

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

Ian Pickup



Sample Icdl Unit 2 Exam Questions:

Proceedings of ... IEEE ... International Conference on Dielectric Liquids (ICDL), 2005 , International Conference on Digital Libraries (ICDL) 2013 Shantanu Ganguly,P. K. Bhattacharya,2013-11-29 ICDL conferences are recognized on of the most important platform in the world where noted expert share their experiences Many DL experts have contributed thought provoking papers in ICDL 2013 These important papers are reviewed and conceptualized into ICDL on different areas of DL proceedings The Proceedings have two volumes and has over 1100 pages Ecdl/Icdl Advanced Module AM4 Spreadsheets Using Excel 2000 Cia Training Ltd Staff,2001-05 As well as comprehensively covering the ECDL ICDL Advanced AM4 syllabus this manual is useful for those wishing to increase their spreadsheet knowledge Designed to gradually build up your knowledge the syllabus includes advanced Functions Scenarios and Pivot Tables Data files are supplied on CD which allow you to practise the different features Approved by the ECDL Foundation *Ecdl/Icdl Advanced Module Am4 Spreadsheets Using Excel 2003* ,2004 Covering various aspects of the ECDL ICDL Advanced AM4 syllabus this step by step exercise based manual helps readers gain the required knowledge for the successful completion of the ECDL Foundation test Useful data files are available to download which allows the practise of different software features It is approved by the ECDL Foundation Software-Intensive Systems and New Computing Paradigms Martin Wirsing,Jean-Pierre Banatre,Matthias Hölzl,Axel Rauschmayer,2008-11-06 This volume presents results of three workshops of the InterLink working group setup by the EU to look at software intensive systems and novel computing paradigms It covers ensemble engineering theory and formal methods and novel computing paradigms **Understanding Autism For Dummies** Stephen Shore,Linda G. Rastelli,2011-03-01 Friendly accessible guidance for parents of autistic children and people caring for autistic adults Autism affects more than 1 million children and adults in the United States and parents may be confused by the behavior of autistic children This book provides help and hope by explaining the differences between various types of autism and delivering the lowdown on behavioral educational medical other interventions Featuring inspiring autism success stories as well as a list of organizations where people who support those with autism can go for additional help it offers practical advice on how to educate children as well as insights on helping people with autism use their strengths to maximize their potential in life Stephen Shore EdD Brookline MA serves on the board for several autism spectrum related organizations and he has written Beyond the Wall Personal Experiences with Autism and Asperger Syndrome 1 931282 00 5 and edited Ask and Tell Self Advocacy and Disclosure For People on the Autism Spectrum 1 931282 58 7 Linda G Rastelli Middletown NJ is a veteran journalist who specializes in health and business Temple Grandin PhD Fort Collins CO is the author of the bestselling Thinking in Pictures 0 679 77289 8 and Emergence Labeled Autistic 0 446 67182 7 Re-Enacting Sensorimotor Experience for Cognition Guido Schillaci,Verena V. Hafner,Bruno Lara,2017-03-29 Mastering the sensorimotor capabilities of our body is a skill that we acquire and refine over time starting at the prenatal stages of

development This learning process is linked to brain development and is shaped by the rich set of multimodal information experienced while exploring and interacting with the environment Evidence coming from neuroscience suggests the brain forms and maintains body representations as the main strategy to this mastering Although it is still not clear how this knowledge is represented in our brain it is reasonable to think that such internal models of the body undergo a continuous process of adaptation They need to match growing corporal dimensions during development as well as temporary changes in the characteristics of the body such as the transient morphological alterations produced by the usage of tools In the robotics community there is an increasing interest in reproducing similar mechanisms in artificial agents mainly motivated by the aim of producing autonomous adaptive systems that can deal with complexity and uncertainty in human environments Although promising results have been achieved in the context of sensorimotor learning and autonomous generation of body representations it is still not clear how such low level representations can be scaled up to more complex motor skills and how they can enable the development of cognitive capabilities Recent findings from behavioural and brain studies suggests that processes of mental simulations of action perception loops are likely to be executed in our brain and are dependent on internal motor representations The capability to simulate sensorimotor experience might represent a key mechanism behind the implementation of further cognitive skills such as self detection self other distinction and imitation Empirical investigation on the functioning of similar processes in the brain and on their implementation in artificial agents is fragmented This e book comprises a collection of manuscripts published by Frontiers in Robotics and Artificial Intelligence under the section Humanoid Robotics on the research topic re enactment of sensorimotor experience for cognition in artificial agents This compendium aims at condensing the latest theoretical review and experimental studies that address new paradigms for learning and integrating multimodal sensorimotor information in artificial agents re use of the sensorimotor experience for cognitive development and further construction of more complex strategies and behaviours using these concepts The authors would like to thank M A Dylan Andrade for his art work for the cover

The Billboard, 1929 **Popular Mechanics**, 1977-07 Popular Mechanics inspires instructs and influences readers to help them master the modern world Whether it s practical DIY home improvement tips gadgets and digital technology information on the newest cars or the latest breakthroughs in science PM is the ultimate guide to our high tech lifestyle **Index to IEEE Publications** Institute of Electrical and Electronics Engineers, 1994 **Building Sustainable Health Systems** Klaus A. Kuhn, 2007 Electrical & Electronics Abstracts, 1997 Principles of Quantum Chemistry David V. George, 1972

Tutorial, Distributed Processor Communication Architecture Kenneth J. Thurber, 1979 **Computer Technology Forecast Study for General Aviation**, 1976 **Drum**, 2000 **Distributed Processing** Burt H. Liebowitz, John Hargadine Carson, 1981 The purpose of this tutorial is to introduce distributed processing concepts These concepts can be used to determine the relevance of a distributed processing approach to the reader s computing needs Those considering the

use of distributed systems will be confronted with managerial and technical issues but this tutorial focuses on the technological issues The technological issues involve communications intercomputer coupling executive software structures system architecture component selection and allocation of functions and data files to multiple processors *ICDL Review Questions. Exam Cram 2* Susan Harkins,2004 The ICDL program has become the global standard for measuring fundamental computer competency for those who use a computer regularly as part of their work school and or home lives The ICDL exam measures readers knowledge of basic concepts of Information Technology IT and verifies you have a fundamental understanding of how to use a personal computer and computer software applications The exam covers seven topic areas Fundamental Concepts of Information Technology IT Using the Computer and Managing Files Word Processing Spreadsheets Databases Presentations and Information and Communication Key ICDL partners include IBM and CompTIA and the program is taught at several major training providers NETg Element K ExecuTrain New Horizons KLM etc universities Cambridge University Oxford University as well as the governments of the United States Japan Germany and the United Kingdom The ICDL Practice Questions Exam Cram 2 provides students with more than 500 questions to test their knowledge of the concepts covered in the International Computer Driving License exam It s the perfect complement to any training materials for students studying for the ICDL which is recognized in more than 90 countries worldwide **ICDL Review Exercises** Mike Gunderloy,Michael Gunderloy,Susan Sales Harkins,Susan Harkins,2004 The perfect companion to studying for the ICDL International Computer Driving License Credential Join the ranks of readers who have trusted Exam Cram 2 to their certification preparation needs TheICDL Practice Questions Exam Cram 2is focused on providing you with additional practice questions to help you pass the ICDL exam The companion to the best selling series Exam Cram 2 this book provides you with exam notes and the popular tear out Cram Sheet for easy exam preparation Included in the ICDL Practice Questions Exam Cram 2 Over 500 practice questions available in the book and duplicated on CD to allow the flexibility of repeat review in the manner you prefer New test questions that are different from the ICDL Exam Cram 2 book to provide you with the perfect complement to your studying The tear out Cram Sheet for last minute review Trust in the series that has helped many others achieve certification success Exam Cram 2

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