

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

Y Pai



Sample Icdl Unit 2 Exam Questions:

Adopting the Track of Term: An Emotional Symphony within **Sample Icdl Unit 2 Exam Questions**

In a world used by screens and the ceaseless chatter of instantaneous transmission, the melodic elegance and emotional symphony developed by the prepared term frequently fade in to the backdrop, eclipsed by the relentless sound and distractions that permeate our lives. Nevertheless, set within the pages of **Sample Icdl Unit 2 Exam Questions** an enchanting literary treasure overflowing with organic thoughts, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, this captivating masterpiece conducts viewers on a psychological trip, well unraveling the concealed melodies and profound affect resonating within each carefully crafted phrase. Within the depths with this poignant review, we will examine the book is main harmonies, analyze their enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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