



Free Questions for ICDL-Excel by vceexamstest

Shared by Contreras on 15-04-2024

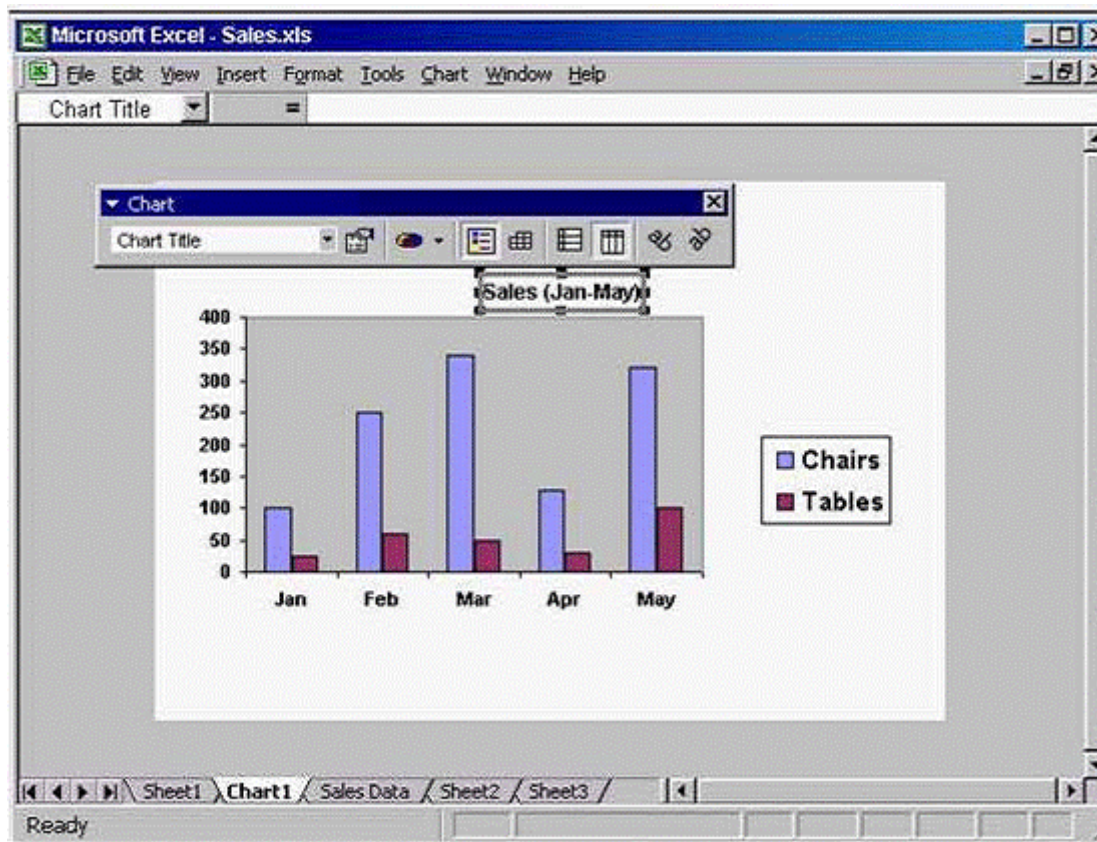
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Question 1

Question Type: MultipleChoice

Change the white background colour of the chart to yellow.



Options:

A- Option A

Click the arrow in the chart tool bar -> select the chart area -> click on the format Chart area tool -> select the yellow color -> ok

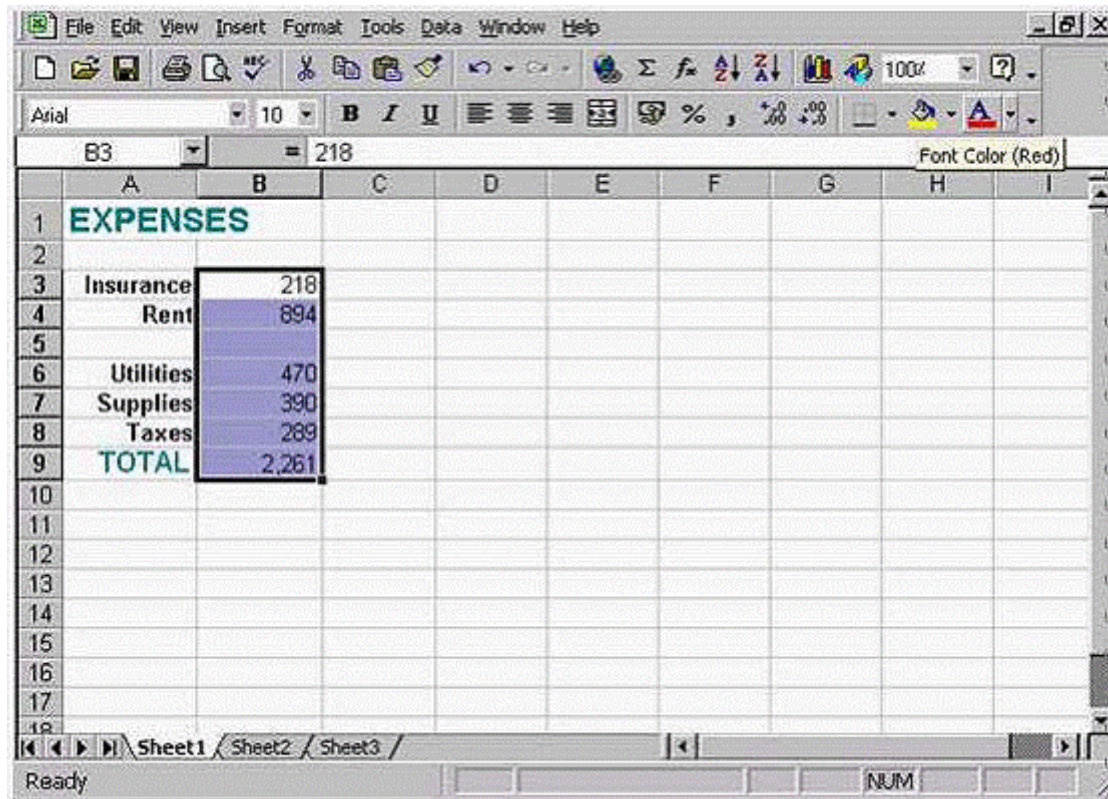
Answer:

A

Question 2

Question Type: MultipleChoice

Add a border around the selected range.



Options:

A- Option A

Click the arrow in the borders tool from formatting tool bar -> select out side borders

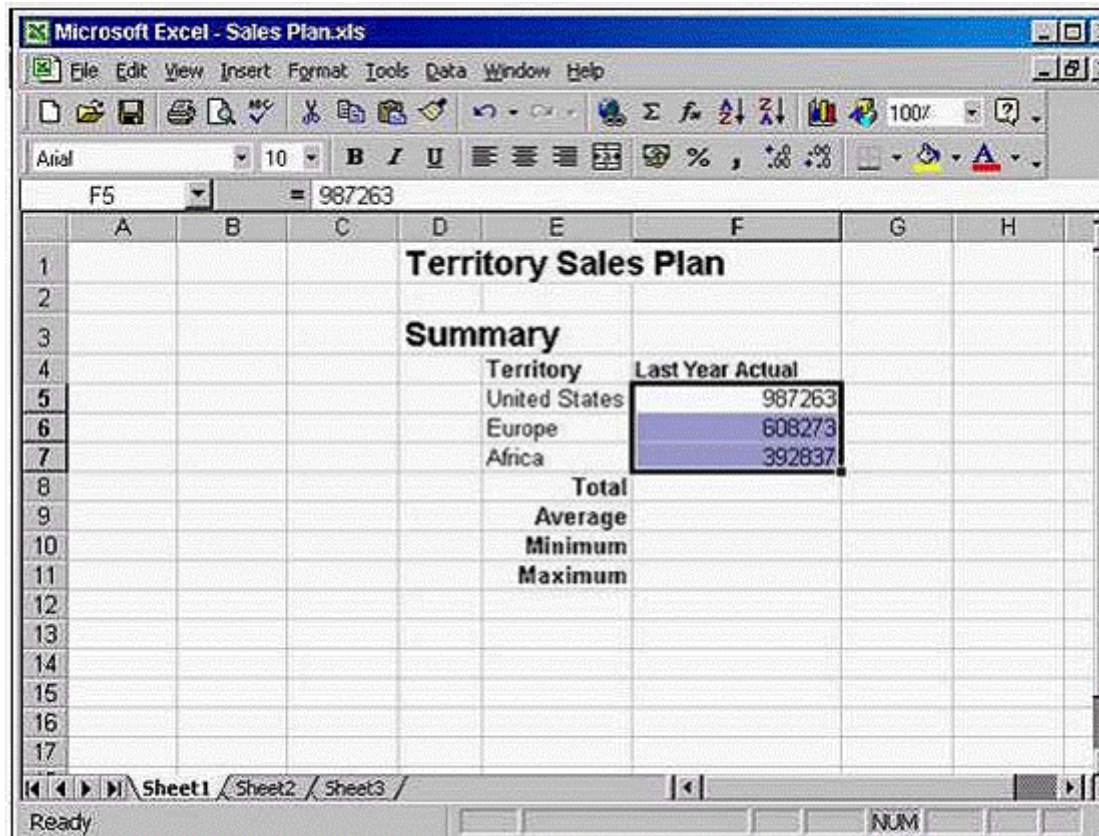
Answer:

A

Question 3

Question Type: MultipleChoice

Change the formatting for the selected cells so they display with commas separating the thousands (e.g. 10,000).



Options:

A- Option A

Click the comma style from the formatting tool bar

Answer:

A

Question 4

Question Type: MultipleChoice

Which formula would display 7% in cell D8 if the customer's order value is over 10,000 and would display 0% if not.

The screenshot shows a Microsoft Excel spreadsheet titled 'The Solar Panel Co.xls'. The spreadsheet contains the following data:

Order	Quantity	Price	Sub Total
15" x 30" panels	150	34.55	5,182.50
9" x 12" panels	100	12.45	1,245.00
20" x 20" panels	200	30.00	6,000.00
Order Value			12,427.50
Discount Rate			7%
Amount Due			

Additional information from the spreadsheet:

- Customer: Apex Builders
- Order No.: SET009932
- Discount Terms: 7% on all order values over 10,000

Options:

A- =IF (D7=10,000,7%,0%)

B- =IF (D8>10000,7%,0%)

C- =IF (D7>10000,7%,0%)

D- =IF(D7<10000, 7%, 0%)

Answer:

C

Question 5

Question Type: MultipleChoice

Which formula entered into C12 would calculate the number of recorded rainfall readings taken over the 3 weeks?

	A	B	C	D
1	Rainfall Statistics			
2	<i>Units per day</i>			
3		Week 1	Week 2	Week 3
4	Mon	4	0.8	2.3
5	Tue	4.8	2.3	
6	Wed		6.5	
7	Thu	1.6		0.15
8	Fri	9.3		2.5
9	Sat	7.2	0.2	2.4
10	Sun	4.2	1.2	2.8
11				
12	Recorded readings:		16	

Options:

A- =NUMBER(B4:D10)

B- =COUNT(B4:B10)+(C4:C10)+(D4:D10)

C- =COUNT(B4:D10)

D- =NUM(B4:D10)

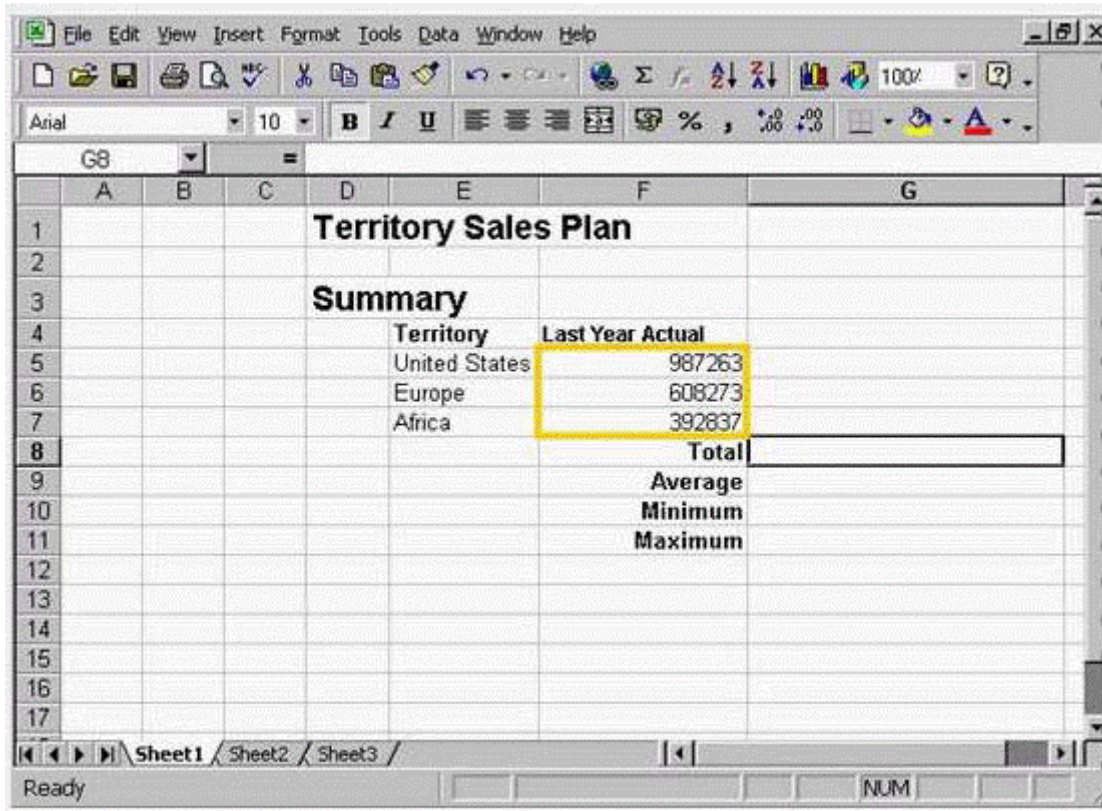
Answer:

C

Question 6

Question Type: MultipleChoice

Type a formula into cell G8 which uses an appropriate function to calculate the total of the highlighted range.



Options:

A- Option A

Type =sum (f5:f7) -> press enter from the keyboard

Answer:

A

Question 7

Question Type: MultipleChoice

Print just the range A2:E11 selected in this worksheet.

Microsoft Excel - Rainfall.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U % , .00 +.00 100%

A2 = Millimetres per day

	A	B	C	D	E	F	G	H	I
1	Rainfall Statistics								
2	Millimetres per day								
3	January								
4		Week 1	Week 2	Week 3	Week 4				
5	Monday	4	5.8	2.3	5.6				
6	Tuesday	4.8	2.3		1.9				
7	Wednesday		6.5	10.1	5				
8	Thursday	1.6		0	3.2				
9	Friday	9.3		2.5	0				
10	Saturday	7.2	0	2.4	4.2				
11	Sunday	4.2	1.2	2.8	1.1				
12									
13	February								
14		Week 1	Week 2	Week 3	Week 4				
15	Monday	4	5.8	2.3	5.6				
16	Tuesday	4.8	2.3		1.9				
17	Wednesday		6.5	10.1	5				

Sheet1 / Sheet2 / Sheet3 /

Ready NUM

Options:

A- Option A

File -> print -> in print what section -> select Selection

Answer:

A

Question 8

Question Type: MultipleChoice

Drag each X to a cell in this worksheet that contains an error.

	A	B	C	D
1	Totals (Jan-Mar)			
2		Jan	Feb	Apr
3	Pears	10	5	10
4	Bananas	5	0	10
5	Oranges	15	15	5
6	Total	30	20	25
7	Quarterly Total			110

Options:

A- Option A

Drag each X to a cell in this worksheet that contains an error.

Answer:

A

Question 9

Question Type: MultipleChoice

Which formula entered into E2 would calculate the total cost (including delivery) of a Barbados garden suite and, if copied down, would automatically calculate the total cost for the other two garden suites.

	A	B	C	D	E
1		Table	Chairs (X4)	Sunshade	Total Inc delivery
2	Barbados	99.00	160.00	48.00	357.00
3	Miami	89.00	180.00	53.00	
4	Cote d'Azure	110.00	240.00	70.00	
5					
6	Delivery Cost	50.00			

Options:

A- =SUM(B2:D2)+\$B\$6

B- =SUM(B3:D3)+\$B\$6

C- =SUM(\$B\$2:\$D\$2)+B6

D- =SUM(B2:B42)+\$B\$6

Answer:

A

Question 10

Question Type: MultipleChoice

If row 4 is deleted, which formula will then be in cell B6?

Microsoft Excel - Student Budget.xls				
B7		=SUM(B3:B6)		
	A	B	C	D
1	My Budget			
2		Sep	Oct	Nov
3	Clothes	40.00	65.00	25.00
4	Books	115.00	35.00	15.00
5	Travel	40.00	50.00	55.00
6	Entertainment	100.00	180.00	195.00
7	Total expenditure	295.00		
8				
9				
10				

Options:

A- =SUM(B3:B6)

B- =SUM(B3:B5)

C- =B3+B4+B5

D- =SUM(B3:B7)

Answer:

B

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