Exam Number/Code:ICDL-Excel
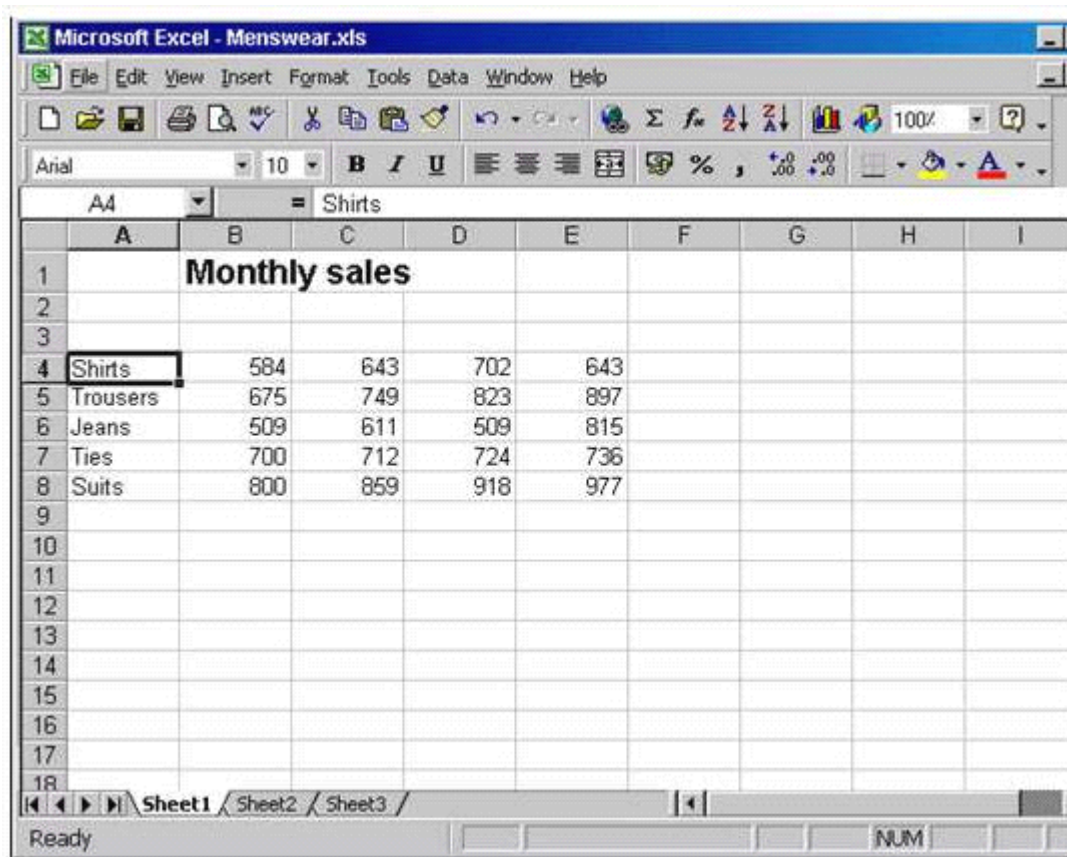
Exam Name:The ICDL L4 excel exam

Version: Demo

QUESTION NO: 1
Open the Samples.xls workbook that is in the My Documents folder.

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

Answer: A

QUESTION NO: 2
Create a new, blank workbook.
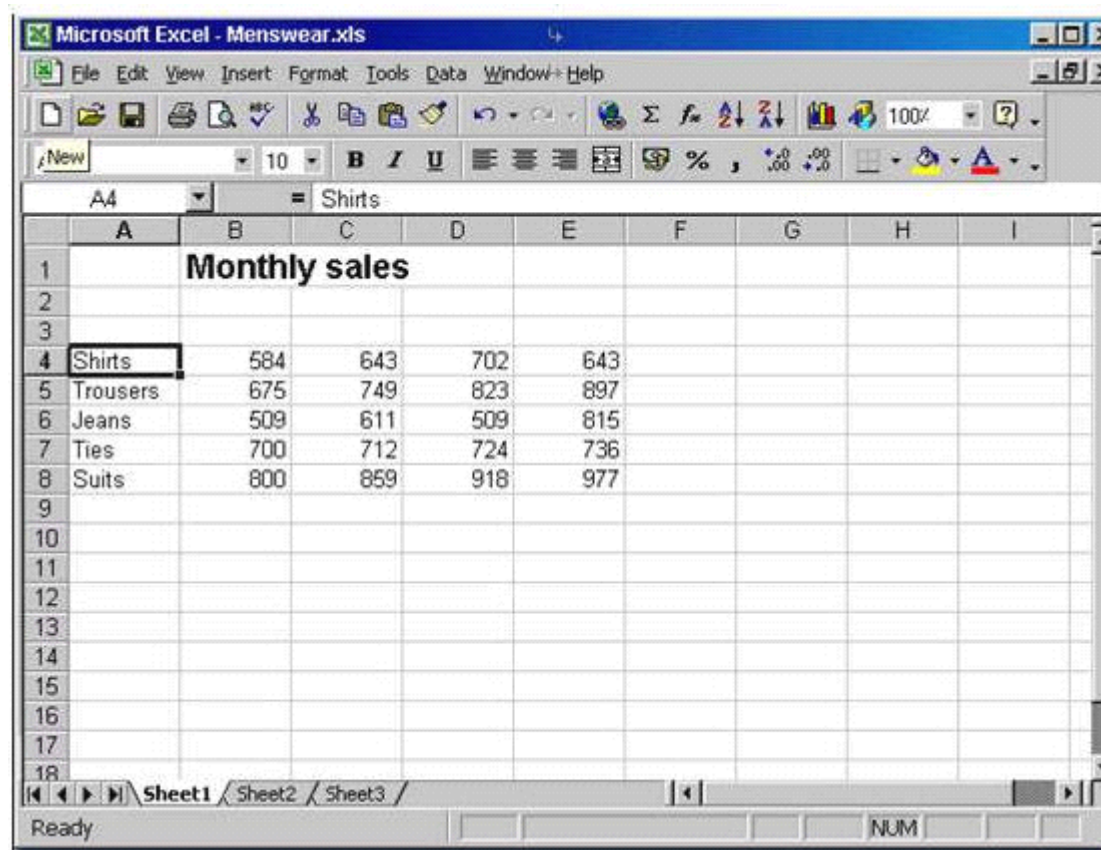
A. Click new tool from the standard tool bar

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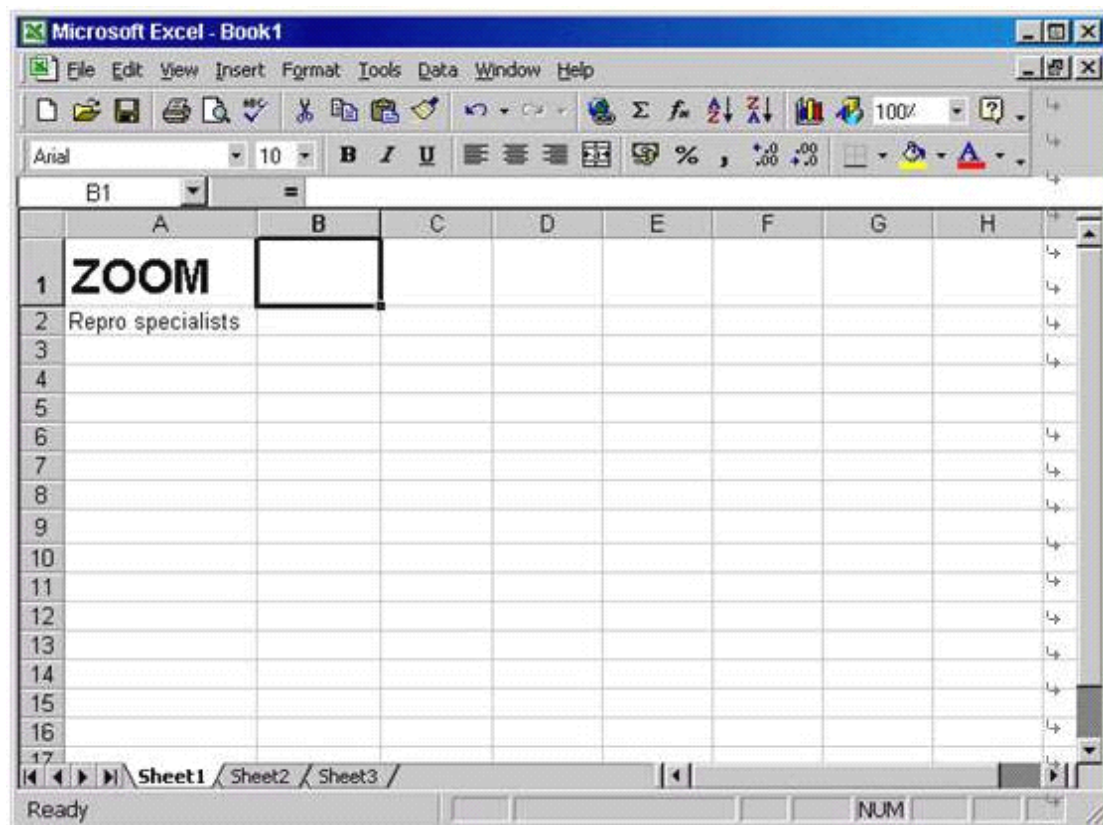
A. Help -> Microsoft excel help -> type advanced filters -> click search

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