

## 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

**Klaus A. Kuhn**



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## **Table of Contents Sample Icdl Unit 2 Exam Questions**

1. Understanding the eBook Sample Icdl Unit 2 Exam Questions
  - The Rise of Digital Reading Sample Icdl Unit 2 Exam Questions
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Icdl Unit 2 Exam Questions
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Icdl Unit 2 Exam Questions
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Icdl Unit 2 Exam Questions
  - Personalized Recommendations
  - Sample Icdl Unit 2 Exam Questions User Reviews and Ratings
  - Sample Icdl Unit 2 Exam Questions and Bestseller Lists
5. Accessing Sample Icdl Unit 2 Exam Questions Free and Paid eBooks
  - Sample Icdl Unit 2 Exam Questions Public Domain eBooks
  - Sample Icdl Unit 2 Exam Questions eBook Subscription Services
  - Sample Icdl Unit 2 Exam Questions Budget-Friendly Options

6. Navigating Sample Icdl Unit 2 Exam Questions eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Icdl Unit 2 Exam Questions Compatibility with Devices
  - Sample Icdl Unit 2 Exam Questions Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Icdl Unit 2 Exam Questions
  - Highlighting and Note-Taking Sample Icdl Unit 2 Exam Questions
  - Interactive Elements Sample Icdl Unit 2 Exam Questions
8. Staying Engaged with Sample Icdl Unit 2 Exam Questions
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Icdl Unit 2 Exam Questions
9. Balancing eBooks and Physical Books Sample Icdl Unit 2 Exam Questions
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Icdl Unit 2 Exam Questions
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sample Icdl Unit 2 Exam Questions
  - Setting Reading Goals Sample Icdl Unit 2 Exam Questions
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Icdl Unit 2 Exam Questions
  - Fact-Checking eBook Content of Sample Icdl Unit 2 Exam Questions
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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