt graphics are represented as the OLE objects.
- C-** SmartArt graphics are represented into multiple masters.
- D-** SmartArt graphics are converted to static formatting.

Answer:

A

Explanation:

In Microsoft, the presentation features will be different when you open a PowerPoint 2010 presentation in an earlier version of PowerPoint. SmartArt graphics are converted to uneditable pictures in the earlier versions of PowerPoint.

All the shapes, pictures, and objects that contain two-dimensional or three-dimensional text, gradient outlines on shapes or text, strikethrough and double-strikethrough on text, gradient, picture, and texture fills on text, and shadows, soft edges, and reflections are converted to uneditable pictures.

Answer option B is incorrect. Only charts are converted to the OLE objects, which can be edited. If you edit a chart in an earlier version of PowerPoint and then reopen it in Office PowerPoint 2010, it may appear differently.

Answer option C is incorrect. All the slide layouts that have user specific backgrounds and unique slide transitions are represented as multiple masters.

Answer option D is incorrect. The fonts of the heading and body are converted to static formatting. If the presentation is reopened in Office PowerPoint 2010 and uses a different style, the heading and body fonts do not automatically change.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Multimedia

Question 4

Question Type: MultipleChoice

Which of the following sections of the Report Design view is used to print a distribution list, accounting information, or to identify information that is required for the report?

Options:

- A- Page Footer
- B- Detail
- C- Page Header
- D- Report Header

Answer:

D

Explanation:

Report Header is an optional section of the Report Design view. It is used to print a distribution list, accounting information, or to identify information that is required for the report.

Answer option C is incorrect. Page Header is displayed at the top of each page. It includes a logo, column heading, page number, etc.

Answer option B is incorrect. The Detail section displays the data and their associated labels that are included for the table or query fields added to the report.

Answer option A is incorrect. Page Footer is displayed at the bottom of each page. It includes a report name, date and time, coding, page number, etc.

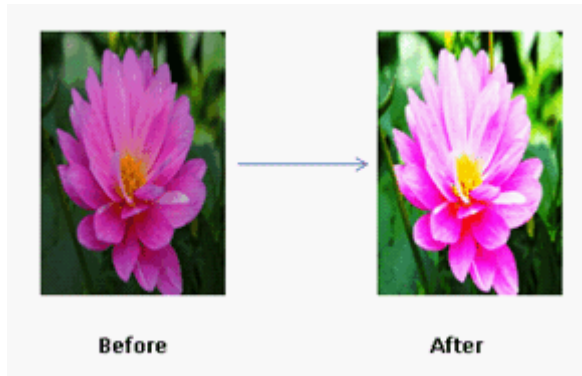
Chapter: DATABASE, ADVANCED-LEVEL

Objective: Report Design

Question 5

Question Type: MultipleChoice

You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You add a picture from a file in the presentation. Now, you want to change the contrast of the picture to 40 percent, as shown in the following image:



Options:

- A- Corrections
- B- Picture Layout
- C- Picture Effects
- D- Reset Picture

Answer:

A

Explanation:

The Corrections button comprises the brightness and contrast collection to change the brightness and contrast of an image. Take the following steps to change the brightness and contrast of an image:

Select the image.

Click the Format tab and click the Corrections button.

The Corrections drop-down list appears. Specify the options to be applied.

Answer option D is incorrect. The Reset Picture button is used to reset the formatting of a picture.

Answer option C is incorrect. The Picture Effects button is used to apply visual effects to a picture.

Answer option B is incorrect. The Picture Layout button is used to convert the selected pictures to the SmartArt graphics.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Pictures, Images, Drawn Objects

Question 6

Question Type: MultipleChoice

Which of the following options are available in PowerPoint to arrange multiple windows?

Each correct answer represents a complete solution. Choose all that apply.

Options:

- A- Normal
- B- Cascade
- C- Arrange All
- D- Slide Sorter

Answer:

B, C

Explanation:

You have opened multiple windows for different presentations. Now you want to arrange the open windows. For this, there are two options available, which are as follows:

Arrange All: Click the Arrange All option on the Window drop down menu. It stops the overlapping of Windows group.

Cascade: Click the Cascade option on the Window drop down menu. It arranges the open windows so that the title bars cascade from upper-left to lower-right on the screen. To activate the window, you have to click on the title bar.

Answer options A and D are incorrect. The Slide Sorter view is used to display all slides of a presentation and the normal view is used to provide a large view of a single slide at a time. Reference: ECDL/ICDL Exam Course Manual, Contents: 'Arrange multiple windows'

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Managing Presentations

To Get Premium Files for ECDL-ADVANCED Visit

<https://www.p2pexams.com/products/ecdl-advanced>

For More Free Questions Visit

<https://www.p2pexams.com/ecdl/pdf/ecdl-advanced>

