

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

Roman Wölfel

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

Sample Icdl Unit 2 Exam Questions:

Decoding **Sample Icdl Unit 2 Exam Questions**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Icdl Unit 2 Exam Questions**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

<https://crm.avenza.com/data/browse/HomePages/practice%2011%204%20arithmetic%20series%20answers.pdf>

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young black men — Ward's brother among them. Men We Reaped Background - GradeSaver Tubman was talking about the pain of losing the men so reaped, and Men We Reaped is about women reaping the painful loss of men still battling the scars of left ... Men We Reaped Chapter 1 - SuperSummary She chronicles Hurricane Camille's devastation on Southern Mississippi in 1969 and her father's family's government-funded relocation to Oakland, California, ... Men We Reaped by Jesmyn Ward - review - The Guardian Mar 6, 2014 — It's a coming-of-age memoir detailing a generation and community in which death, dysfunction and detention are ever-present facts of life. Summary and reviews of Men We Reaped by Jesmyn Ward A sweeping love story that follows two Portugueses refugees who flee religious violence to build new lives in Civil-War America. Read the Reviews ... Men We Reaped by Jesmyn Ward - Somewhere in the Middle... Sep 6, 2021 — This memoir Men We Reaped provides a personal look of the larger story of the inequities and injustices of growing up Black in the South, in her ... Business 111: Principles of Supervision Final Exam Test and improve your knowledge of Business 111: Principles of Supervision with fun multiple choice exams you can take online with Study.com. Supervisory Management Quizzes, Questions & Answers Are you ready to test your knowledge and explore the essential skills and concepts of effective supervision? In this quiz, we'll delve into the world of ... Free Supervisory Situational Judgment Test Practice Guide ... On this page, you will find free Supervisory Situational Judgment Test questions along with general test-related information. Supervisor Assessment Test Preparation and Study Guides You will face questions that measure your comprehension of the principles, behaviors and practices of successful supervisors. The focus is on leadership. In the ... Supervision (Test Questions & Answers) Flashcards Study with Quizlet and memorize flashcards containing terms like What refers to defining goals, establishing strategies to achieve them and designing ways ... Supervisor Training Questions Supervisor Training Questions. 1. Effective supervisors a ... By answering these test questions, I confirm that I have completed the Supervision Training. Preparing for the Supervisor 3 Exam: Check Your ... This is an optional self-assessment tool to help you prepare for the Supervisor 3 exam. It does not guarantee success or failure of the Civil Service exam, ... Test exam Safety for Operational Supervisors This examination is comprised of 40 multiple-choice questions. Each question is followed by three possible answers, of which only one is correct. First Line Supervisor Test to Assess and Hire Supervisor This first line supervisor test may contain MCQs (Multiple Choice Questions) ... Mechanical Aptitude - 15 Questions, 17 minutes. Useful for hiring. First Line ...