



DUMPSsheet

**Free Questions for ICDL-Excel by dumpssheet**

**Shared by Castaneda on 24-05-2024**

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# Question 1

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Question Type: MultipleChoice

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If the Enter key was pressed to accept the formula in cell E9, which of the following would be the result:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Profit Projection					
2			Income	Costs	Profit	
3	Jan	Actual	12560	2350	10210	
4		Forecast	10000	4000	6000	
5	Feb	Actual	12980	4580	8400	
6		Forecast	10000	6000	4000	
7	Mar	Actual	13580	5400	8180	
8		Forecast	10000	4000	6000	
9	Actual Profit Q1				=E3+E5+E7+E9	
10	Forecast Profit Q1				16000	

## Options:

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- A- A #REF! error message.
- B- A #VALUE! error message.
- C- A #NAME! error message.
- D- A Circular Reference error message

**Answer:**

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D

## Question 2

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**Question Type:** MultipleChoice

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Enter a formula in cell D4 that would calculate the Pre-tax Salary for Cathy Miller. Press the Enter key when you have finished.

	A	B	C	D	E	F	G
1	<b>P.C. Megastore</b>						
2	<b>Sales Department</b>						
3	<b>Employee</b>	<b>Hourly Rate</b>	<b>Hours Worked</b>	<b>Pre-tax Salary</b>			
4	Cathy Miller	15.45	24				
5	Roger Tann	30.00	45				
6	Sue Diagio	25.60	40				
7	Mel Walker	32.50	35				
8	Greg Quinee	20.00	42				
9	Pu Dobbs	21.50	35				
10							
11							
12							
13							
14							
15							
16							

## Options:

A- Option A

Type = B4\*C4 -> press Enter

**Answer:**

---

A

## **Question 3**

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**Question Type: MultipleChoice**

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Change the name of the worksheet from Sheet2 to Costs.

Microsoft Excel - Quarterly Sales.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	A	B	C	D	E	F	G	H	I
1	<b>Department Estimates - Marketing</b>								
2		<b>January</b>	<b>February</b>	<b>March</b>					
3	Week1	23560	10200	16500					
4	Week2	18900	16800	19800					
5	Week3	20600	12000	13000					
6	Week4	9000	10500	12500					
7	<b>Total</b>	<b>72060</b>	<b>49500</b>	<b>61800</b>					
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Ready NUM

## Options:

A- Option A

Right click on the sheet2 tab -> select rename -> type Costs

**Answer:**

---

A

## **Question 4**

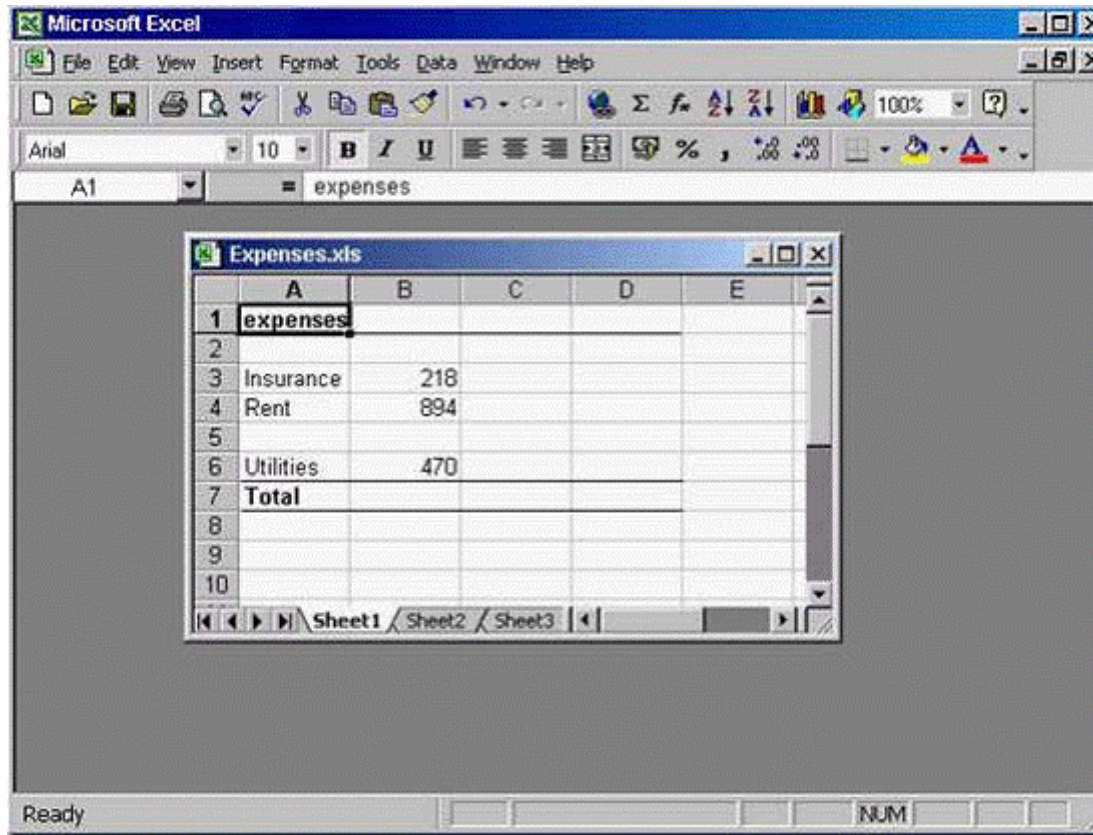
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**Question Type: MultipleChoice**

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Clear the contents of cell B3 without deleting the actual cell.





## Options:

A- Option A

Select cell B3 -> press delete from the keyboard



**Answer:**

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A

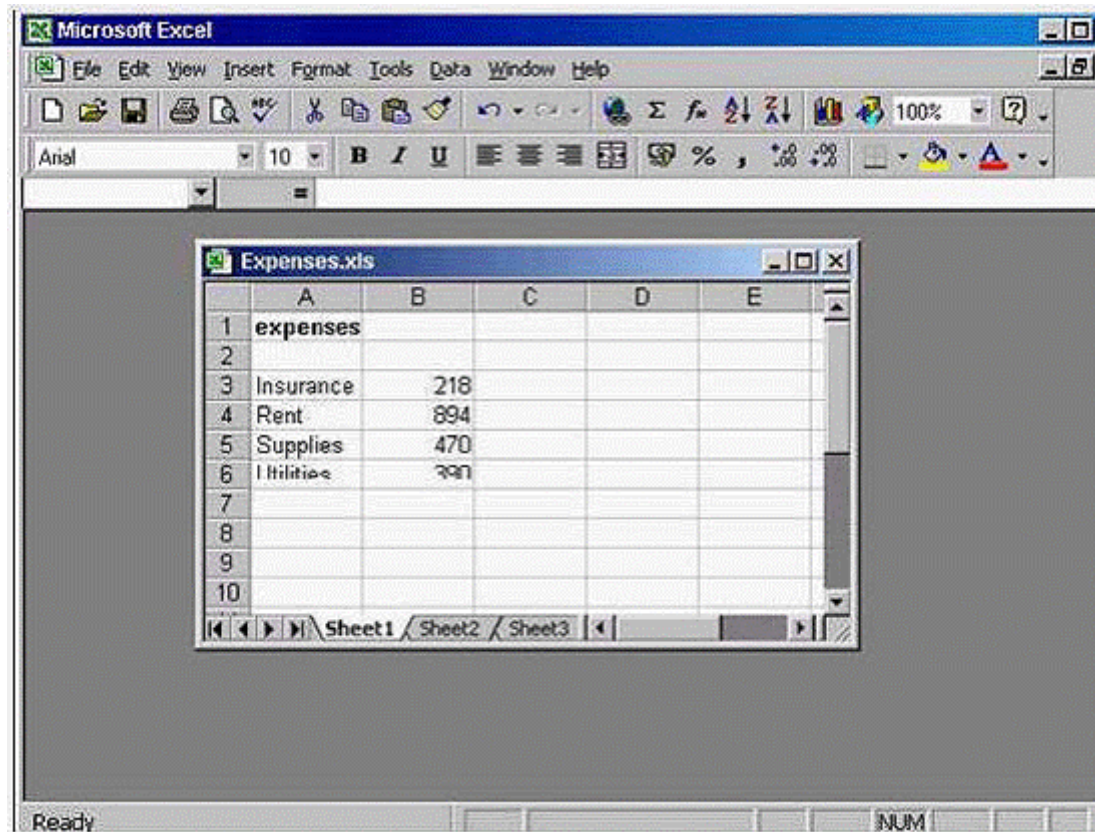
## **Question 5**

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**Question Type: MultipleChoice**

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Delete row5 from this worksheet.



## Options:

A- Option A

Right click on the gray area -> select delete

**Answer:**

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A

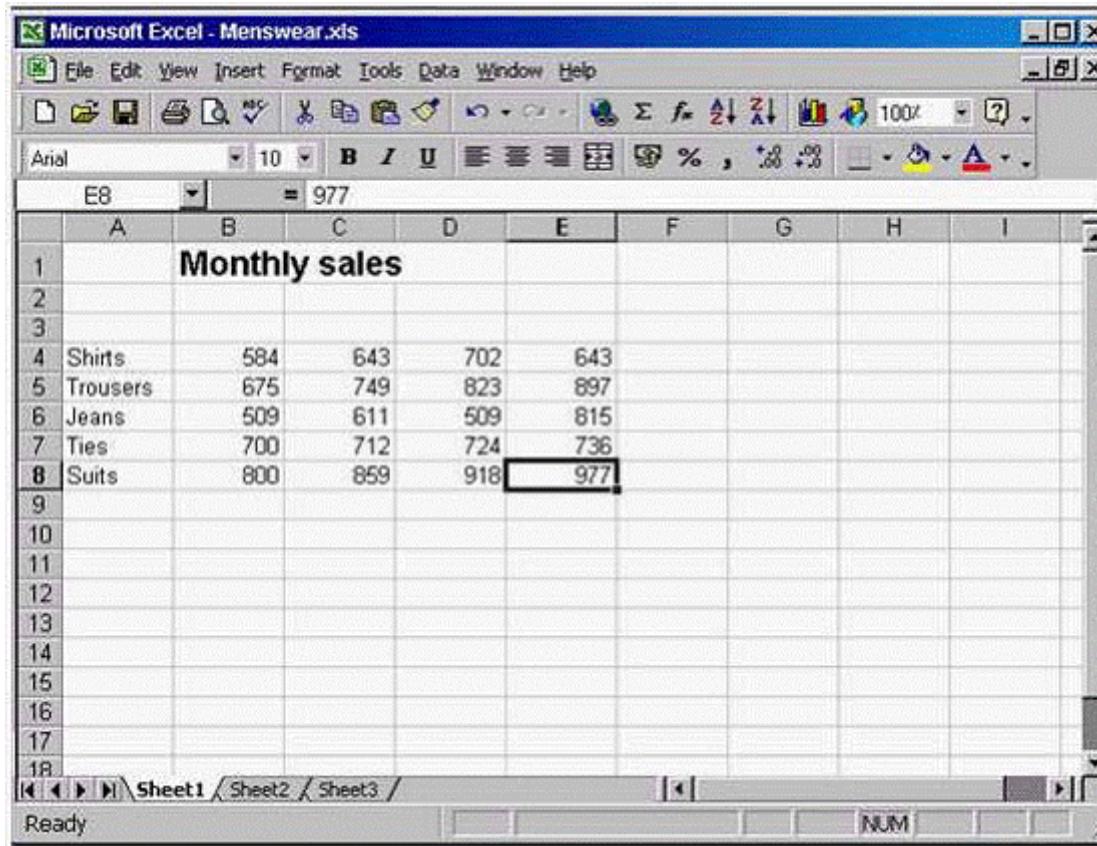
## **Question 6**

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**Question Type:** MultipleChoice

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Click on the location that selects all of the cells in column C.



## Options:

A- Option A

Click on the gray area of the column c

**Answer:**

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A

## **Question 7**

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**Question Type: MultipleChoice**

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Save a copy of this workbook with the new name Accounts.

The screenshot shows a Microsoft Excel window titled "Expense Claim.xls". The formula bar displays the formula `=SUM(B3:B5)-B6`. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H
1		Expenses						
2		Sep 11th	Oct 17th	Nov 4th				
3	Meals	35.00	43.00	27.00				
4	Hotel	55.00	49.00	54.00				
5	Mileage	93.00	108.00	75.00				
6	Cash from Petty cash	100.00	150.00	100.00				
7	Amount due	83.00						
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

## Options:

A- Option A

File -> save as -> change the name Expense Claim into Accounts -> ok



**Answer:**

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A

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