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The ICDL L4 excel



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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. The worksheet 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									

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

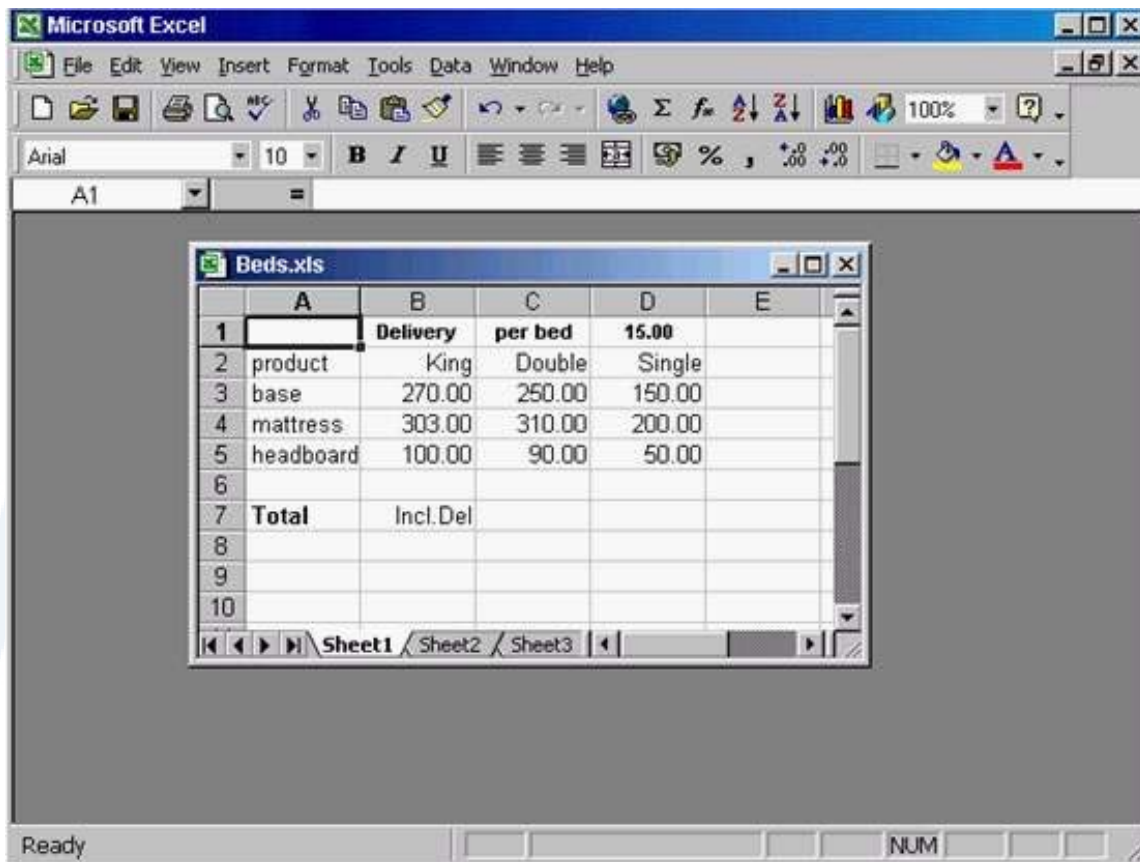
Ready NUM

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.

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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							

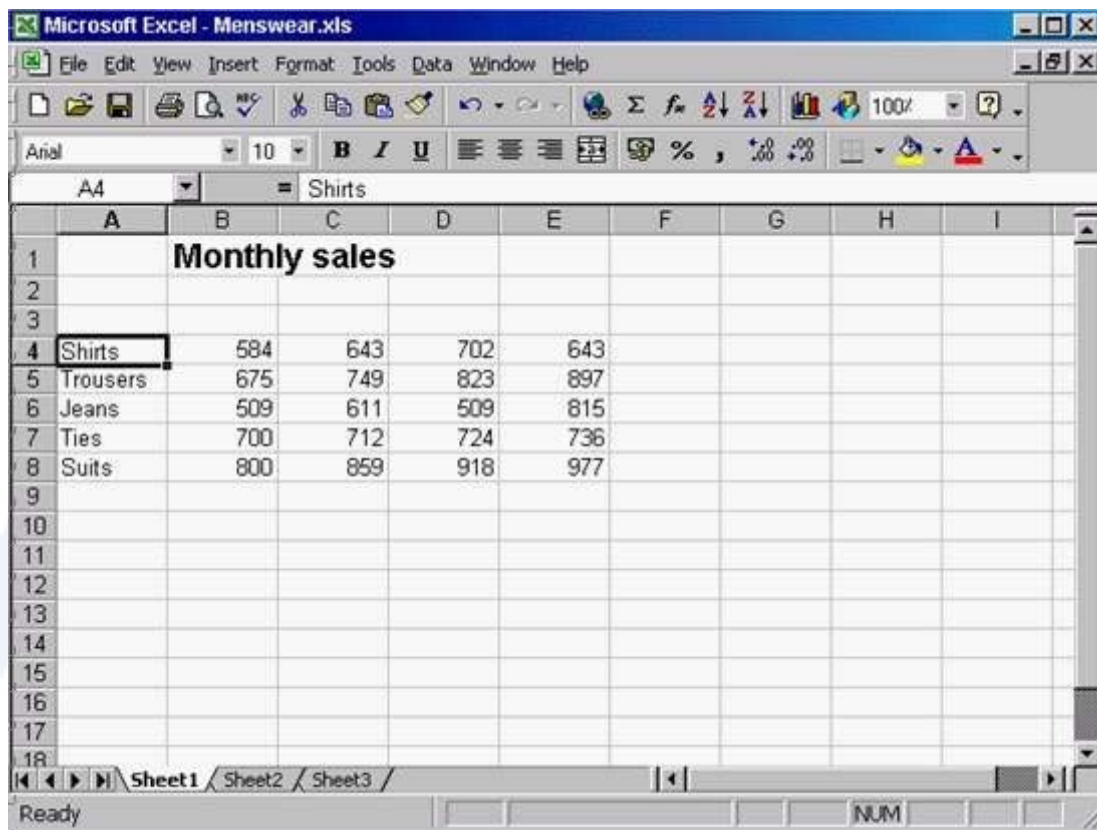
A. Type = B4-C4

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 sheet 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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