



*Up-to-date Questions and Answers from authentic resources to improve knowledge and pass the exam at very first attempt. ----- Guaranteed.*



ICDL-EXCEL MCQs  
ICDL-EXCEL TestPrep  
ICDL-EXCEL Study Guide  
ICDL-EXCEL Practice Test  
ICDL-EXCEL Exam Questions



**ICDL**

**ICDL-EXCEL**

*The ICDL L4 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 worksheet has columns A through I and rows 1 through 17. The data is as follows:

|    | A                    | B               | C               | D | E | F | G | H | I |
|----|----------------------|-----------------|-----------------|---|---|---|---|---|---|
| 1  | <b>Office Budget</b> |                 |                 |   |   |   |   |   |   |
| 2  |                      | <b>Jan/June</b> | <b>July/Dec</b> |   |   |   |   |   |   |
| 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  | <b>Total</b>         | <b>68,800</b>   | <b>32,200</b>   |   |   |   |   |   |   |
| 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 "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    |
|----|--------------------|---------|----------|----------|----------|----------|----------|----------|------|
| 1  |                    | 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

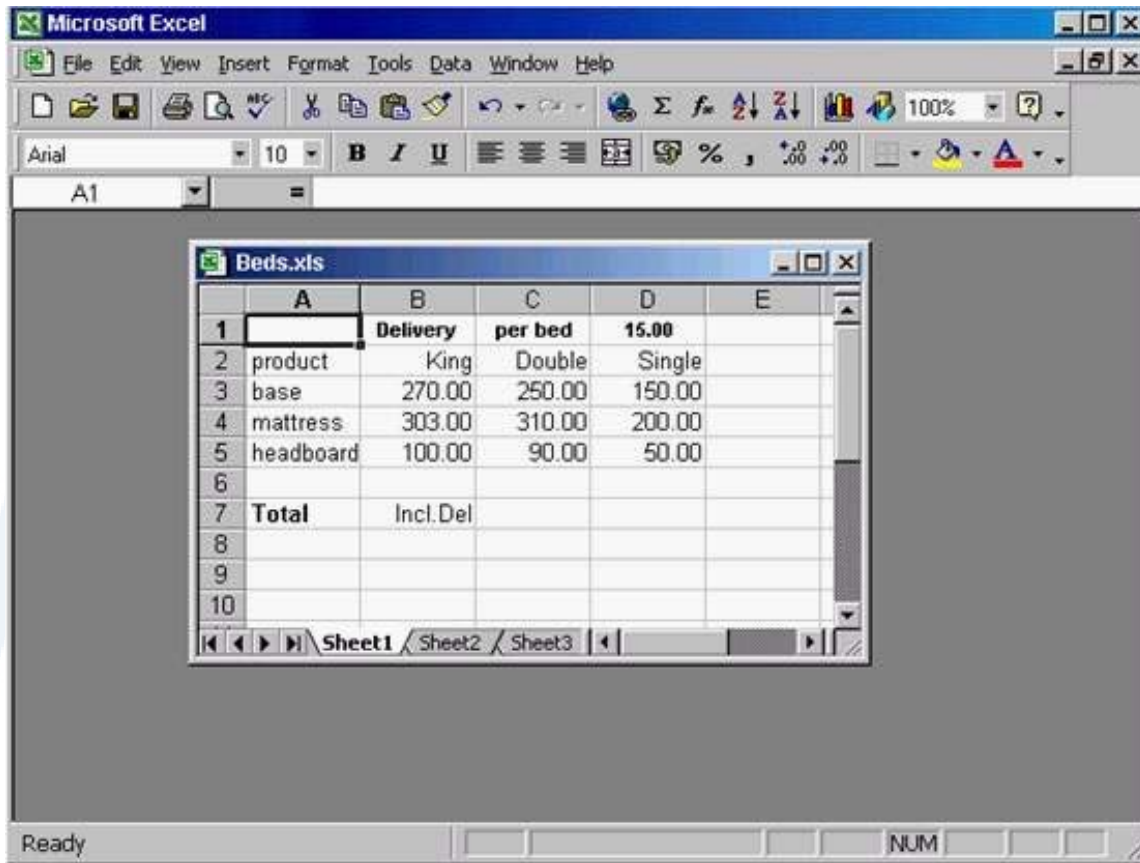
Ready NUM

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.

KILLEXAMS.COM

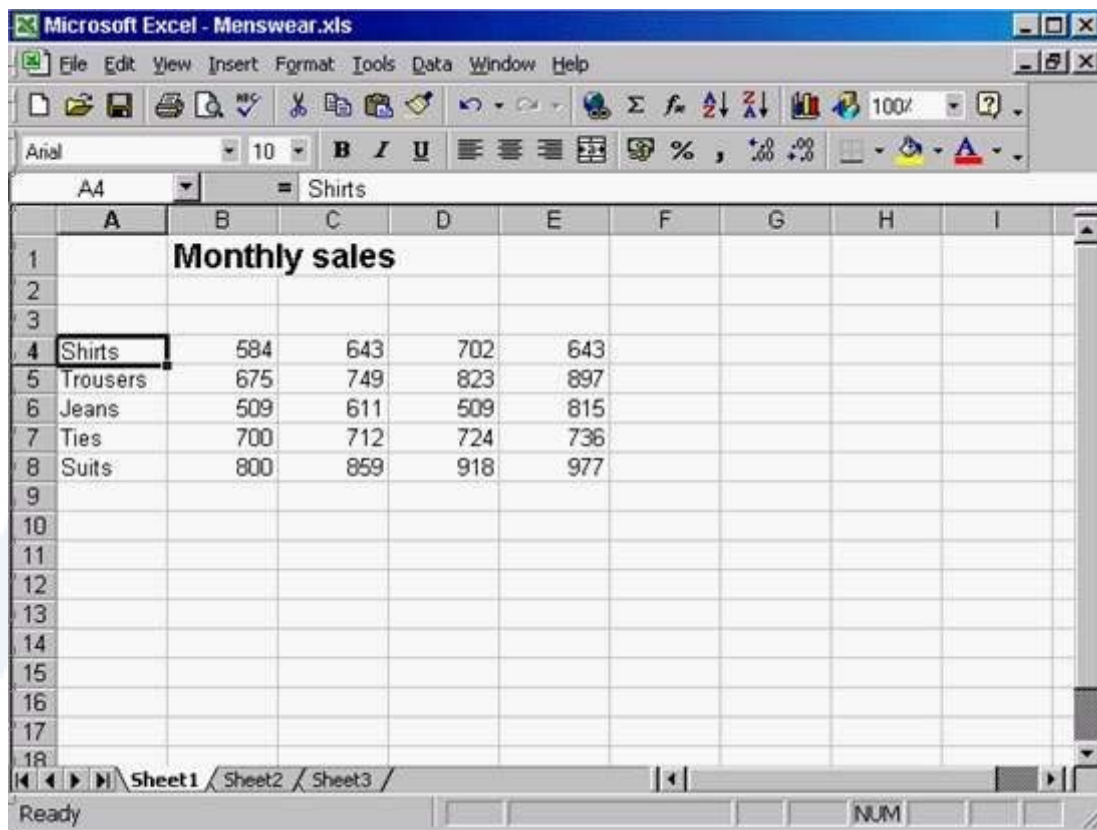
|    | A                | B            | C    | D             | E | F | G |
|----|------------------|--------------|------|---------------|---|---|---|
| 1  | P.C. Megastore   |              |      |               |   |   |   |
| 2  | Sales Department |              |      |               |   |   |   |
| 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.



A. File -> close

**Answer:** A

**QUESTION:** 88

Display the Drawing toolbar in the Microsoft Excel application window.

KILLEXAMS.COM

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  | <b>Details</b>             | <b>Colonial</b> | <b>Metro</b> | <b>Cottage</b> |   |   |   |   |
| 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  | <b>Total incl delivery</b> | 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

KILL EXAMS

KILLEXAMS.COM

Killexams.com is a leading online platform specializing in high-quality certification exam preparation. Offering a robust suite of tools, including MCQs, practice tests, and advanced test engines, Killexams.com empowers candidates to excel in their certification exams. Discover the key features that make Killexams.com the go-to choice for exam success.



## Exam Questions:

Killexams.com provides exam questions that are experienced in test centers. These questions are updated regularly to ensure they are up-to-date and relevant to the latest exam syllabus. By studying these questions, candidates can familiarize themselves with the content and format of the real exam.

## Exam MCQs:

Killexams.com offers exam MCQs in PDF format. These questions contain a comprehensive collection of questions and answers that cover the exam topics. By using these MCQs, candidate can enhance their knowledge and improve their chances of success in the certification exam.

## Practice Test:

Killexams.com provides practice test through their desktop test engine and online test engine. These practice tests simulate the real exam environment and help candidates assess their readiness for the actual exam. The practice test cover a wide range of questions and enable candidates to identify their strengths and weaknesses.

## Guaranteed Success:

Killexams.com offers a success guarantee with the exam MCQs. Killexams claim that by using this materials, candidates will pass their exams on the first attempt or they will get refund for the purchase price. This guarantee provides assurance and confidence to individuals preparing for certification exam.

## Updated Contents:

Killexams.com regularly updates its question bank of MCQs to ensure that they are current and reflect the latest changes in the exam syllabus. This helps candidates stay up-to-date with the exam content and increases their chances of success.