

Exam Number/Code:ICDL-Excel

Exam Name:The ICDL L4 excel
exam

Version: Demo

<http://www.it-exams.com>

QUESTION NO: 1

Open the Samples.xls workbook that is in the My Documents folder.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

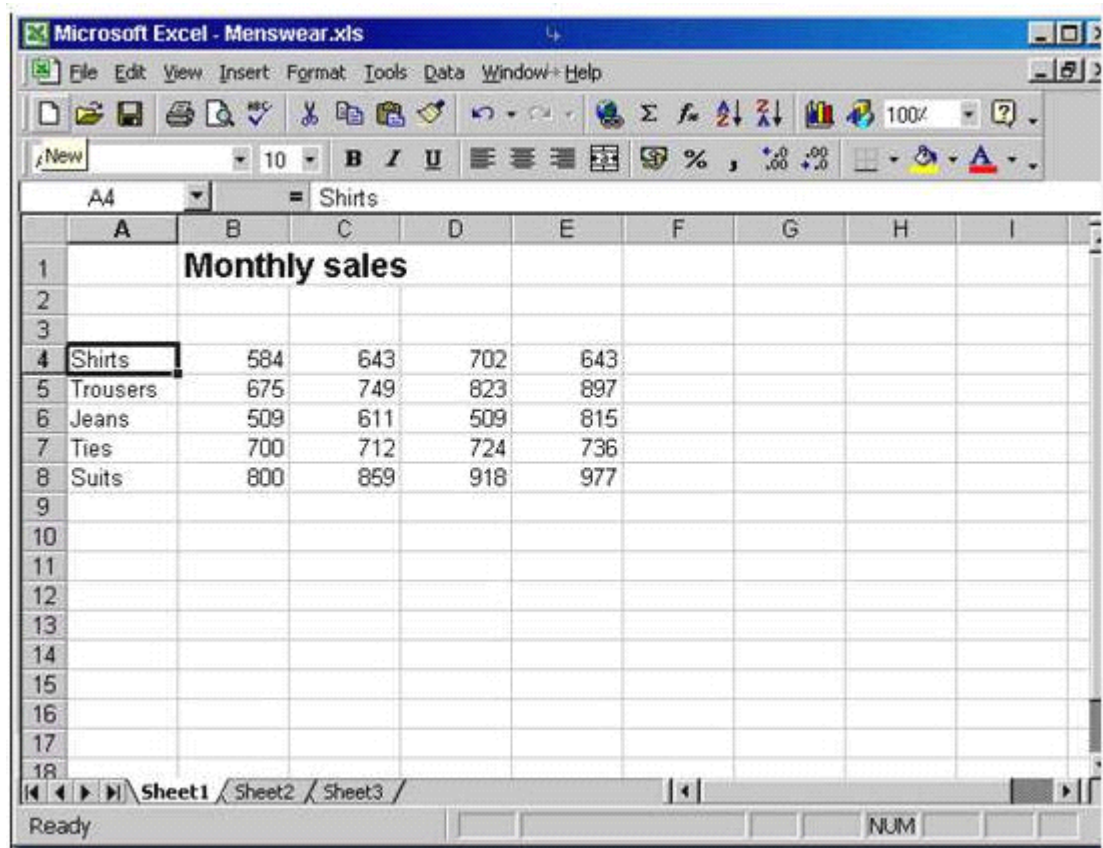
	A	B	C	D	E	F	G	H	I
1		Monthly sales							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16								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

A. File -> open -> select the samples.xls -> open

Answer: A

QUESTION NO: 2

Create a new, blank workbook.

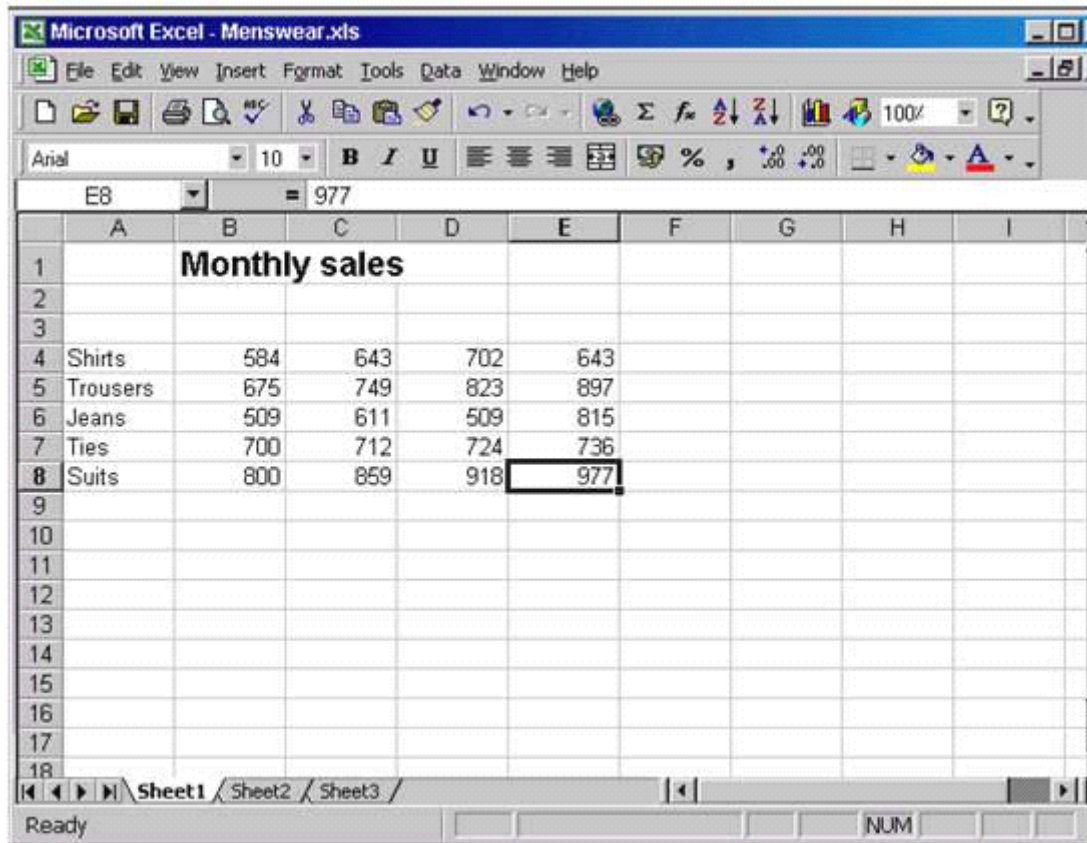


A. Click new tool from the standard tool bar

Answer: A

QUESTION NO: 3

Save this workbook (which is currently a Microsoft Excel 2000 file) in a format suitable for users with a previous version of Excel.



A. File -> save as -> select Microsoft excel 5.0/95 work book from save as type -> click save

Answer: A

QUESTION NO: 4

Use Microsoft Excel Help to access information on advanced filters.

Microsoft Excel - Quarter1.xls

File Edit View Insert Format Tools Data Window Help

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A2 = 271

	A	B	C	D	E	F	G	H	I	J
1	Inv No	Date	Clients	Sub Tot	TAX	Total	Terms	Salesperson	Deliverg Method	
2	271	02-Jan	VIP Car Rentals	380	53.20	433.2	60D	Gillian	Overnight Courier	
3	272	02-Jan	Dag Light Videos	576	80.64	656.64	30D	Wilma	Two-Day Delivery	
4	273	02-Jan	Family Chemist	599	83.86	682.86	90D	Wilma	Two-Day Delivery	
5	274	02-Jan	Cambridge Business Colk	289	40.46	329.46	90D	Wilma	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 Colk	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	287	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	6943	958.02	7801.02	60D	Frank	Same-Day Delivery	
17	286	03-Jan	Cambridge Business Colk	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	Wilma	Collect	
21	290	03-Jan	Ed's Electrical	599	83.86	682.86	60D	Wilma	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

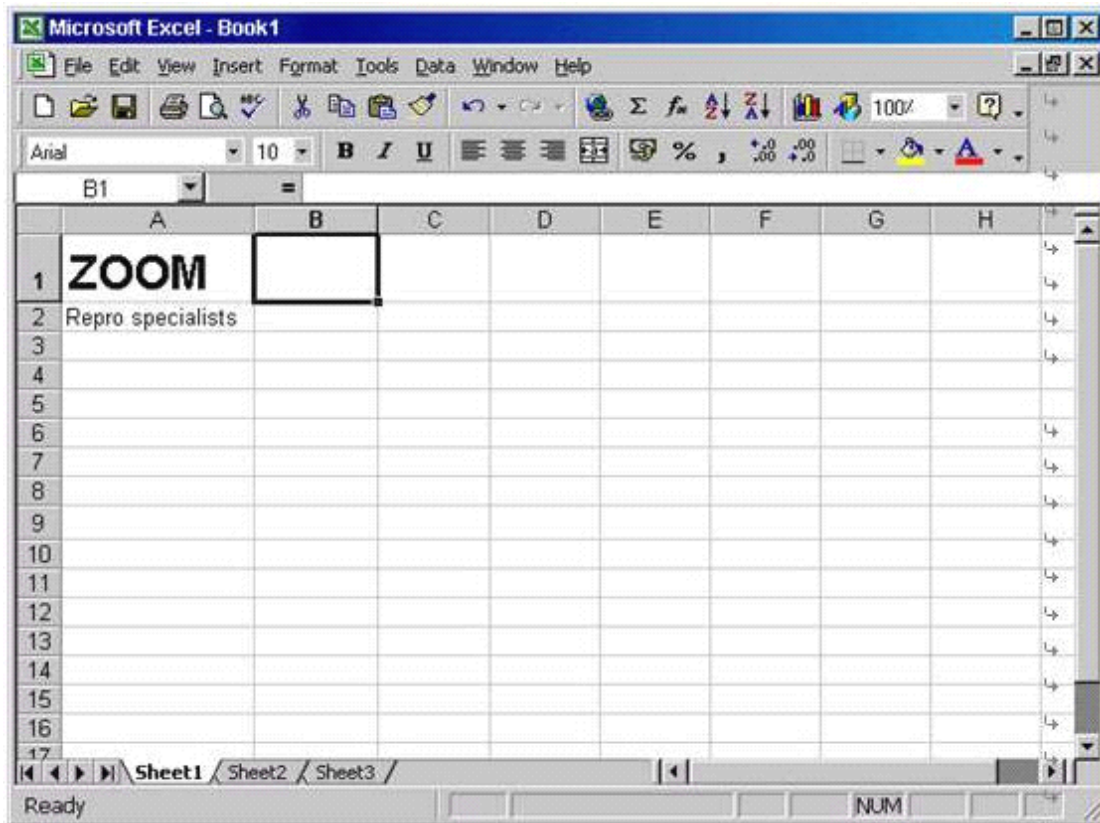
Ready NUM

A. Help -> Microsoft excel help -> type advanced filters -> click search

Answer: A

QUESTION NO: 5

Change the user name for this application to Carla Banks.



A. Tool -> options -> select General tab -> in user name type Carla Banks

Answer: A