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# ICDL-EXCEL

## ICDL

*The ICDL L4 excel exam*

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**QUESTION NO: 1**

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

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Menswear.xls". The spreadsheet contains the following data:

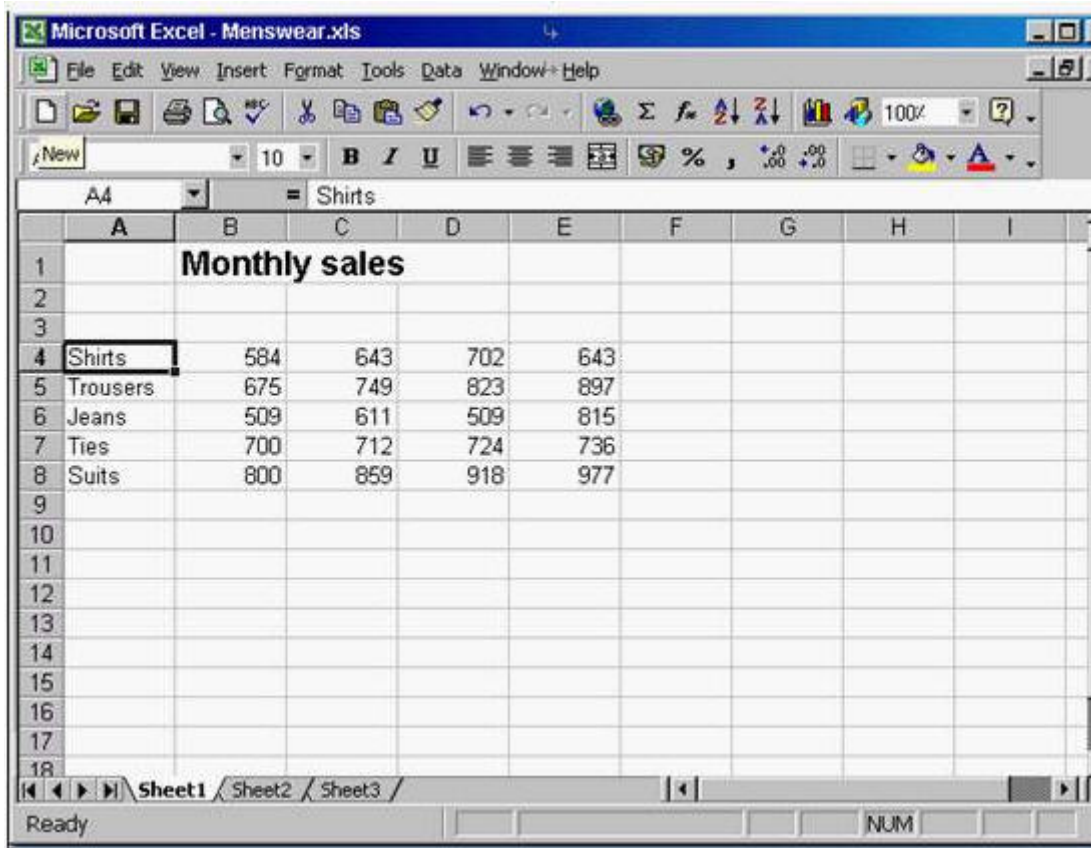
	A	B	C	D	E	F	G	H	I
1		<b>Monthly sales</b>							
2									
3									
4	Shirts	584	643	702	643				
5	Trousers	675	749	823	897				
6	Jeans	509	611	509	815				
7	Ties	700	712	724	736				
8	Suits	800	859	918	977				
9									
10									
11									
12									
13									
14									
15									
16	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

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

**Answer: A**

**QUESTION NO: 2**

Create a new, blank workbook.

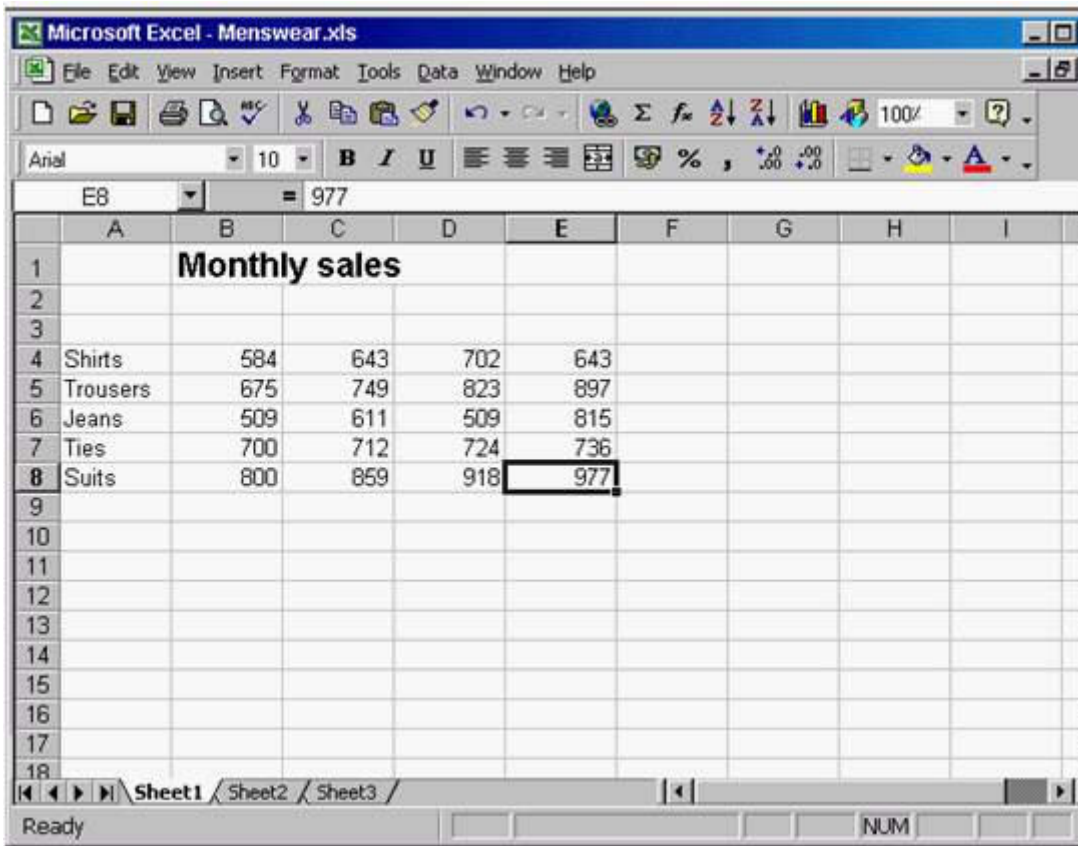


A. Click new tool from the standard tool bar

**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.

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