

## ICDL Sample Tests

### ICDL Module 2: Using the Computer and Managing Files

*This is a sample test only.*

The following is a sample test for Module 2, *Using the Computer and Managing Files*. In the test you are required to answer questions associated with operating and using your computer. You are also asked to create a folder structure that will help organise a new folder system in your badminton club and to carry out various operations associated with manipulating files and folders within this folder structure.

1. Locate the *answer* folder on your Candidate Disk. Open the *answerfile* contained in the *answer* folder. [2 Marks]
2. Enter your Candidate Identification in the space provided on row 1 of the table on the *answerfile* and save the *answerfile* on your Candidate Disk. [2 Marks]
3. Which of the following is the correct name for the screen image shown below? Enter your answer (a, b, c, or d) in the *answerfile* (Q. 3 space provided). [1 Mark]



File Edit View Insert Format Tools Table Window Help

(a) Title Bar      (b) Scroll Bar      (c) Status Bar      (d) Menu Bar

4. Which file type below is often used for word processing documents? Enter your answer (a, b, c, or d) in the *answerfile* (Q. 4 space provided) and save. [1 Mark]  

(a) .xls                      (b) .mp3                      (c) .doc                      (d) .gif
5. Which of the following is an advantage of a virus scanning application? Enter your answer (a, b, c, or d) in the *answerfile* (Q. 5 space provided). [1 Mark]  

(a) It will help to spread viruses  
(b) It makes the computer run faster  
(c) It detects and removes viruses  
(d) It prevents software from being copied
6. Locate the file *goods.doc* in the *icdltest* folder and rename the file *stock.doc* [1 Mark]
7. Create a shortcut icon for the *icdltest* folder on your Candidate Disk. [1 Mark]

# Sample Icdl Unit 2 Exam Questions

**J Spring**



## **Sample Icdl Unit 2 Exam Questions:**

## Whispering the Strategies of Language: An Psychological Journey through **Sample Icdl Unit 2 Exam Questions**

In a digitally-driven world where displays reign great and instant connection drowns out the subtleties of language, the profound strategies and psychological nuances hidden within phrases usually get unheard. Yet, nestled within the pages of **Sample Icdl Unit 2 Exam Questions** a fascinating literary value pulsating with raw feelings, lies a fantastic quest waiting to be undertaken. Penned by a talented wordsmith, this wonderful opus attracts visitors on an introspective trip, softly unraveling the veiled truths and profound affect resonating within ab muscles material of each word. Within the psychological depths of this emotional evaluation, we will embark upon a heartfelt exploration of the book is primary themes, dissect their interesting writing style, and succumb to the strong resonance it evokes heavy within the recesses of readers hearts.

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