



Free Questions for ICDL-Excel by certscare

Shared by Thornton on 06-06-2022

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Options:

A- Option A

View -> Toolbars -> Drawing

Answer:

A

Question 2

Question Type: MultipleChoice

Close this workbook without closing the application.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Menswear.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The active cell is A4, and the formula bar shows "= Shirts". The spreadsheet displays a table with the following data:

	A	B	C	D	E	F	G	H	I
1	Monthly sales								
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

The status bar at the bottom shows "Ready" and "NUM". The sheet tabs at the bottom indicate "Sheet1", "Sheet2", and "Sheet3".

Options:

A- Option A

File -> close

Answer:

A

Question 3

Question Type: MultipleChoice

Enter a formule in cell D4 using cell references that would calculate the Take home pay for Cathy Miller. Press the Enter key when you have finished.

Microsoft Excel - Sales Department.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

D4 =

	A	B	C	D	E	F	G
1	P.C. Megastore						
2	Sales Department						
3	Employee	Gross Salary	Tax	Take home pay			
4	Cathy Miller	1524	789				
5	Roger Tann	2580	1250				
6	Sue Diagio	1560	690				
7	Mel Walker	1530	200				
8	Greg Quinee	2680	1200				
9	Pu Dobbs	1500	850				
10							
11							
12							
13							
14							
15							
16							

Sheet1 / Sheet2 / Sheet3

Ready NUM

Options:

A- Option A

Type = B4-C4

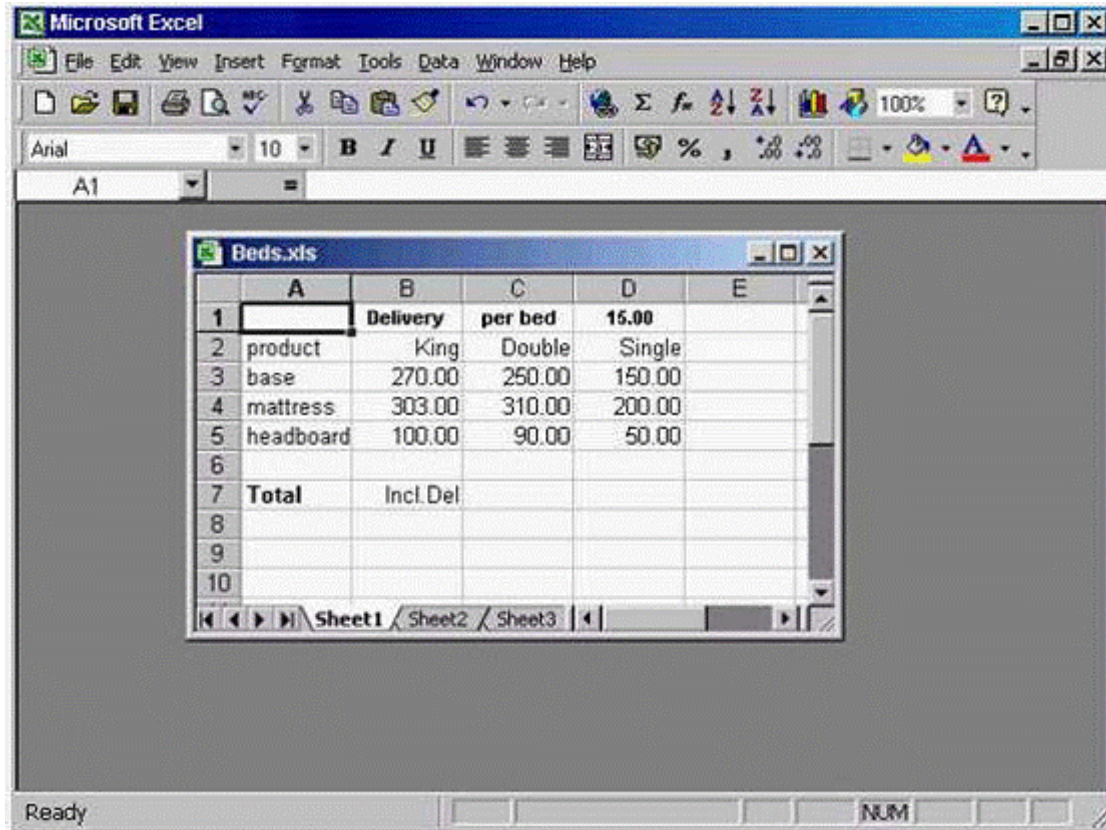
Answer:

A

Question 4

Question Type: MultipleChoice

Insert a new column between columns A and B in this worksheet.



Options:

A- Option A

Select the column B -> insert -> columns

Answer:

A

Question 5

Question Type: MultipleChoice

Freeze both the column A and row 1 titles in this worksheet.

The screenshot shows a Microsoft Excel spreadsheet titled "Beverages.xls". The active cell is A2, containing the text "Cabernet Sauvignon". The spreadsheet contains a table with 18 rows and 10 columns. The columns represent months from January to August, and the rows represent different wine types. The data is as follows:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
1									
2	Cabernet Sauvignon	601.85	720.40	1100.70	880.56	704.44	1408.89	1127.11	225
3	Merlot	1092.50	1310.30	2520.80	660.42	528.33	1056.67	845.33	169
4	Bergundy	537.80	645.80	1536.50	625.52	660.42	1320.84	1056.67	211
5	Pinot Noire	247.35	297.60	248.50	275.17	220.14	440.28	352.22	70
6	Nuit St Georges	201.50	240.50	552.80	550.35	440.28	880.56	704.44	140
7	Chateau Neuf Du F	209.20	259.10	328.60	470.35	360.28	800.56	624.44	132
8	Cote du Rhone	395.76	476.16	397.60	530.35	420.28	860.56	684.44	138
9									
10	Sauterne	501.54	600.33	917.25	660.36	1008.97	726.40	1109.80	122
11	Chablis	616.54	715.33	1032.25	775.36	1123.97	841.40	1224.87	111
12	Sauvignon Blanc	863.15	1001.46	1445.15	1085.51	1573.56	1177.96	1714.82	155
13	Chenin Blanc	479.53	556.37	802.86	603.06	874.20	654.42	952.67	86
14	Vin du Pays du Tai	1233.08	1430.66	2064.50	1550.73	2247.95	1682.80	2449.74	222
15	Villages	1479.70	1716.80	2477.40	1860.88	2697.54	2019.36	2939.69	267
16	Macon	802.73	931.36	1343.98	1009.52	1463.41	1095.50	1594.78	145
17	Liebfraumilch	242.50	275.22	248.50	297.60	247.35	201.50	259.10	24
18	Total	9504.73	11177.39	17017.39	12035.74	14571.12	15167.70	17640.12	2224

Options:

A- Option A

Select the cell B2 -> window -> select freeze pane

Answer:

A

Question 6

Question Type: MultipleChoice

Save this workbook as a text file.

The screenshot shows a Microsoft Excel window titled "Office Budget.xls". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I
1	Office Budget								
2		Jan/June	July/Dec						
3	Stationery	2,300	2,700						
4	Hardware	45,000	12,000						
5	Software	12,000	8,000						
6	Cleaning	5,600	5,600						
7	Telephone	1,900	1,900						
8	Internet	2,000	2,000						
9	Total	68,800	32,200						
10									
11									
12									
13									
14									
15									
16									
17									

Options:

A- Option A

File -> save as -> in the save as type -> from the drop down list -> choose text (Tab delimited) -> save

Answer:

A

Question 7

Question Type: MultipleChoice

Change the page orientation so that this worksheet will print on a page that is wider than it is tall.

Microsoft Excel - Quarter1.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U % , .00 .00

A1 = Inv No

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Delivery Method	
2	271	02-Jan	VIP Car Rentals	380	83.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Day Light Videos	576	80.64	656.64	30D	Vilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Vilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Coll	293	40.46	329.46	90D	Vilma	Same-Day Delivery	
6	275	02-Jan	Green's Restaurant	432	60.48	492.48	COD	Evelyn	Collect	
7	276	02-Jan	ABC Bottle Store	658	92.12	750.12	30D	Evelyn	Same-Day Delivery	
8	277	02-Jan	The Happy Pet Shop	478	66.92	544.92	60D	Evelyn	Two-Day Delivery	
9	278	02-Jan	Cash Sales	334	46.76	380.76	COD	Gillian	Collect	
10	279	03-Jan	Cambridge Business Coll	275	38.5	313.5	90D	Evelyn	Same-Day Delivery	
11	280	03-Jan	Cash Sales	230	32.5	262.2	COD	Gillian	Collect	
12	281	03-Jan	Fred's Fast Foods	467	65.38	532.38	30D	Gillian	Two-Day Delivery	
13	282	03-Jan	Cash Sales	534	74.76	608.76	COD	Gillian	Collect	
14	283	03-Jan	The Travel Agent	267	40.18	327.18	90D	Frank	Overnight Courier	
15	284	03-Jan	Cash Sales	34	4.76	38.76	COD	Gillian	Collect	
16	285	03-Jan	The Print Press	6843	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Coll	2900	406	3306	90D	Frank	Same-Day Delivery	
18	287	03-Jan	Cash Sales	987	138.18	1125.18	COD	Gillian	Collect	
19	288	03-Jan	Cash Sales	380	53.2	433.2	COD	Gillian	Collect	
20	289	03-Jan	Green's Restaurant	576	80.64	656.64	COD	Vilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Vilma	Two-Day Delivery	
22	291	06-Jan	VIP Car Rentals	289	40.46	329.46	60D	Frank	Overnight Courier	
23	292	06-Jan	Family Chemist	432	60.48	492.48	90D	Frank	Two-Day Delivery	
24	293	06-Jan	The Print Press	7658	1072.12	8730.12	60D	Frank	Same-Day Delivery	

Sheet1 / Sheet2 / Sheet3 /

Ready NUM

Options:

A- Option A

File -> page setup -> select landscape -> ok

Answer:

A

Question 8

Question Type: MultipleChoice

Center align the text in the selected cells horizontally.

Microsoft Excel - Drink Sales.xls

File Edit View Insert Format Tools Data Window Help

Anal 10 B I U % , % %

B1 = October

	A	B	C	D	E	F	G	H
1		October	November	December				
2	Wine	601.85	720.40	1100.70				
3	Beer	1092.50	1310.30	2520.80				
4	Spirits	537.80	645.80	1536.50				
5	Fruit Juice	247.35	297.60	248.50				
6	Mixers	201.50	240.50	552.80				
7	Minerals	209.20	259.10	328.60				
8	Total	2890.20	3473.70	6287.90				
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Sheet1 / Sheet2 / Sheet3 /

Ready NUM

Options:

A- Option A

Click the center tool from the formatting toolbar

Answer:

A

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