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Question 1

Question Type: MultipleChoice

Which of the following attributes can be used to change the look and format of a document?

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

Options:

A- Size

B- Style

C- Effect

D- Line spacing

Explanation:

The following attributes can be used to change the look and format of a document:

Size: The font size can be measured in points and each font comes in a range of sizes.

Style: Each font has a number of styles, i.e., regular, italic, bold, and bold italic.

Effect: Fonts can be enhanced by applying effects, such as underlining, small capital letters, or shadows.

Color: For specifying custom colors, a palette of coordinated colors is available.

Character spacing: A user can change the spacing between characters by pushing them apart or squeezing them together.

Answer option D is incorrect. It is not an attribute that can be used to change the look and format of a document.

Answer:

A, B, C

Explanation:

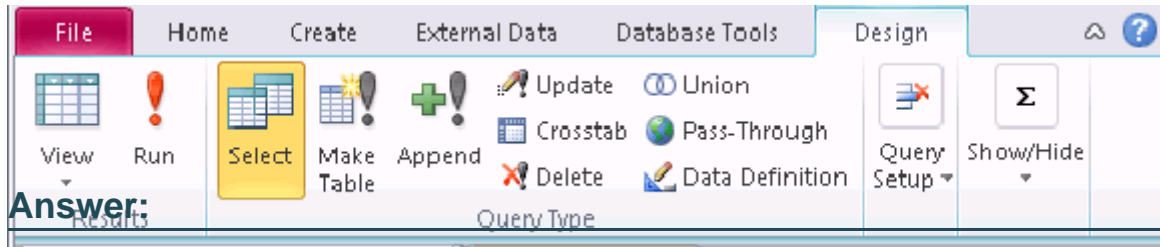
Chapter: ADVANCED WORD PROCESSING

Objective: Formatting

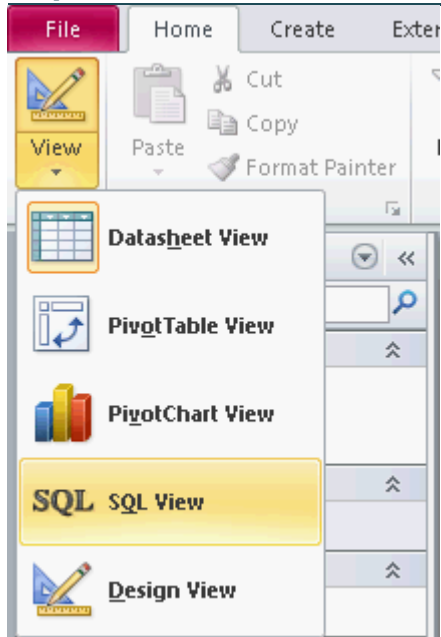
Question 2

Question Type: Hotspot

You are working with an Access query created in Microsoft Access 2010. Mark the button or tab that enables you to display the underlying SQL statement behind that query.



Explanation:



Chapter: DATABASE, ADVANCED-LEVEL

Objective: Query Design

Question 3

Question Type: MultipleChoice

Which of the following types of query is commonly useful when queries are used as the basis for a report that is run periodically, but with different values at different times?

Options:

A- Crosstab query

B- Action query

C- Select query

D- Parameter query

Explanation:

A parameter query prompts a user for information to be used in the query. For example, a range of dates. This type of query is commonly useful when queries are used as the basis for a report that is run periodically, but with different values at different times.

Answer option C is incorrect. A select query is a simple type of query that is commonly used in Microsoft Office Access 2007. This query retrieves data from one or more tables and displays the results in a datasheet. A user can use a select query to group records and calculate sum, counts, averages, and other types of totals. The user can also work with the results of a select query in the Datasheet view to update records in one or more related tables at the same time.

Answer option B is incorrect. An action query is used to update multiple records in one operation. It is a form of select query that performs an action on the results of the selection process. There are four types of action queries available in Microsoft Office Access

2007, which are as follows:

Delete queries: A delete query allows to delete records from one or more tables.

Update queries: An update query allows to modify fields. This is used to update a field with an expression or data from another table.

Append queries: An append query allows to add records from one or more tables to the end of one or more other tables.

Make-table queries: A make-table query allows to create a new table from all or part of the data in one or more tables.

Answer option A is incorrect. A crosstab query is a powerful analysis tool used to see the relationship of data between two fields. It calculates and restructures data for easier analysis. A user can use a crosstab query to calculate a sum, average, count, or other type of total for data that is grouped by two types of information- one down the left side of the datasheet and one across the top. The cell at the junction of each row and column displays the results of the query's calculation. This view is just like a spreadsheet with unique values of one field as rows, unique values of another field as columns, and the summary of another field as the cells in the matrix.

Answer:

D

Explanation:

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Query Design

Question 4

Question Type: MultipleChoice

You have created a form named Details in Microsoft Office Access 2010. You want to add new elements, change the header/footer, and apply a new theme to the form. Which of the following tabs will you choose to accomplish the task?

Options:

A- Design

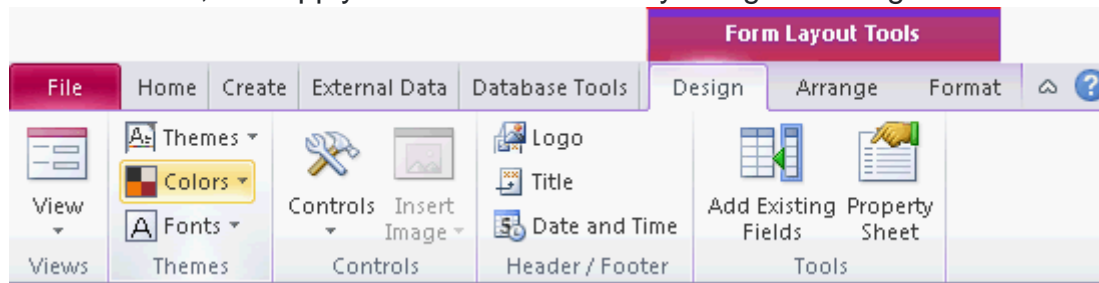
B- Arrange

C- Format

D- Element

Explanation:

In order to accomplish the task, you should choose the Design tab lying in Form Layout Tools. You can add new elements, change the header/footer, and apply themes to the form by using the Design tab.



Answer option B is incorrect. The Arrange tab has various layout options.

Answer option C is incorrect. The Format tab is used to change the color and font of text and the style of gridlines around the fields. It

also includes a logo and various formatting options.

Answer option D is incorrect. This tab is not displayed in Form Layout Tools.

Answer:

A

Explanation:

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Form Design

Question 5

Question Type: OrderList

You have a table named Products created in Microsoft Access 2010. You want to calculate the total price of all products. Choose and re-order the steps that you will take to add the Total row in the table.

Click the Design tab. Click the Totals button in the Records group. Open the table in the Datasheet view. In the Total row, choose the Sum operation. Open the table in the PivotTable view. Click the Home tab.	
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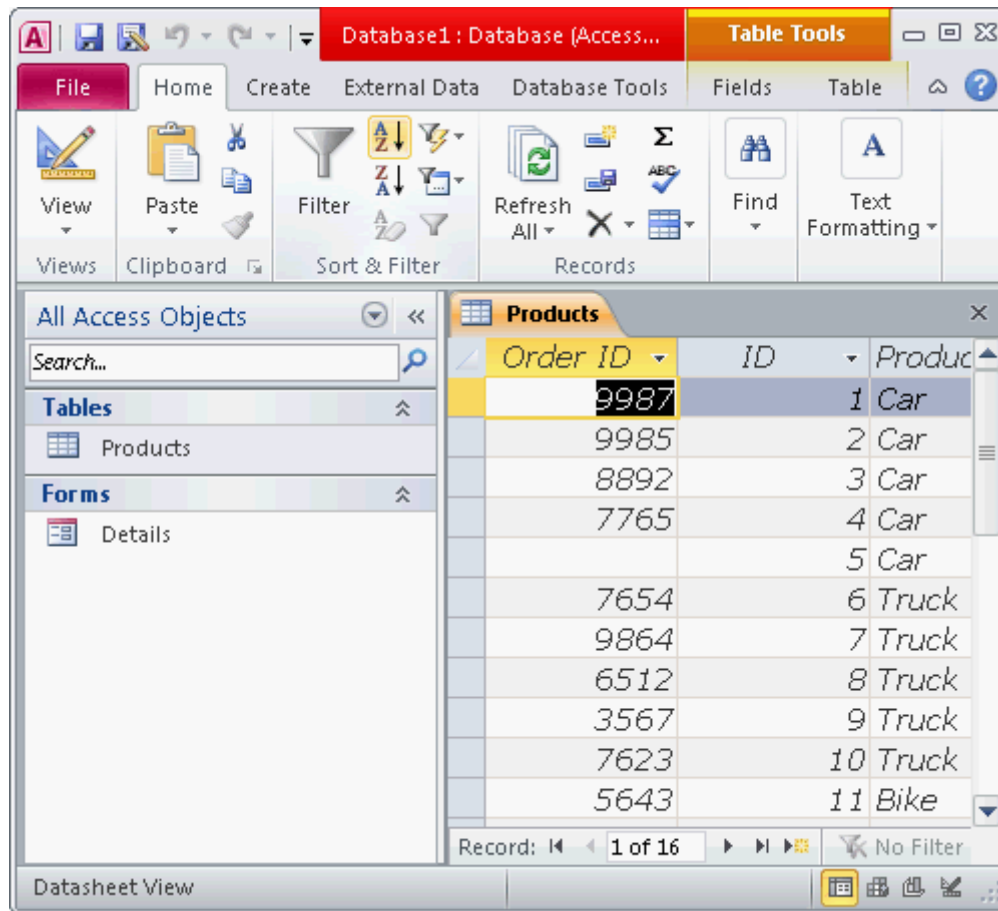
Answer:

Click the Totals button in the Records group.

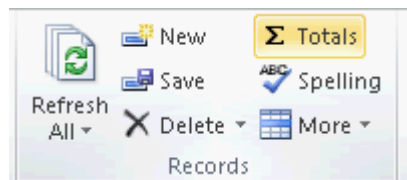
Explanation:

Take the following steps to add the Total row in a table:

Open the table in the Datasheet view.




Click the Totals button in the Records group on the Home tab.



In the Total row, choose the operation required to perform.

	12 Bike	15,000.00	
2365	13 Bike	\$8,000.00	
9025	14 Bike	12,000.00	
8530	15 Bike	14,000.00	
	16 Bike	19,000.00	
	(New)		
Total			



- None
- Sum
- Average
- Count
- Maximum
- Minimum
- Standard Deviation
- Variance

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Query Design

Question 6

Question Type: MultipleChoice

Which of the following datatypes will you use to store files in a field?

Options:

A- Hyperlink

B- Attachment

C- Memo

D- OLE Object

Explanation:

The Attachment datatype can be used to attach one or more files in a single record. It is used to attach one or more files in a column. If the datatype of a column is Attachment, the datatype for that column cannot be changed.

Answer option C is incorrect. The Memo datatype is used to store alphanumeric values. These values can be numbers, alphabets, special characters, such as <, >, ?, etc. This datatype is used in place of the Text datatype. It can store 65,535 characters. It also accepts text with rich text format, paragraphs, descriptions, etc.

Answer option D is incorrect. 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.

Answer option A is incorrect. 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.

Answer:

B

Explanation:

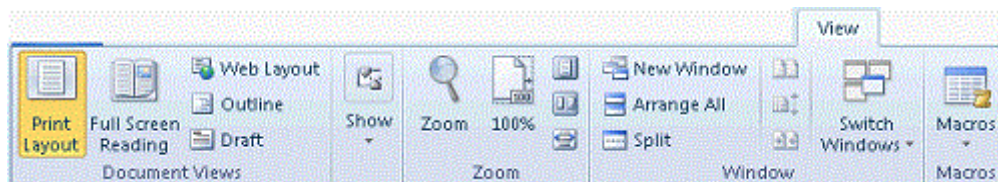
Chapter: DATABASE, ADVANCED-LEVEL

Objective: Table Design

Question 7

Question Type: Hotspot

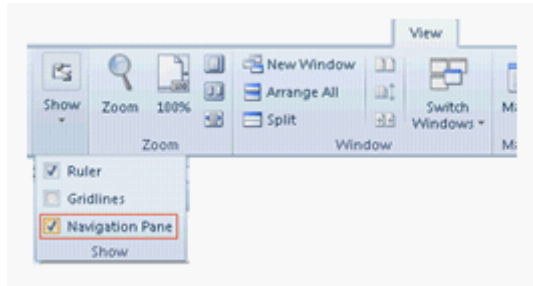
You work as an Office Assistant for TechWorld Inc. You use Microsoft Word 2010 for creating documents. You have recently created a document. You want to turn on the navigation pane so that you can navigate, search, and manipulate the structure and organization of headings. You have opened the open view menu to turn on the navigation pane. Mark the option/button on which you will click to turn on the navigation pane.



Answer:

Explanation:

The navigation pane is one of the new pieces of functionality in Word 2010. This pane comprises a set of features related to navigation, search, and manipulation of the structure and organization of headings. This navigation pane replaces and improves the old 'Document Map' and 'Thumbnails' panes. In order to turn on the navigation pane, click the View menu, in the Show group click the Navigation Pane check box.



Chapter: ADVANCED WORD PROCESSING

Objective: Formatting

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