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ICDL

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The ICDL L4 excel



<https://killexams.com/pass4sure/exam-detail/ICDL-EXCEL>

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Office Budget.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 A2, and the formula bar shows the equals sign (=). The worksheet displays a budget table with 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 | | | | | | | | | |

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

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

Answer: A

QUESTION: 84

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

Microsoft Excel - Beverages.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A2 Cabernet Sauvignon

| | A | B | C | D | E | F | G | H | I |
|----|--------------------|---------|----------|----------|----------|----------|----------|----------|------|
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| 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 | 825.52 | 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 | 156 |
| 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 |

Sheet1 Sheet2 Sheet3

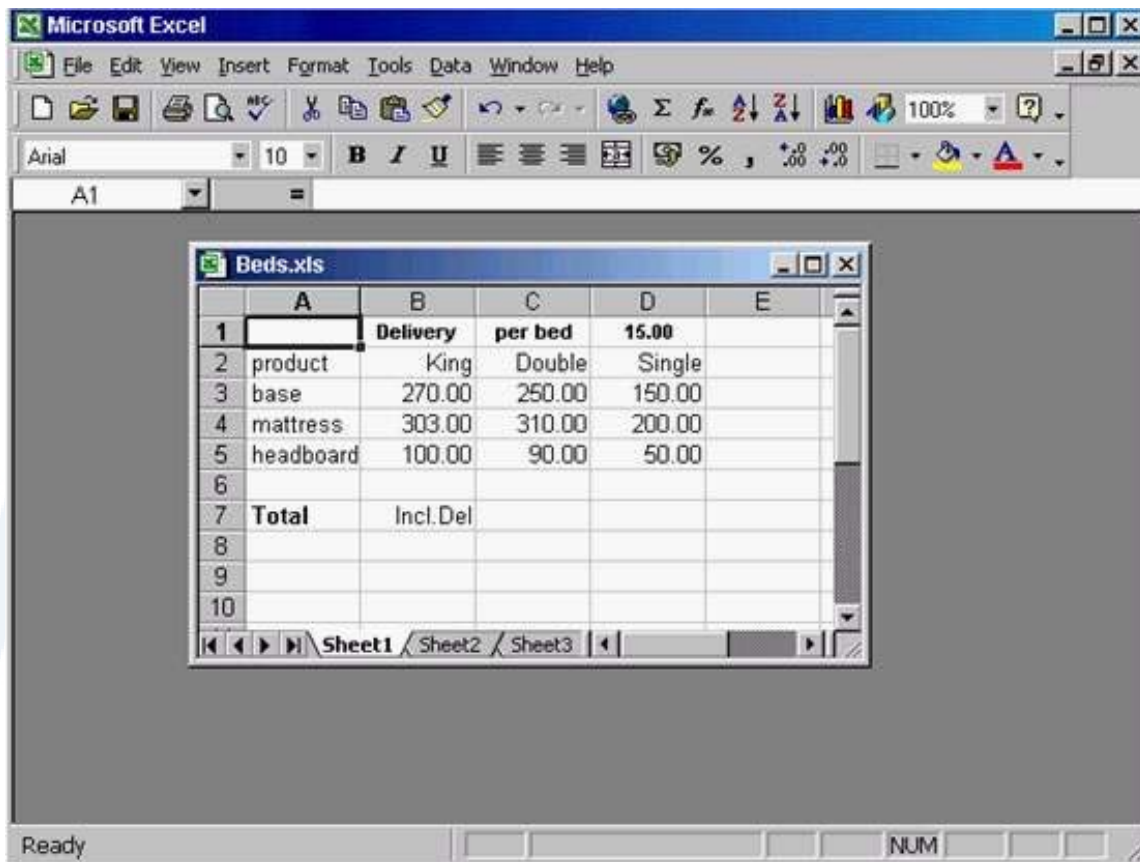
Ready NUM

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

Answer: A

QUESTION: 85

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



A. Select the column B -> insert -> columns

Answer: A

QUESTION: 86

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.

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| | 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 | 2560 | 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 | | | | | | | |

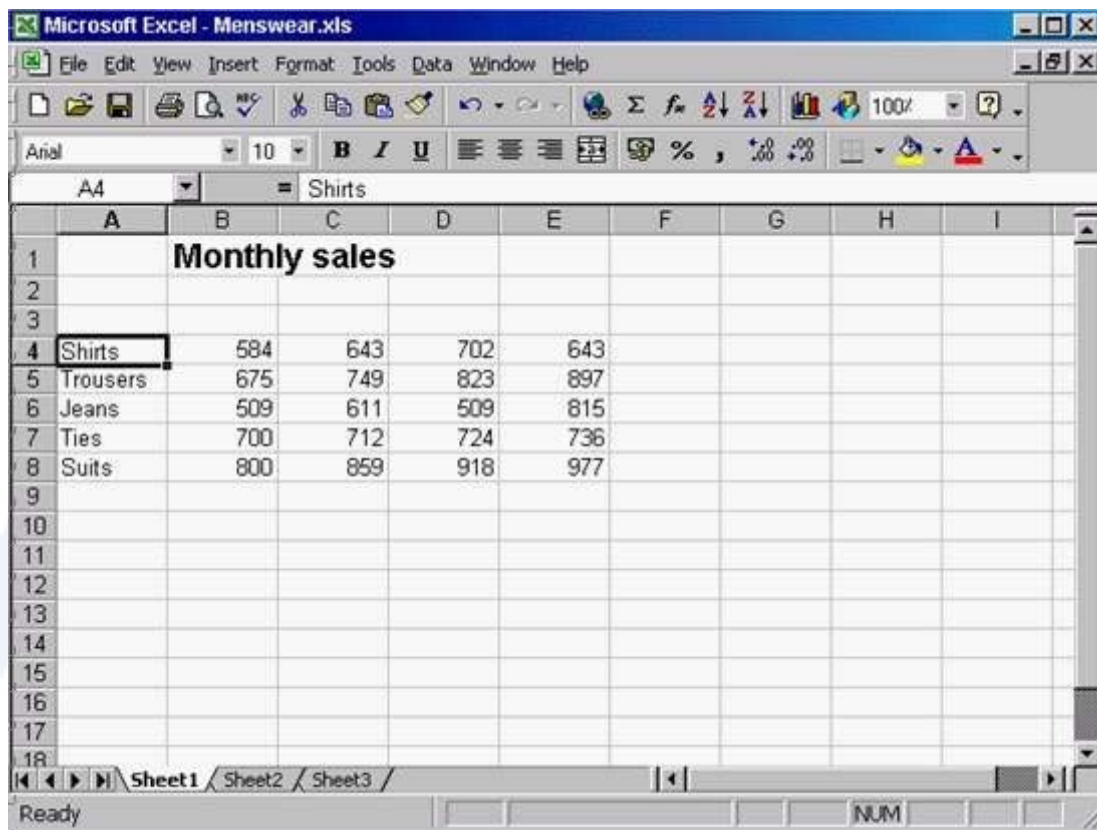
A. Type = B4-C4

Answer: A

QUESTION: 87

Close this workbook without closing the application.

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A. File -> close

Answer: A

QUESTION: 88

Display the Drawing toolbar in the Microsoft Excel application window.

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The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Furniture Prices.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 status bar at the bottom shows "Ready" and "NUM".

The active worksheet is "Sheet1", and the formula bar shows "A2 = Chair". The data is organized as follows:

| | A | B | C | D | E | F | G | H |
|----|----------------------------|-----------------|--------------|----------------|---|---|---|---|
| 1 | Details | Colonial | Metro | Cottage | | | | |
| 2 | Chair | 601.85 | 720.40 | 1100.70 | | | | |
| 3 | Loose cover | 1092.50 | 1310.30 | 2520.80 | | | | |
| 4 | Cushion | 537.80 | 645.80 | 1536.50 | | | | |
| 5 | Total incl delivery | 2890.20 | 2676.50 | 5158.00 | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | Total Delivery Charge | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |

A. View -> Toolbars -> Drawing

Answer: A

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SAMPLE QUESTIONS

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