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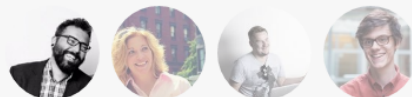
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**Exam :** ICDL-EXCEL

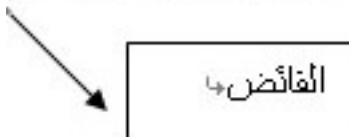
**Title :** The ICDL L4 excel exam

**Vendors :** ICDL

**Version :** DEMO

1. Which one of the following formulas would be appropriate to calculate the monthly surplus for September in this worksheet?

	A	B	C	D
1	<b>My Budget</b>			
2		Sep	Oct	Nov
3	Allowance	80	80	80
4	Part time work	240	250	270
5	Total income	320	330	350
6				
7	Clothes	40	65	25
8	Books	115	35	15
9	Travel	40	50	55
10	Entertainment	100	180	195
11	Total expenditure	295	330	290
12				
13	Monthly Surplus			



- A. =B5+B11
- B. =SUM(B5:D5)-SUM(B11:D11)
- C. = B5-B11
- D. =AVERAGE(B5:D5)-AVERAGE(B11:D11)

**Answer: C**

2. If the Enter key was pressed to accept the formula in cell B9, which of the following would be the result:

	A	B	C
1	<b>Millimetres per day</b>		
2	Monday	4	
3	Tuesday	4.8	
4	Wednesday	2.1	
5	Thursday	1.6	
6	Friday	9.3	
7	Saturday	7.2	
8	Sunday	4.2	
9	Maximum Rainfall	=MAXIMUM(B2:B8)	

- A. A #REF! error message
- B. 9.3
- C. A #VALUE error message
- D. A #NAME? Error message

**Answer: D**

3. Which formula entered into C3 would calculate the Total Cost of Barrels for the Oil Deco company and if copied down would automatically calculate the Total Cost for all the other customers.

	A	B	C
1	Cost per Barrel:		45.00
2	Customer	Barrels	Total Cost
3	Oil Deco	2,400	
4	Midland Oil	4,230	
5	Trexo Oil	6,060	
6	O.I.L Co.	7,890	

- A. =B3\*C1
- B. =B3\*\$C\$1
- C. =\$B\$3\*\$C\$1
- D. =\$B\$3\*C1

**Answer: B**


4. Which formula entered into B5 will calculate the total cost of a Colonial style chair (including delivery) and if copied to C5 will perform a similar calculation for the Metro style chair?

	A	B	C	D
1	Details	Colonial	Metro	Cottage
2	Chair	138.00	156.00	125.00
3	Loose cover	47.00	52.00	38.00
4	Cushion	28.00	23.00	19.00
5	Total incl delivery	231.00		
6				
7				
8	Total Delivery Charge	18.00		

- A. SUM(\$B\$2:\$B\$4)+B8
- B. =SUM(B2:B4)+\$B\$8
- C. =SUM(B2:B5)+\$B\$8
- D. =SUM(C2:C4)+\$C\$8

**Answer: B**

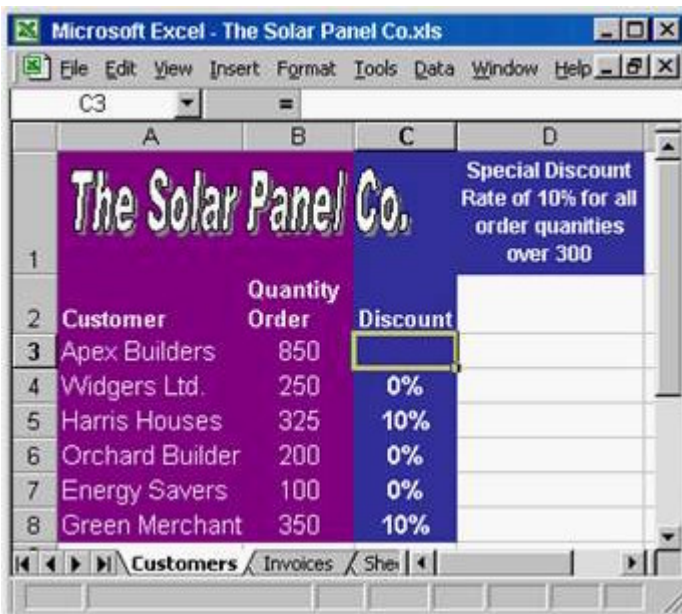
5. Which formula entered into B10 would find the total amount of rainfall that in the seven days?

	A	B
1	<b>Rainfall Statistics</b>	
2		<b>Millimetres per day</b>
3	Monday	4.0
4	Tuesday	4.8
5	Wednesday	2.1
6	Thursday	1.6
7	Friday	9.3
8	Saturday	7.2
9	Sunday	4.2
10	<b>Total Rainfall</b>	

- A. =SUMB3:B9
- B. =SUM(B3:B9)
- C. =(SUM)B3:B9
- D. SUM=(B3:B9)

**Answer: B**

6. Which formula would display 10% in cell C3 if the customer order quantity is over 300, and 0% if not.



	A	B	C	D
1	<b>The Solar Panel Co.</b>		<b>Special Discount Rate of 10% for all order quantities over 300</b>	
2	<b>Customer</b>	<b>Quantity Order</b>	<b>Discount</b>	
3	Apex Builders	850		
4	Widgers Ltd.	250	0%	
5	Harris Houses	325	10%	
6	Orchard Builder	200	0%	
7	Energy Savers	100	0%	
8	Green Merchant	350	10%	

- A. =IF(C3>300,10%,0%)
- B. =IF (B3>300, 10%, 0%)
- C. =IF (B3>300, 0%, 10%)
- D. =IF (B3<300, 10%, 0%)

**Answer: B**

7. If the Enter key was pressed to accept the formula in cell E9, which of the following would be the result:

		A	B	C	D	E	F
1	Profit Projection						
2			Income	Costs	Profit		
3	Jan	Actual	12560	2350	10210		
4		Forecast	10000	4000	6000		
5	Feb	Actual	12980	4580	8400		
6		Forecast	10000	6000	4000		
7	Mar	Actual	13580	5400	8180		
8		Forecast	10000	4000	6000		
9	Actual Profit Q1				=E3+E5+E7+E9		
10	Forecast Profit Q1				16000		

- A. A #REF! error message.
- B. A #VALUE! error message.
- C. A #NAME! error message.
- D. A Circular Reference error message

**Answer: D**

8. If row 4 is deleted, which formula will then be in cell B6?

Microsoft Excel - Student Budget.xls					
		A	B	C	D
B7		=SUM(B3:B6)			
1	My Budget				
2		Sep	Oct	Nov	
3	Clothes	40.00	65.00	25.00	
4	Books	115.00	35.00	15.00	
5	Travel	40.00	50.00	55.00	
6	Entertainment	100.00	180.00	195.00	
7	Total expenditure	295.00			
8					
9					
10					

- A. =SUM(B3:B6)
- B. =SUM(B3:B5)
- C. =B3+B4+B5
- D. =SUM(B3:B7)

**Answer: B**

9. Which formula entered into E2 would calculate the total cost (including delivery) of a Barbados garden suite and, if copied down, would automatically calculate the total cost for the other two garden suites.

	A	B	C	D	E
1		Table	Chairs (X4)	Sunshade	Total Inc delivery
2	Barbados	99.00	160.00	48.00	357.00
3	Miami	89.00	180.00	53.00	
4	Cote d'Azur	110.00	240.00	70.00	
5					
6	Delivery Cost	50.00			

- A. =SUM(B2:D2)+\$B\$6
- B. =SUM(B3:D3)+\$B\$6
- C. =SUM(\$B\$2:\$D\$2)+B6
- D. =SUM(B2:B42)+\$B\$6

**Answer: A**

10. Which formula entered into C12 would calculate the number of recorded rainfall readings taken over the 3 weeks?

	A	B	C	D
1	Rainfall Statistics			
2	Units per day			
3		Week 1	Week 2	Week 3
4	Mon	4	0.8	2.3
5	Tue	4.8	2.3	
6	Wed		6.5	
7	Thu	1.6		0.15
8	Fri	9.3		2.5
9	Sat	7.2	0.2	2.4
10	Sun	4.2	1.2	2.8
11				
12	Recorded readings:		16	

- A. =NUMBER(B4:D10)
- B. =COUNT(B4:B10)+(C4:C10)+(D4:D10)
- C. =COUNT(B4:D10)
- D. =NUM(B4:D10)

**Answer: C**

11. Which formula would display 7% in cell D8 if the customers order value is over 10,000 and would display 0% if not.

The screenshot shows an Excel spreadsheet titled 'The Solar Panel Co.xls'. The spreadsheet contains an invoice for 'Apex Builders' with order number 'SET009932'. The invoice lists three items: 150 '15" x 30" panels' at 34.55 each, 100 '9" x 12" panels' at 12.45 each, and 200 '20" x 20" panels' at 30.00 each. The sub-total is 12,427.50. A discount rate of 7% is applied, resulting in an amount due of 11,611.125. The formula bar shows '=IF(D7>10000,7%,0%)' in cell D8.

Order	Quantity	Price	Sub Total
15" x 30" panels	150	34.55	5,182.50
9" x 12" panels	100	12.45	1,245.00
20" x 20" panels	200	30.00	6,000.00
Order Value			12,427.50
Discount Rate			7%
Amount Due			11,611.125

- A. =IF (D7=10,000,7%,0%)
- B. =IF (D8>10000,7%,0%)
- C. =IF (D7>10000,7%,0%)
- D. =IF(D7<10000, 7%, 0%)

**Answer: C**

12. Dragging the fill handle up to cell B3 will fill B3 with:

The screenshot shows an Excel spreadsheet titled 'Microsoft Excel - Book1'. The spreadsheet contains a list of items in column B: Pencils, Stamps, Paper, Pens, and Envelopes. Cell B5 is selected, and the formula bar shows '= Pens'. The fill handle is visible at the bottom of cell B5.

	A	B	C	D
1				
2		Pencils		
3		Stamps		
4		Paper		
5		Pens		
6		Envelopes		
7				

- A. Envelopes
- B. Pens
- C. Paper
- D. Stamps

**Answer: B**

13. Which TWO of the following would calculate the amount left to spend for March?

	A	B	C	D
1	<b>Personal Budget</b>			
2		Jan	Feb	Mar
3	<b>Expenses</b>			
4	Rent	400	400	400
5	Bills	85	60	49
6	Food	120	120	120
7	Travel	0	32	230
8	<b>Total</b>	<b>605</b>	<b>612</b>	<b>799</b>
9	<b>Income</b>			
10	Salary	1,820	1,820	1,820
11	Bonus	53	60	202
12	<b>Total</b>	<b>1,873</b>	<b>1,880</b>	<b>2,022</b>
13	<b>To Spend!</b>			

- A. =D12-D8
- B. =SUM(D4:D7)-SUM(D10:D11)
- C. =(D10:D11)-(D4:D7)
- D. =SUM(D10:D11)-SUM(D4:D7)

**Answer: AD**


14. If the formula in B7 is copied to cell D7, which formula will display in the formula bar when D7 is selected?

Expenses Claim.xls				
	A	B	C	D
1	Expenses			
2		Sep 11th	Oct 17th	Nov 4th
3	Meals	35.00	43.00	27.00
4	Hotel	55.00	49.00	54.00
5	Mileage	93.00	108.00	75.00
6	Cash from Petty cash	100.00	150.00	100.00
7	Amount due	83.00		

- A. =SUM(B3:B5)-B6
- B. =SUM(C3:C5)-C6
- C. =SUM(D3:D5)-B6
- D. =SUM(D3:D5)-D6

**Answer: D**

15. Which formula entered into B10 would find the heaviest rainfall in the seven days?

	A	B	C
1	<b>Rainfall Statistics</b>		
2		<b>Millimetres per day</b>	
3	Monday	4	
4	Tuesday	4.8	
5	Wednesday	2.1	
6	Thursday	1.6	
7	Friday	9.3	
8	Saturday	7.2	
9	Sunday	4.2	
10	<b>Maximum Rainfall</b>		
11			

- A. =MAXIMUM(B3:B9)
- B. (MAX B3:B9)
- C. =MAXIMUM(B3:B10)
- D. =MAX(B3:B9)

**Answer: D**

16. If the Enter key was pressed to accept the formula in cell E8, what would appear in the cell?

	A	B	C	D	E
1	<b>Profit Projection</b>				
2		<b>Income</b>	<b>Costs</b>	<b>Profit</b>	
3	<b>Jan</b>	<b>Actual</b>	12560	2350	10210
4		Forecast	10000	4000	6000
5	<b>Feb</b>	<b>Actual</b>	12980	4580	8400
6		Forecast	10000	6000	4000
7	<b>Mar</b>	<b>Actual</b>	13580	5400	8180
8		Forecast	10000	4000	=B8-D8

- A. #REF!
- B. 6,000
- C. #VALUE!
- D. #NAME!

**Answer: C**

17. Dragging the fill handle down to cell A5 will fill A5 with:



- A. Week 3
- B. Week 4
- C. Week 5
- D. Week 7

**Answer: D**

18. Which of the following formulas would calculate the Net Sales for January in this worksheet?

	A	B	C	D
1		January	February	March
2	Week1	12045	13500	29520
3	Week2	16520	16800	19800
4	Week3	23560	12444	14560
5	Week4	10250	23402	32001
6	<b>Sales</b>	<b>62375</b>	<b>66146</b>	<b>95881</b>
7	Week1	120	231	320
8	Week2	240	128	125
9	Week3	45	98	225
10	Week4	330	124	154
11	<b>Refunds</b>	<b>735</b>	<b>581</b>	<b>824</b>
12	<b>Net Sales</b>			

- A. =SUM(B2:B11)
- B. =B6 + B11
- C. =B6 - B11
- D. =SUM(B6:D6)-SUM(B11:D11)

**Answer: C**


19. Which one of these combinations is used to indicate that cell C1 has an absolute reference?

- A. ?C?1
- B. #C#1
- C. \$c\$1

D. /C/1

**Answer: C**

20. Which formula entered into B10 would find the average amount of sunshine for March to September?

	A	B	C
1		<b>Sunshine Statistics</b>	
2		Hours per day	
3	March	4	
4	April	4.7	
5	May	2.1	
6	June	1.6	
7	July	9.3	
8	August	7.2	
9	September	4.2	
10	Average Hours/day		

A. AVERAGE=B4

B. (AVG)B3:B9

C. AVERAGE(B3:B9)

D. AVG(B3:B9)

**Answer: C**