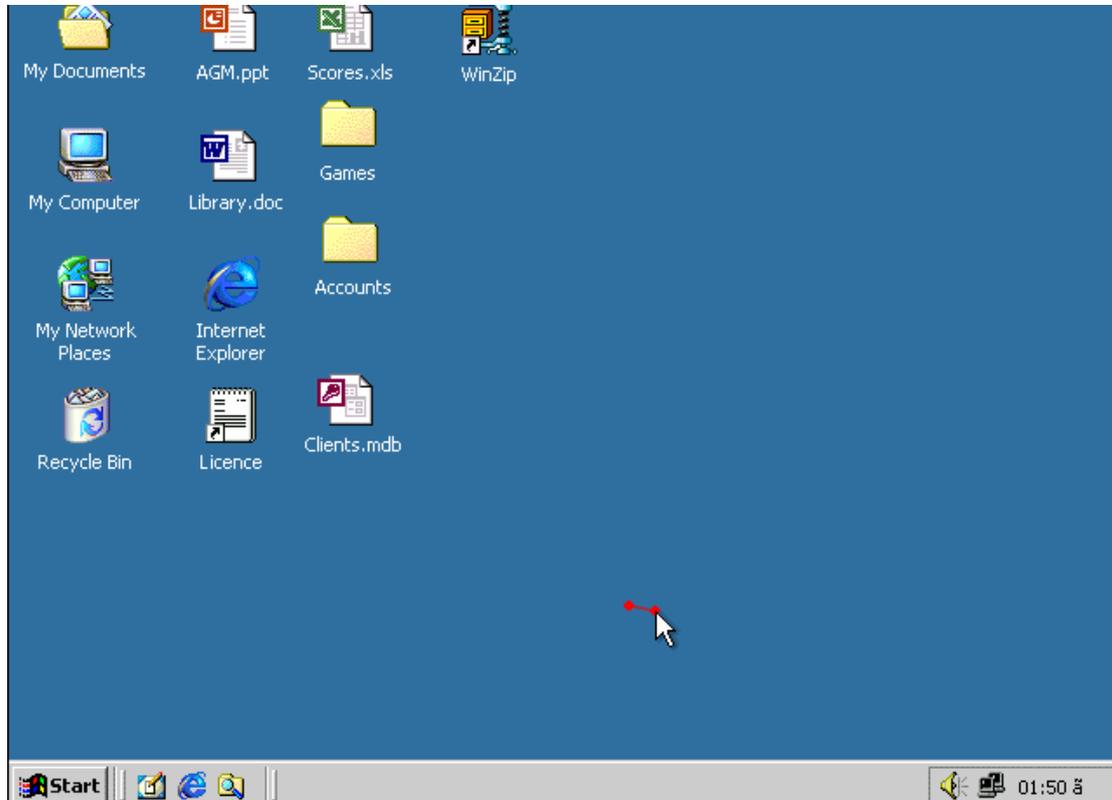


ICDL Windows Exams

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Question 1



On the simulated **Windows** desktop carry out the necessary steps to **restart** the computer.

Note: Do not use **Ctrl + Alt + Delete** for this question.

Select start > shutdown > select restart > ok

Be careful:

- Shutdown
- Stand By
- Log of user

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Question 2

If the computer application you are working on has "**frozen**" what is the first thing you should do?

-
- Re-install the non-responding application.
-
- Press Ctrl+Alt+Delete.
-
- Turn off the PC's power supply.
-
- Select Exit from the application's File menu.
-



Press Ctrl + Alt + Delete.

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Question 3

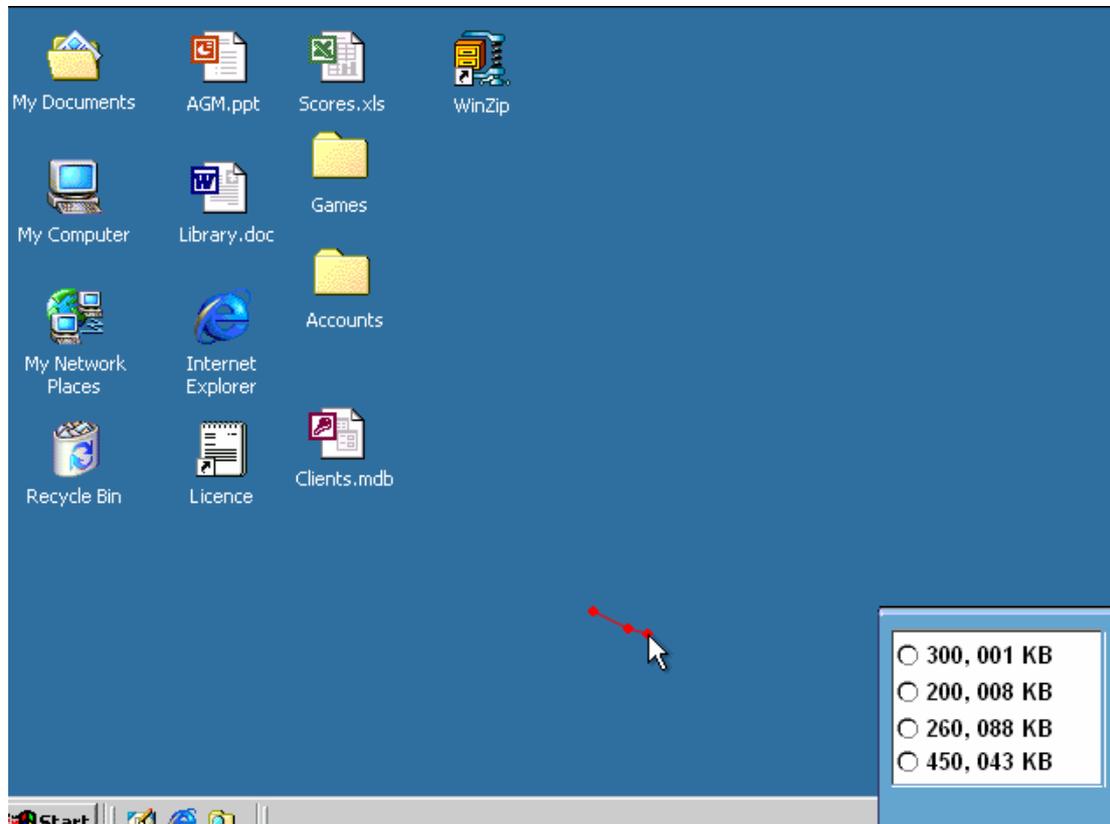
Pressing which of the following keys would place a picture of what is currently displayed on your monitor onto the clipboard?

-  Print
Screen
SysRq
-  Ctrl +  C
-  F5
-  Ctrl +  Insert

Print screen

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Question 4



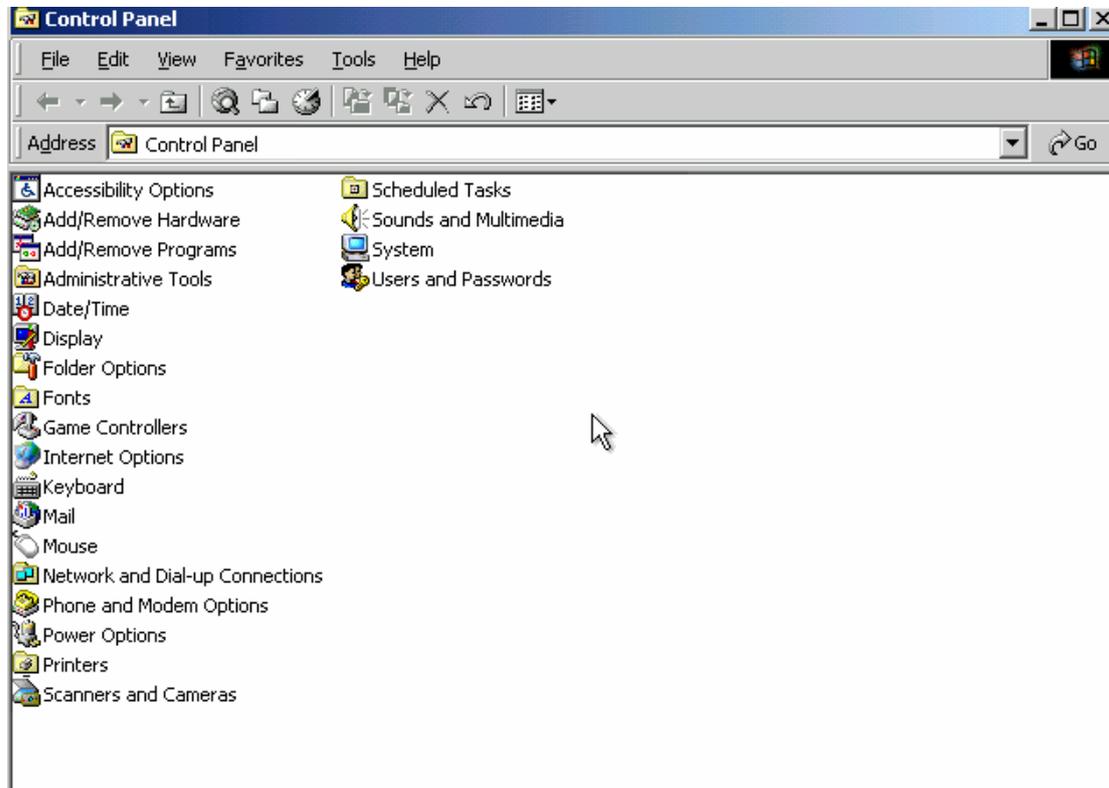
Use the simulated Windows Desktop to find out how much **RAM** is installed.

Select the appropriate radio button then click on **SUBMIT**.

Right click on my computer
Properties > General
Then select the RAM Speed > ok

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Question 5

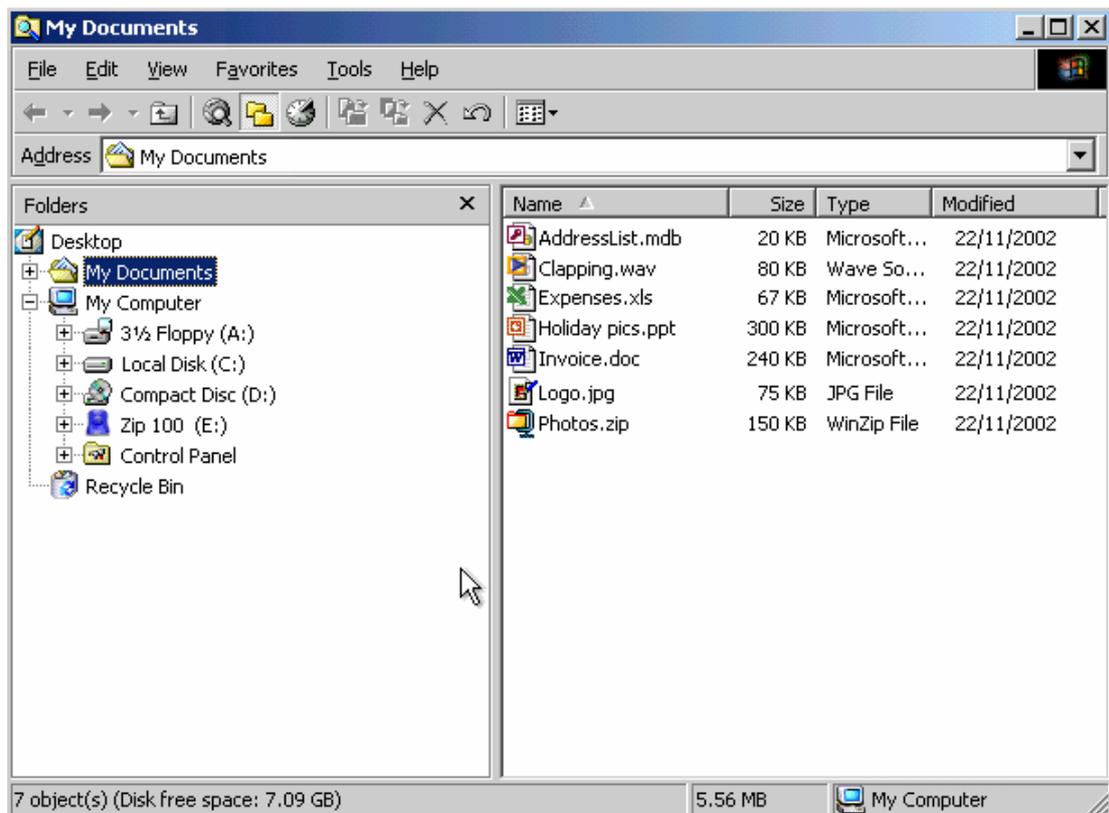


Change the keyboard language to **UK English**.

Double click Keyboard
Input Locales > select to English UK
Press Set as Defaults >> ok

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Question 6

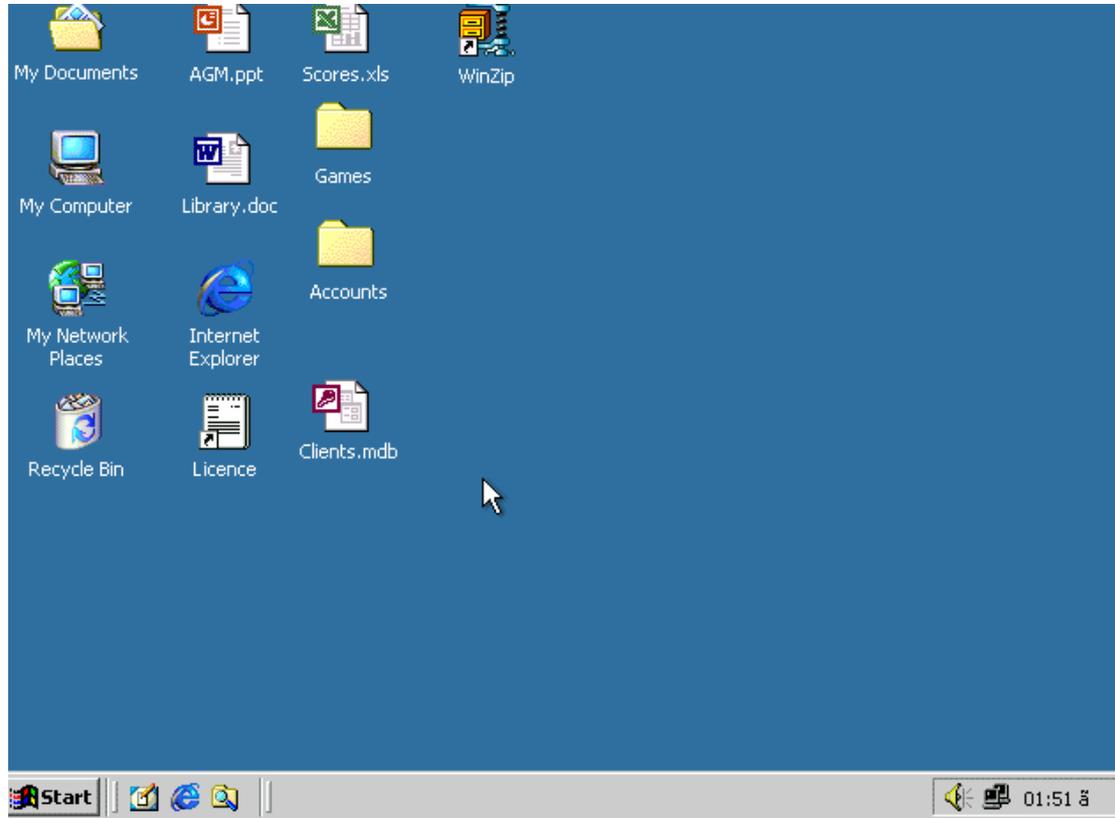


Access the dialog box that would enable you to format the **3 ½ Floppy (A:)** drive.

Right Click on Floppy (A :)
Select > format.

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Question 7

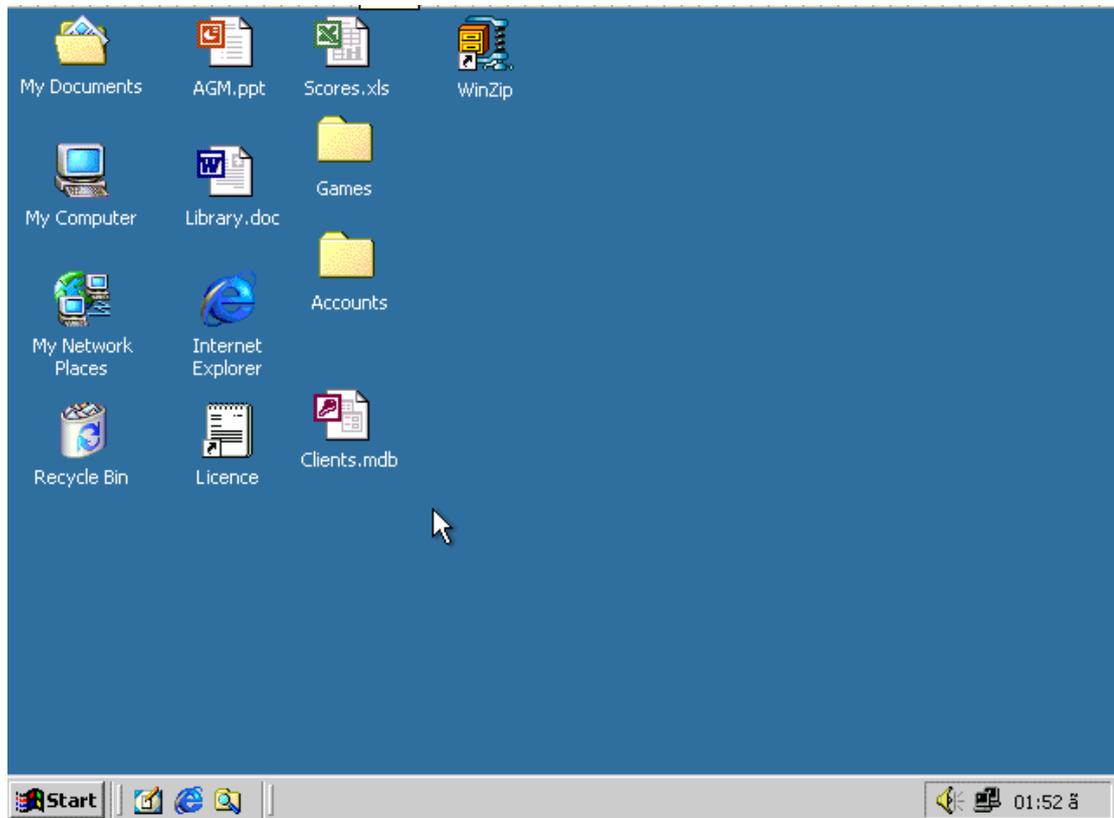


Access the dialog box that would enable you to install new software.

- 1- Double click on my computer
- 2- Double click on control panel
- 3- select Add/Remove programs.

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Question 8



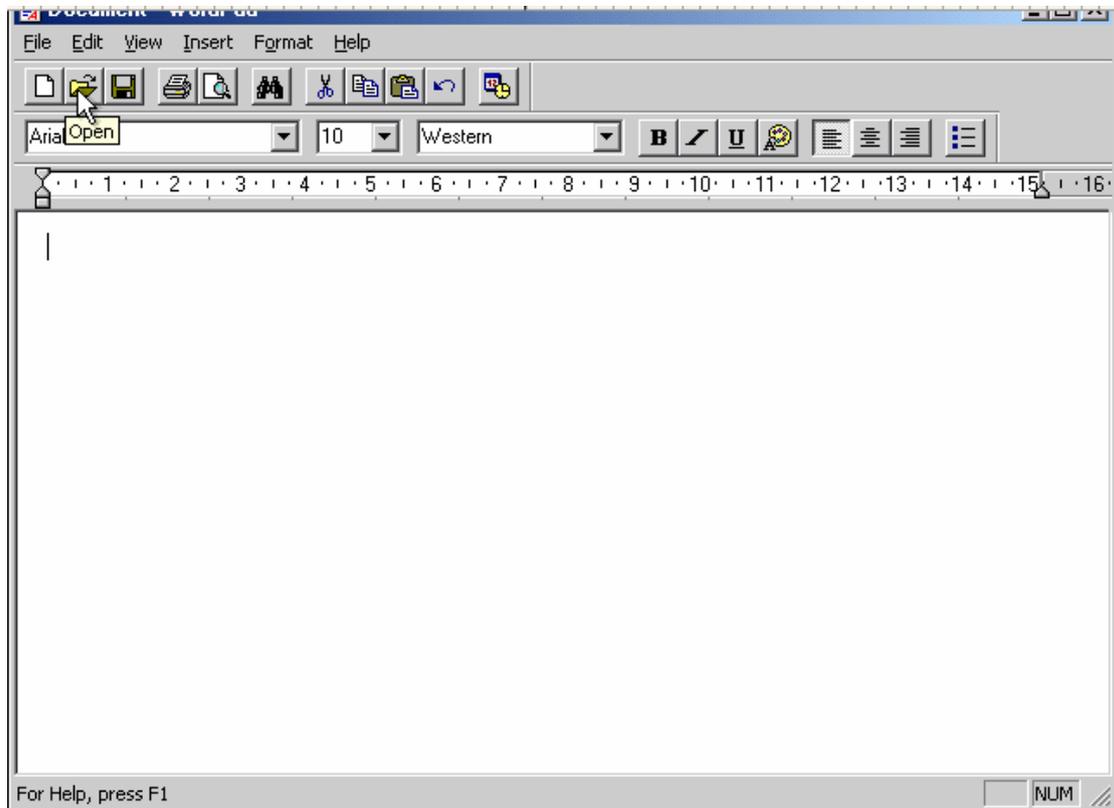
Use the **Index** tab of the Windows Help system to find help on **audio files**.

Click the **Display** button when you have finished.

Click on start menu > select help > select index tab
Type audio files > click display.

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Question 9

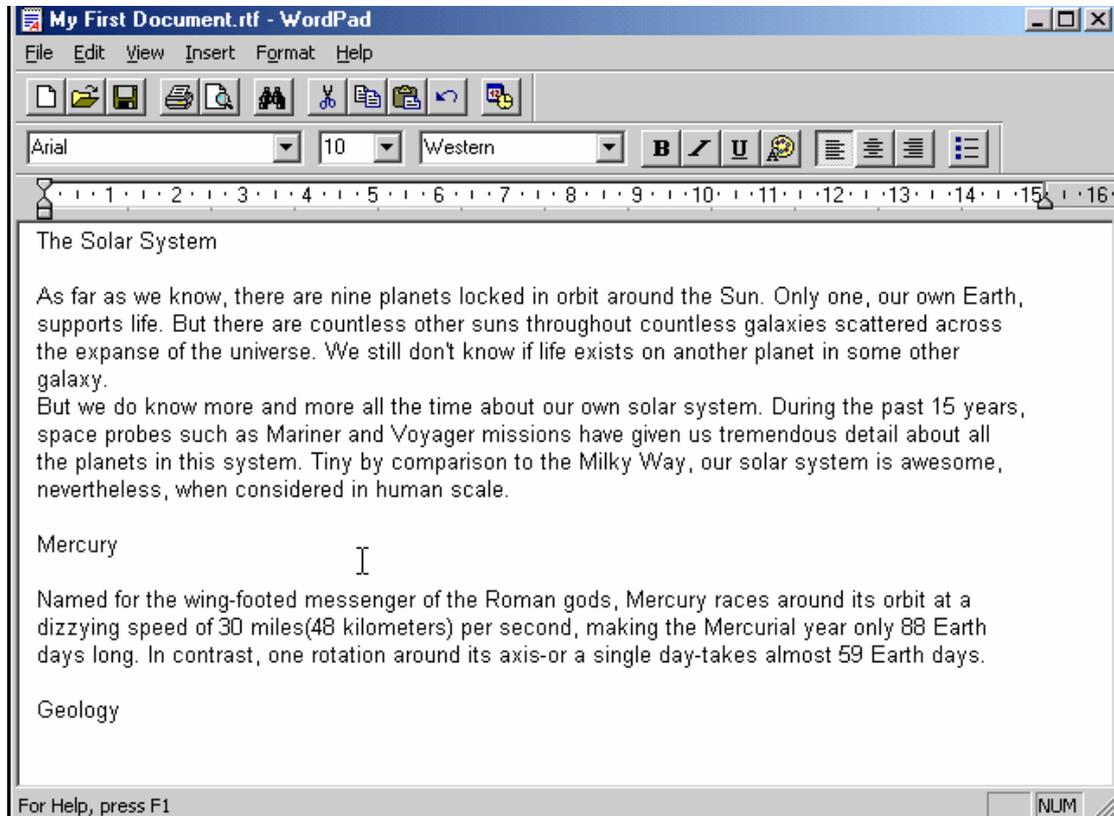


Open the file, **Introduction.doc**, which was recently opened in WordPad.

**File > select to file name called Introduction
At the last of this menu**

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Question 10



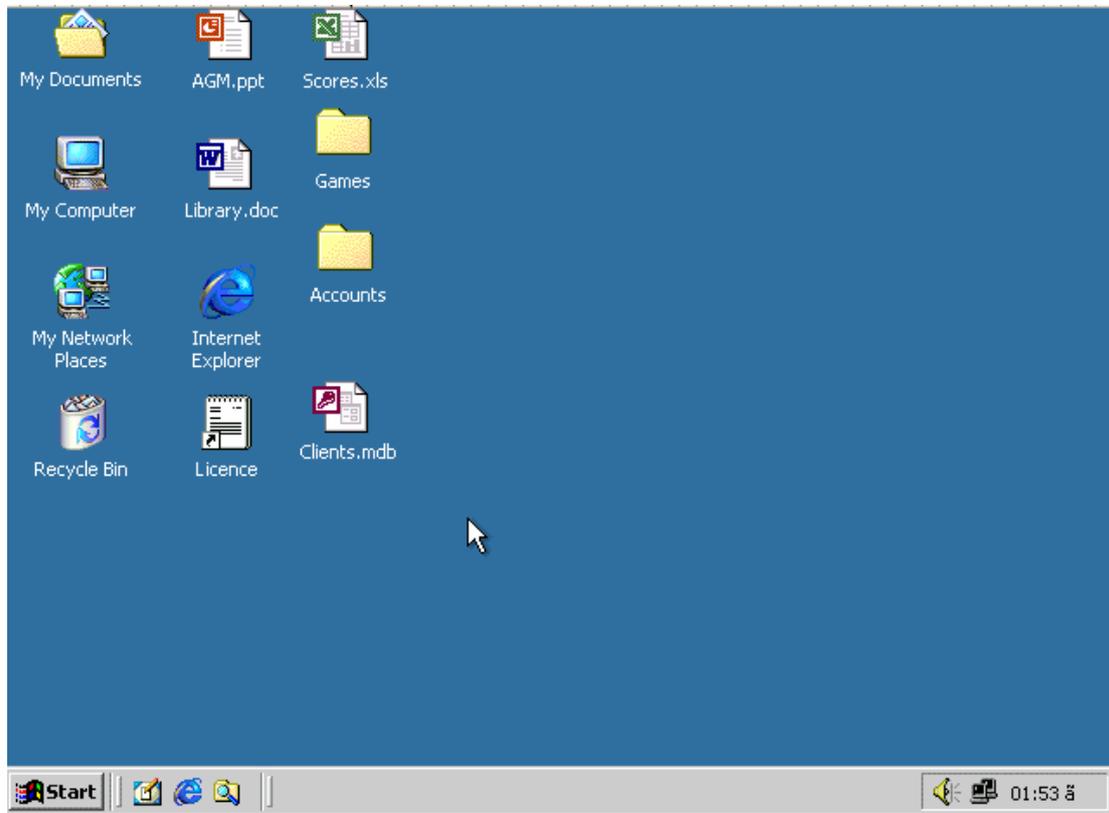
Save this file, **My First Document.rtf** onto the **3 ½" Floppy (A:)** drive.

Note: This is a simulation - you do not need a floppy disk in the disk drive.

File > save as > select my computer
Then select 3½ floppy (A:) > click save.

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Question 11

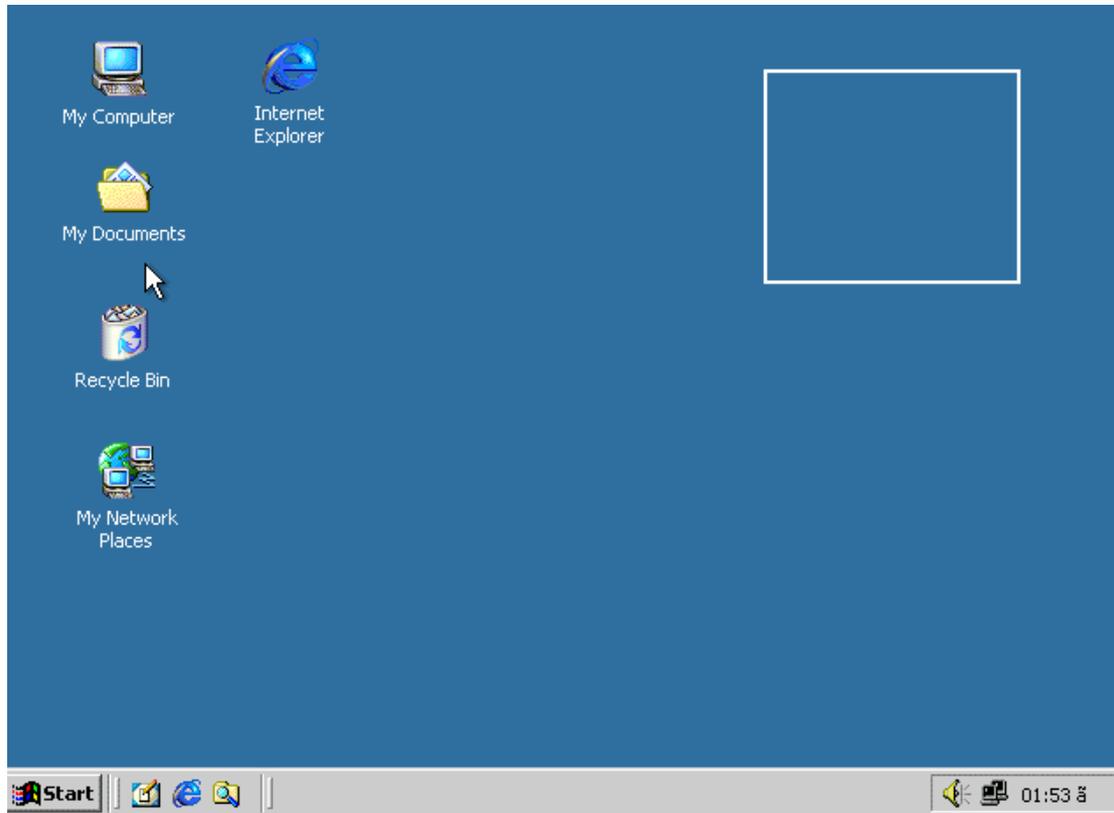


Which of these icons is an application?

Click on Internet explorer icon.

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Question 12

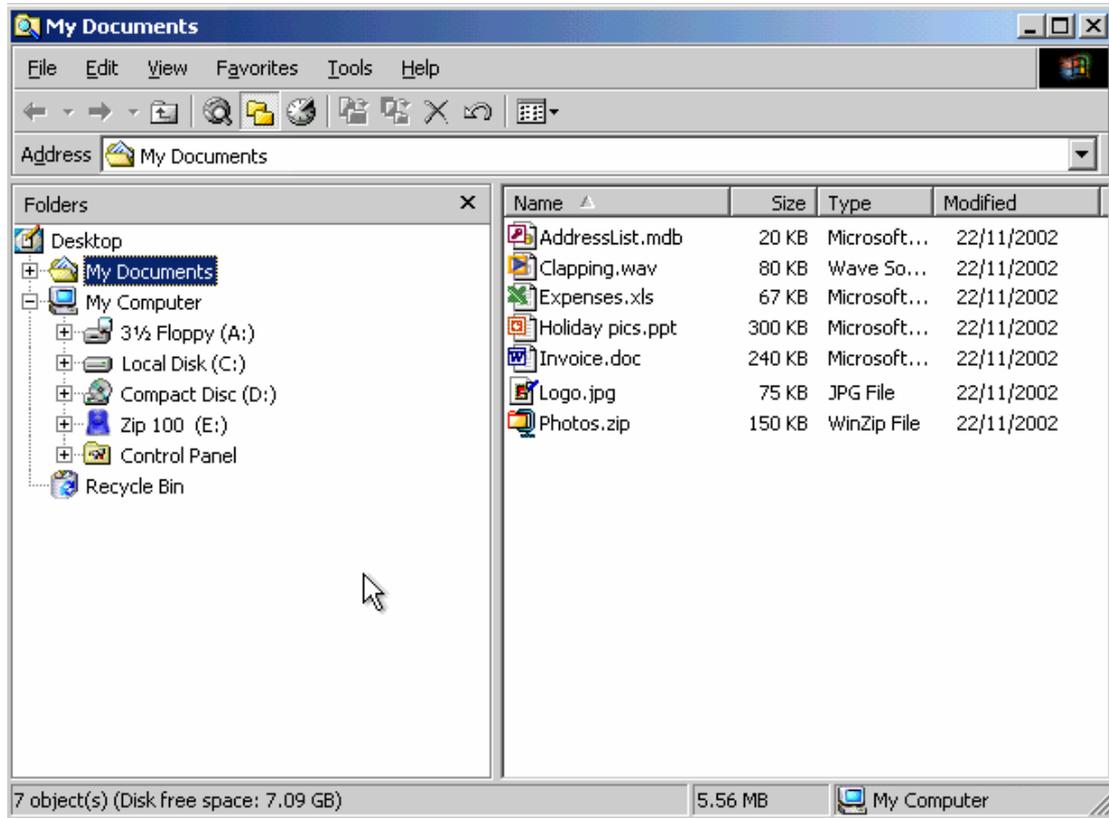


Click and drag the **My Documents** icon into the white frame.

Click and drag my documents to the frame in the right side in the desktop.

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Question 13

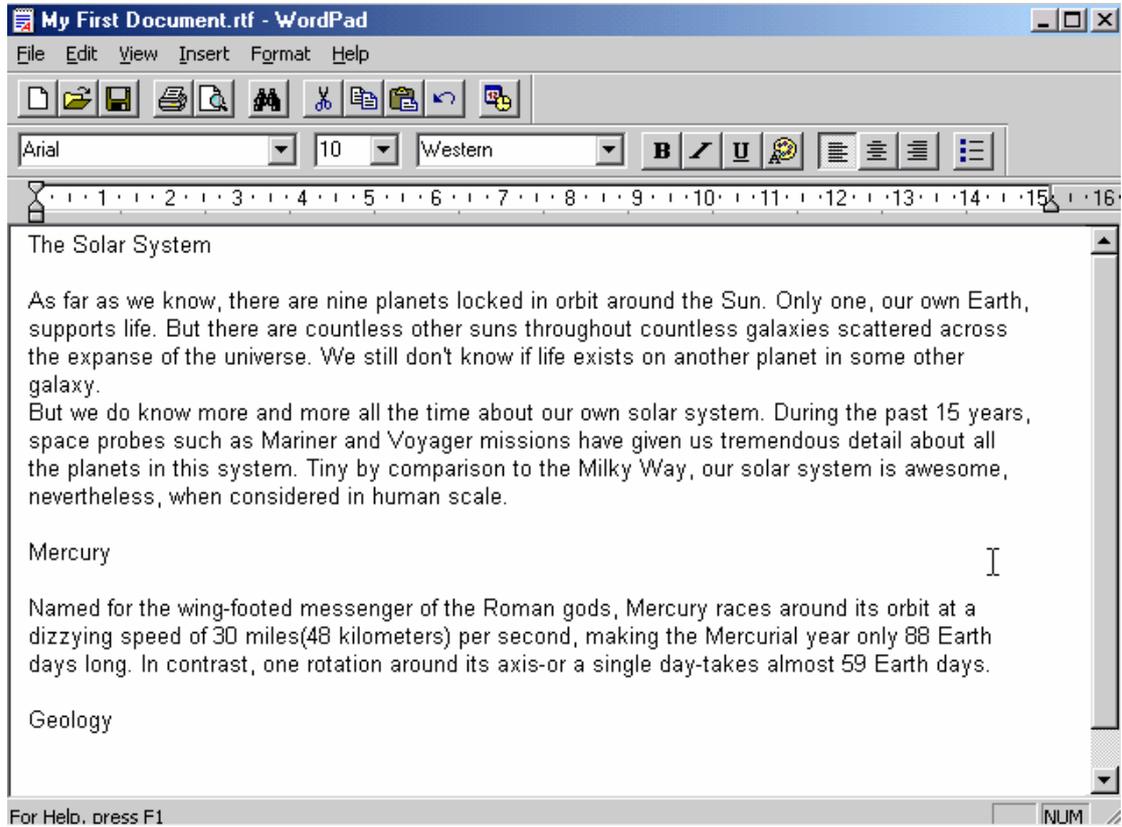


In this Explorer window create a shortcut to the PowerPoint file called **Holiday pics.ppt**.

Select the Holiday pics.ppt file from right pane
Right click to select create shortcut.

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Question 14

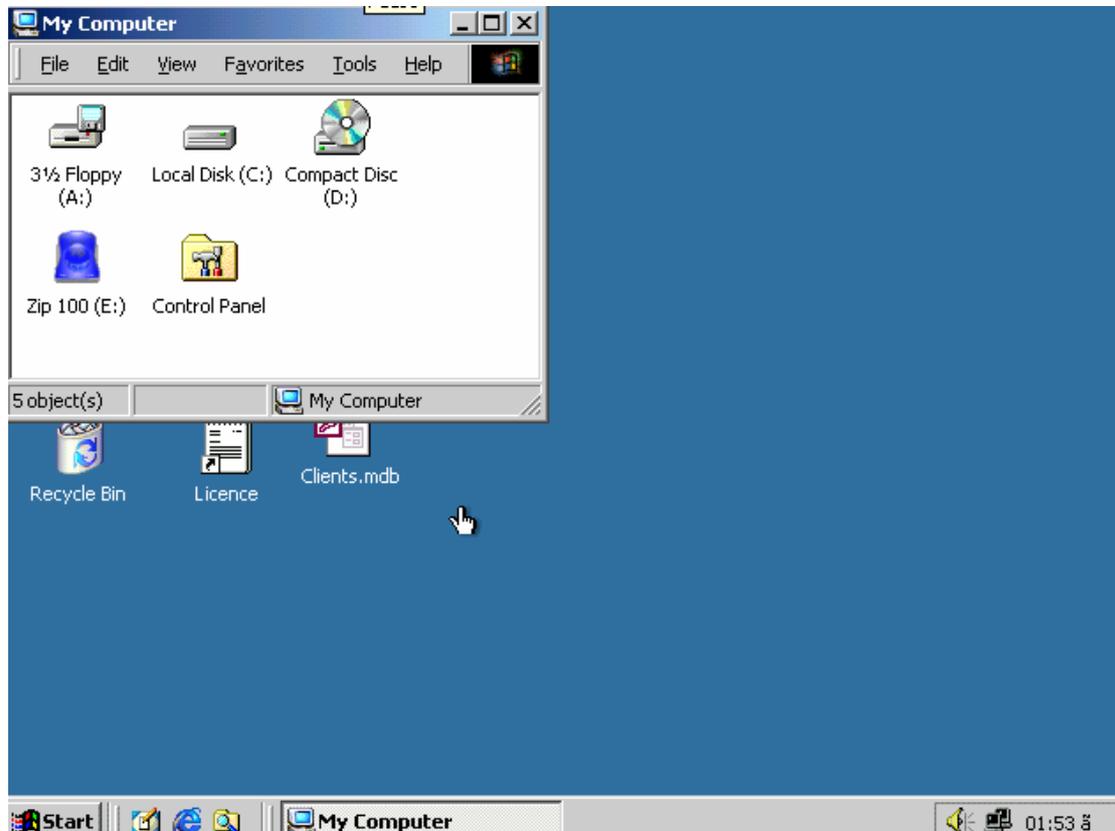


Click on WordPad's Scroll bar.

Click on the scroll in the right side

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Question 15

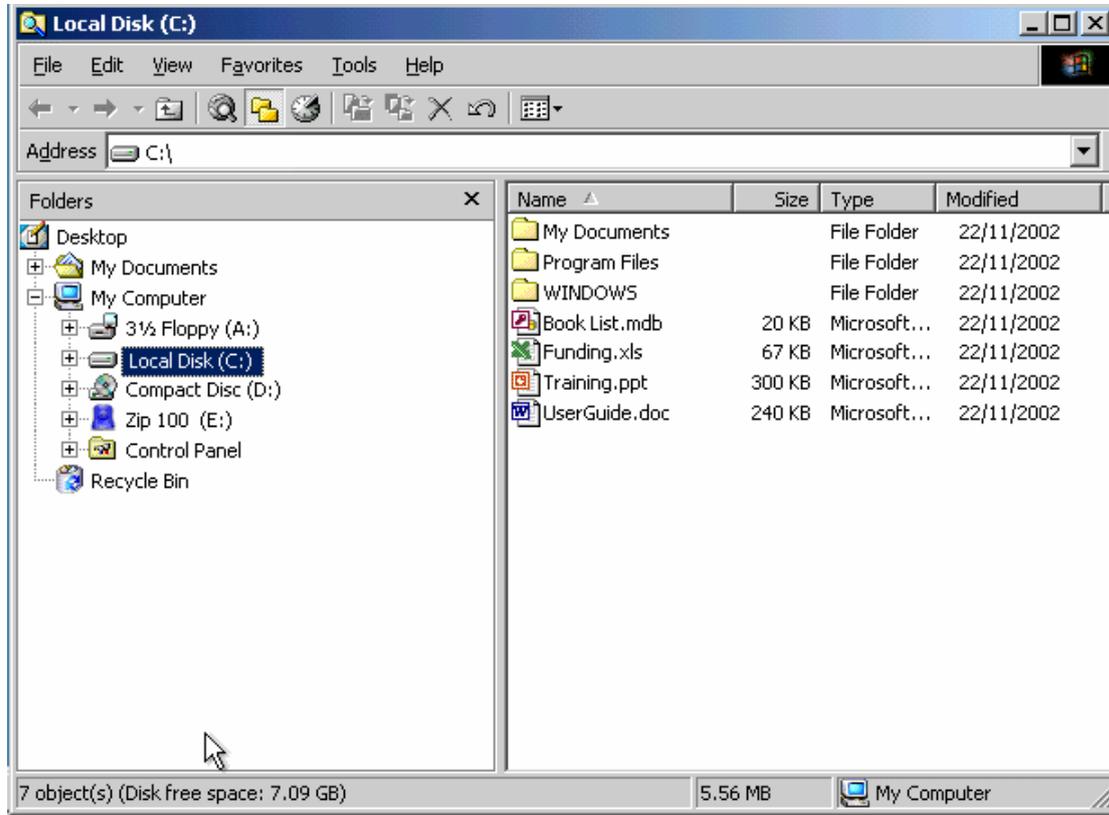


Minimise the **My Computer** window.

Click in minimize button in my computer.

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Question 16

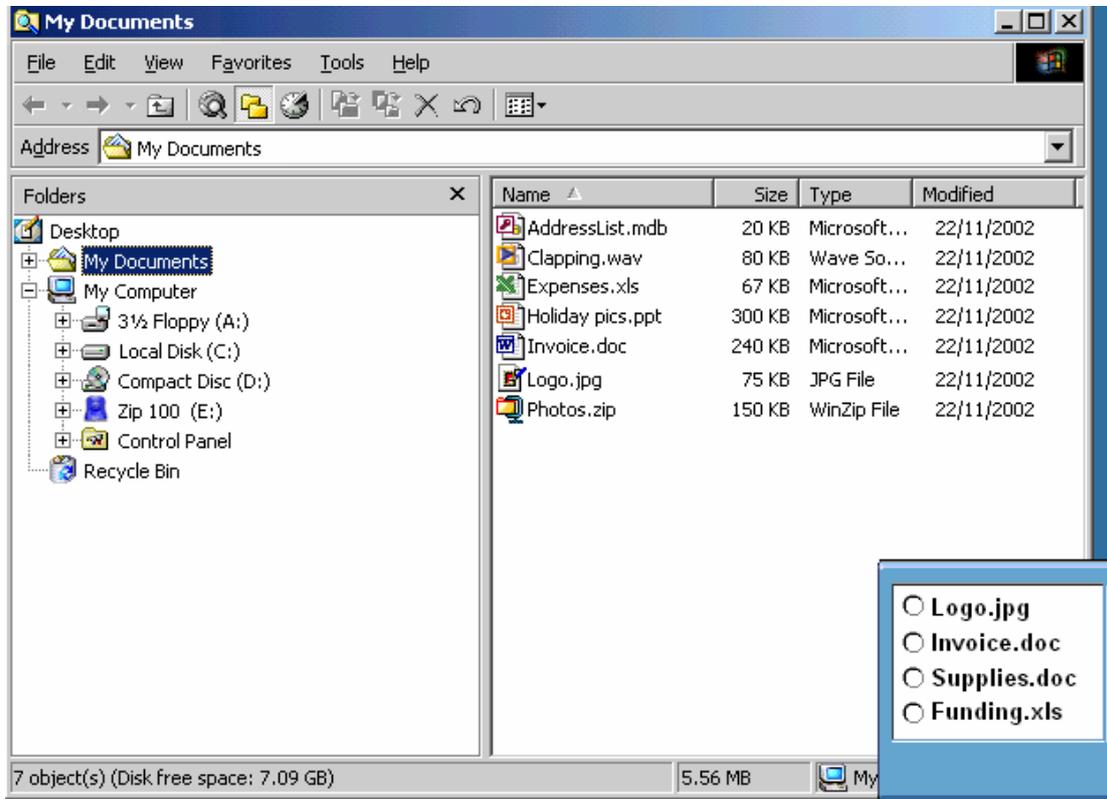


This window shows the contents of the **C:** drive in the **right-hand** pane. Click on the correct location to display the **C:** drive's folders in the **left-hand** pane as well.

Click on the + icon in drive C

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Question 17



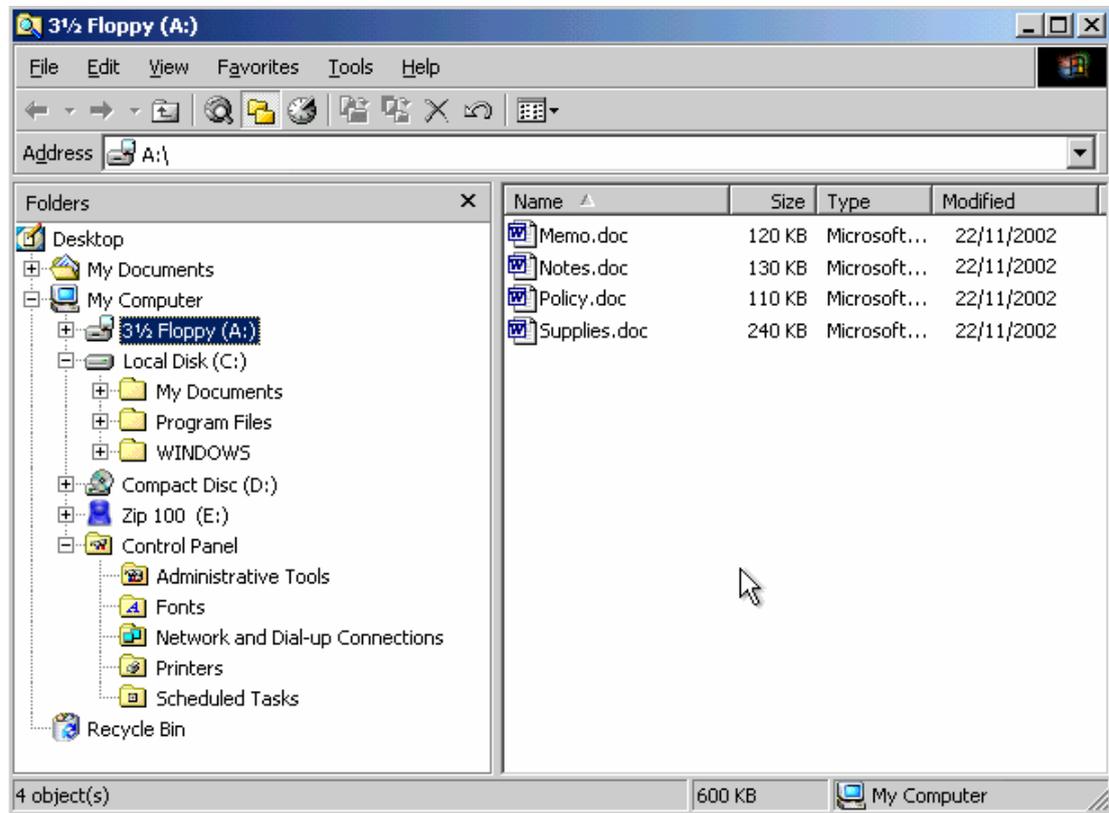
Which of these files is stored on the 3 ½ Floppy (A:) drive?

Select the appropriate radio button then click on **SUBMIT.**

Select to 3½ floppy choose the existing file.

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Question 18



Create a new folder on the **3 1/2 Floppy (A:)** drive and name it **Dates**.

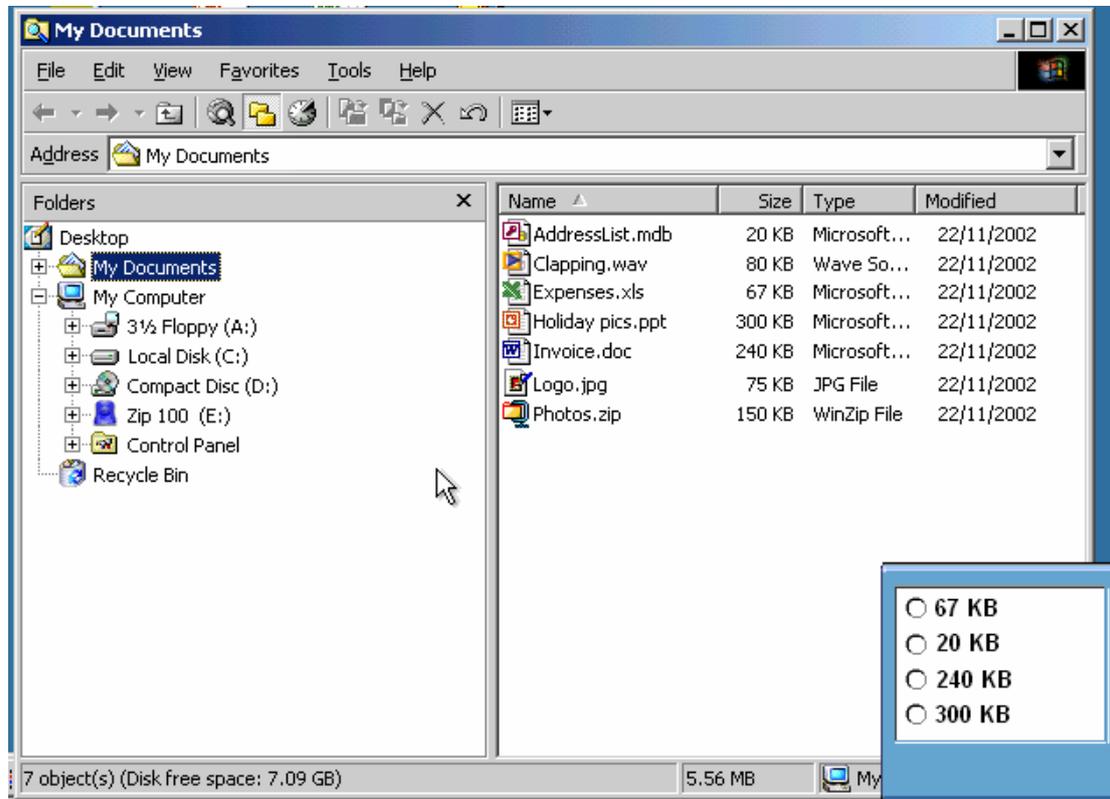
Press the **Enter** key when you have finished.

Right click

Select New > Folder > type Dates > Enter.

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Question 19

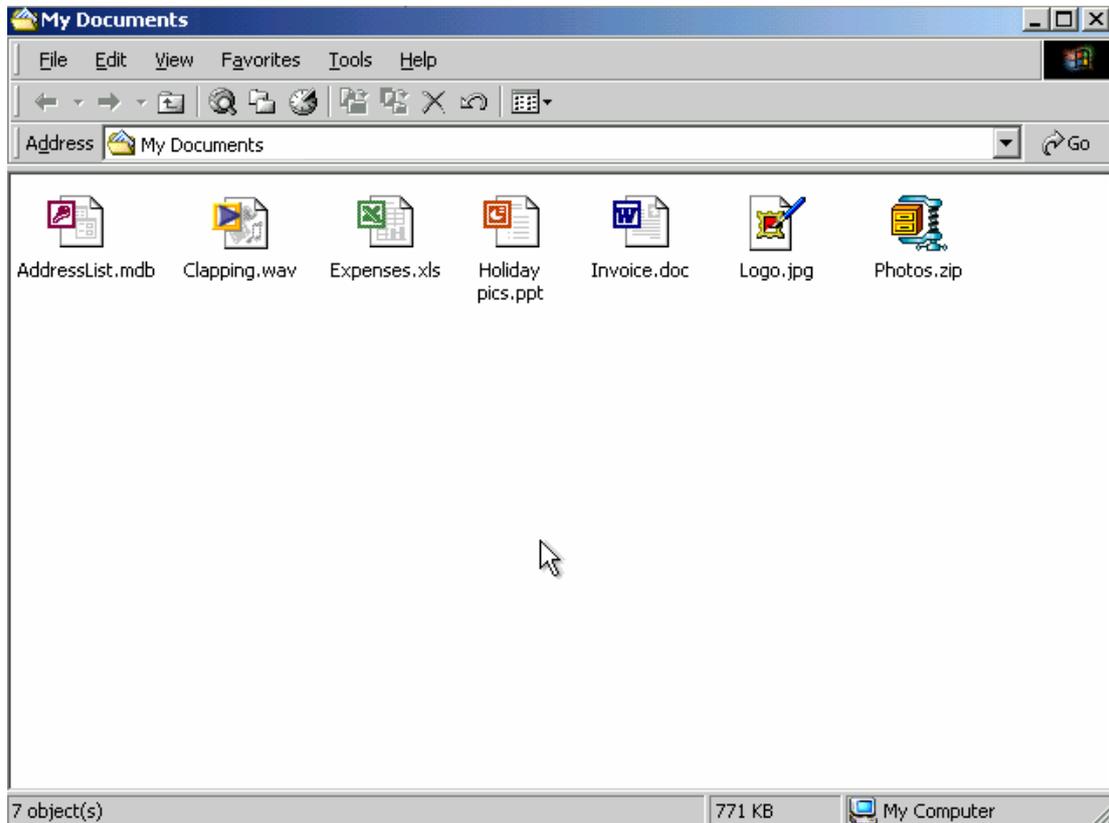


Open the **C:** drive folder and indicate which of these file sizes applies to the file **Training.ppt**.
Select the appropriate radio button then press **SUBMIT**.

Select the C: drive
From the right pane look at the size for file Training.ppt.

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Question 20



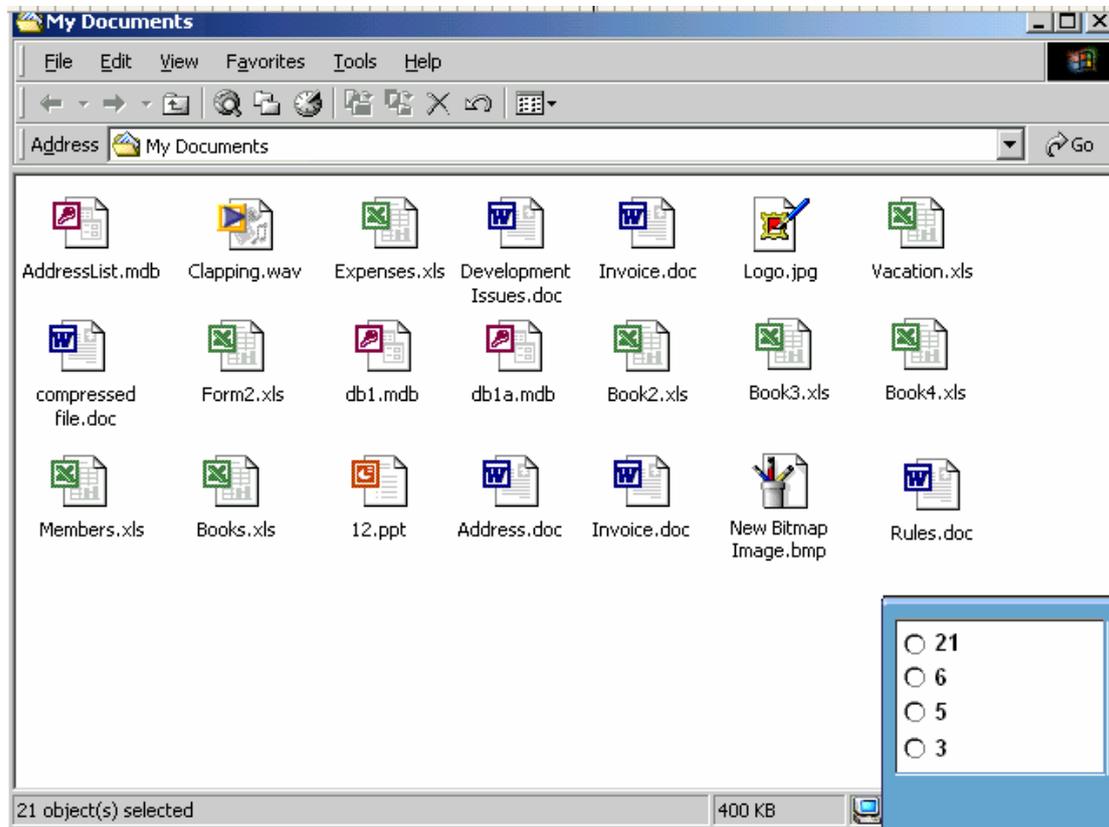
Which of these files is a **spreadsheet** file?

Click on the appropriate file to submit your answer.

Double click on the Excel file

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Question 21



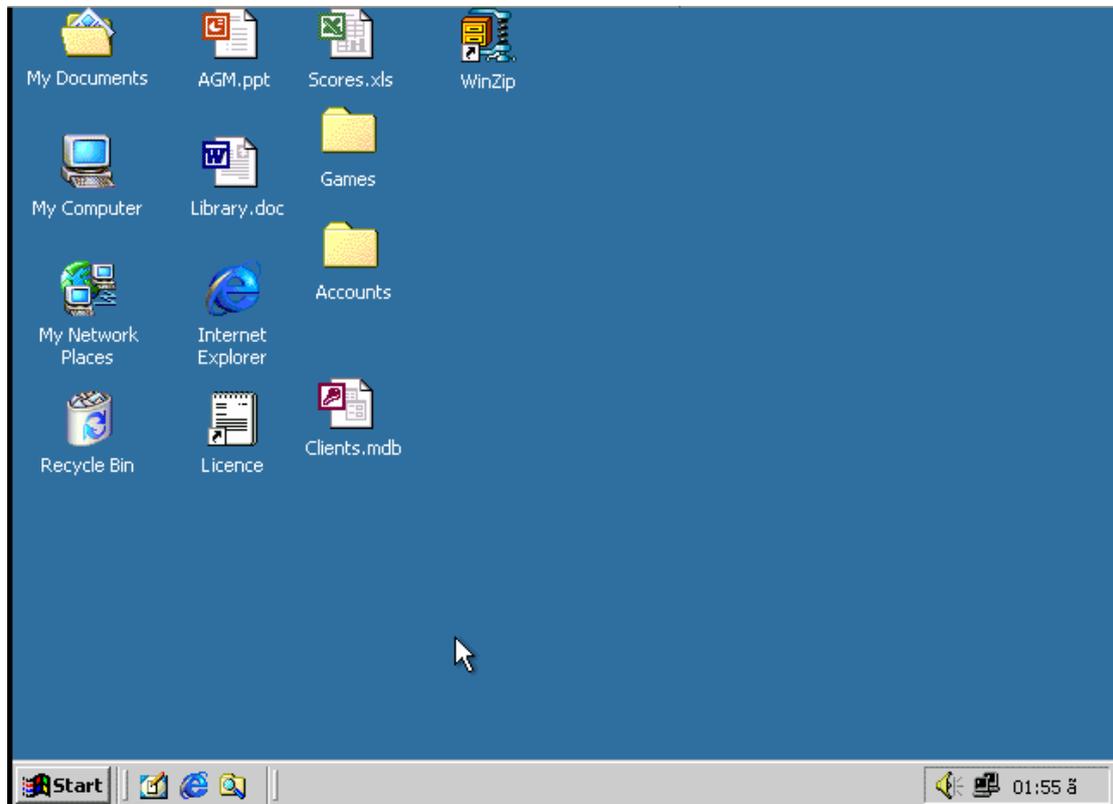
How many **Word** files are there in this window?

Select the appropriate radio button then click on **SUBMIT**.

Count the number of the word files in the window

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Question 22



From the Desktop, make **AGM.ppt** read/write.

**Right Click on the file AGM.ppt P
Properties > uncheck read only > ok**

Question 23

_____ are important as they tell the computer which application to use to open a file.

Desktop Icons

File Names

User Names

Version Numbers

File Extensions



File Extensions

Question 24

Disabling any viruses within a file
is called _____.

Disinfecting

Deleting

Disarming

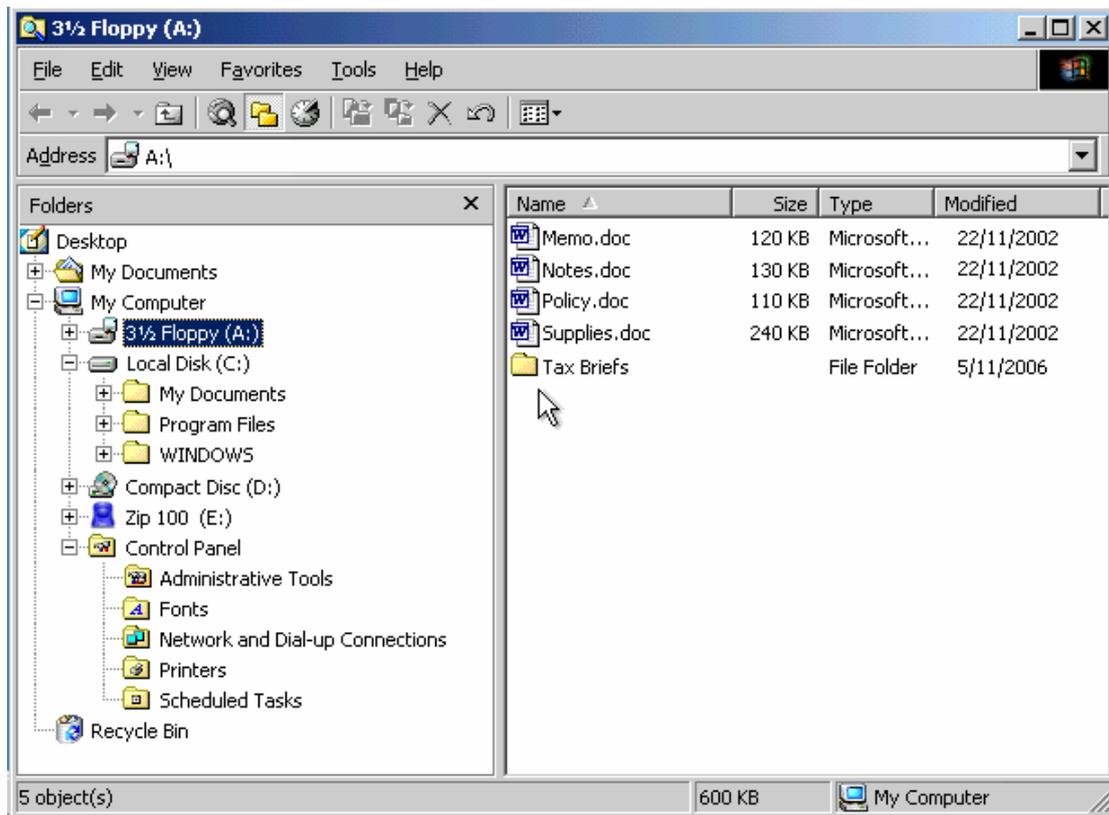
Virus Scanning

File Cleanup

Disinfecting

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Question 25



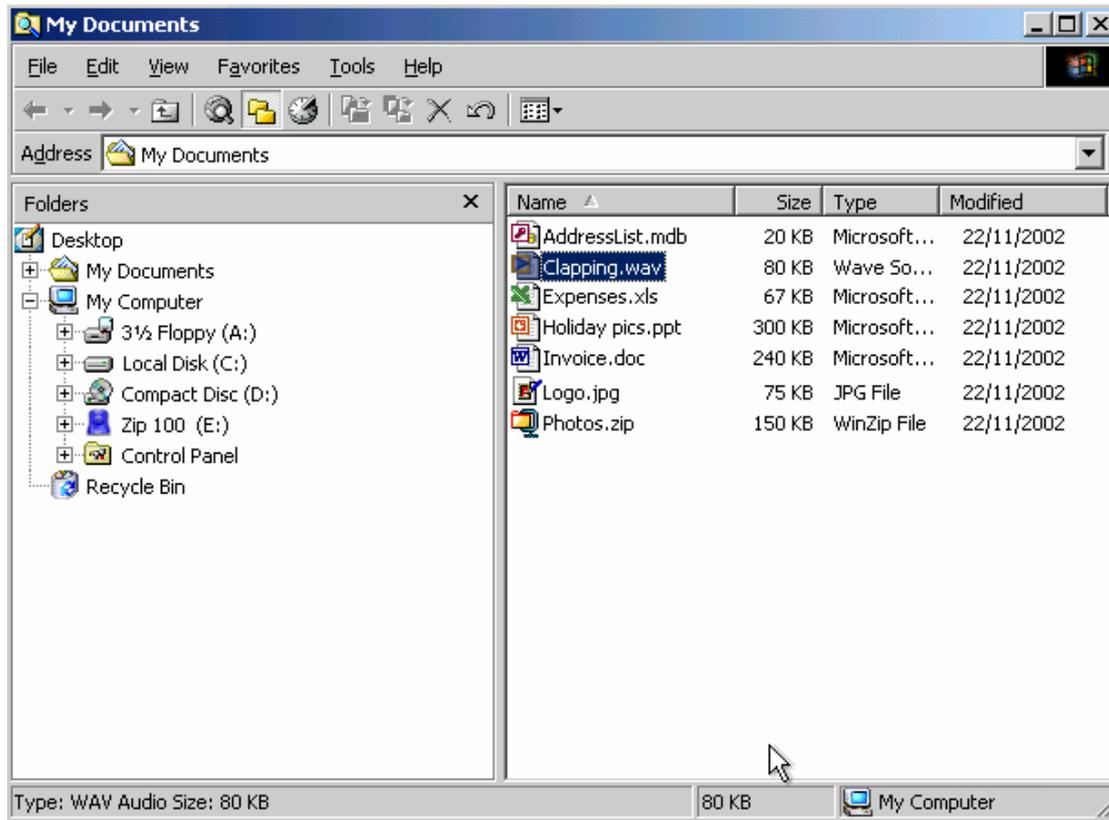
In the current **A:** drive, change the name of the folder entitled **Tax Briefs** to **Tasks**.

Press the **Enter** key when you have finished.

Right click Tax Briefs
Select Rename > type Tasks > press Enter.

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Question 26



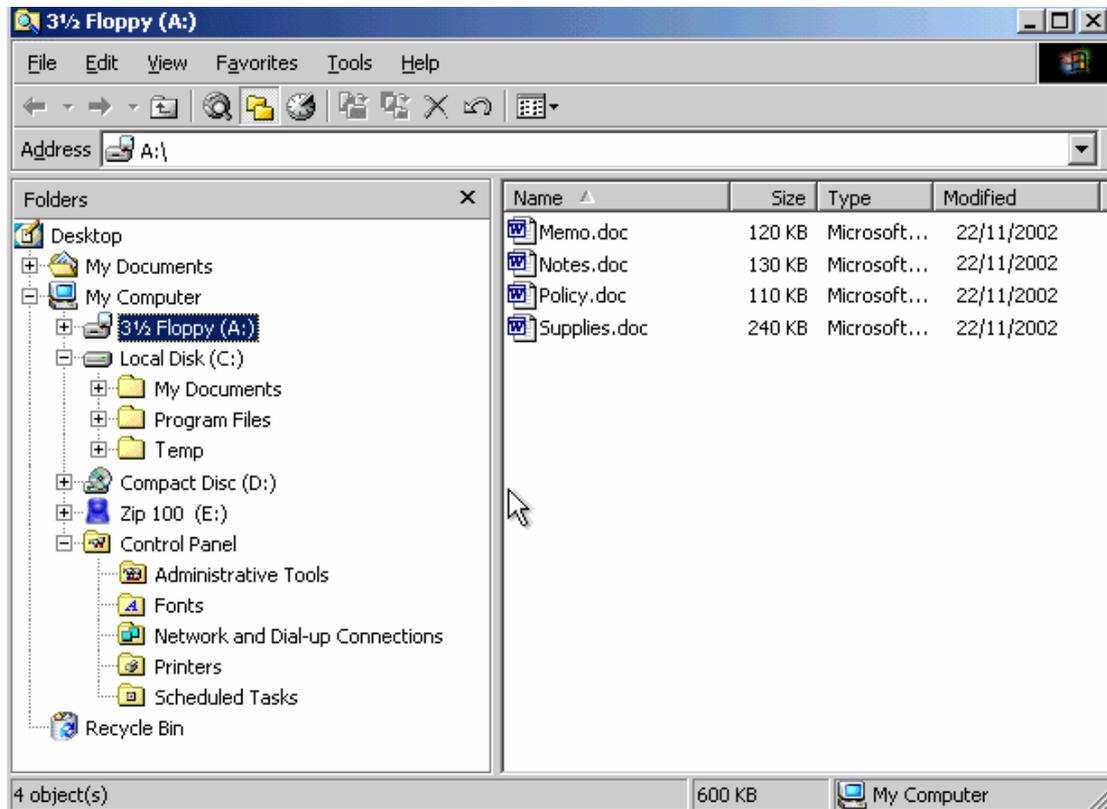
Without deselecting the file **Clapping.wav select **Logo.jpg**.**

Do not select any other files.

Press & Hold Ctrl from keyboard > Select Logo.jpg file.

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Question 27



Move the **Policy.doc** file from the 3 ½ Floppy (A:) drive to the Zip 100 (E:) drive.

Right click on the file Policy.doc
Cut > open Zip 100 (E :) drive > paste.

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Question 28

Which of these statements is **false**?

It's important to backup files to an external storage device so that:

- 
-
- you still have files stored in external location if the building with your PC is flooded.
-
- original files can be restored from backup if someone on the network deletes files by mistake.
-
- two teams can work on the same files in two different locations.
-
- you can restore your files from backup if you lose your laptop.
-

- Two teams can work on the same files in two different locations**

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Question 29

Which **two** of these statements could each be used to complete the following sentence? A computer virus is a program that:

- can usually be detected by anti-virus software.

- cannot enter your computer unless your computer is on a network.

- disappears once it has displayed a message.

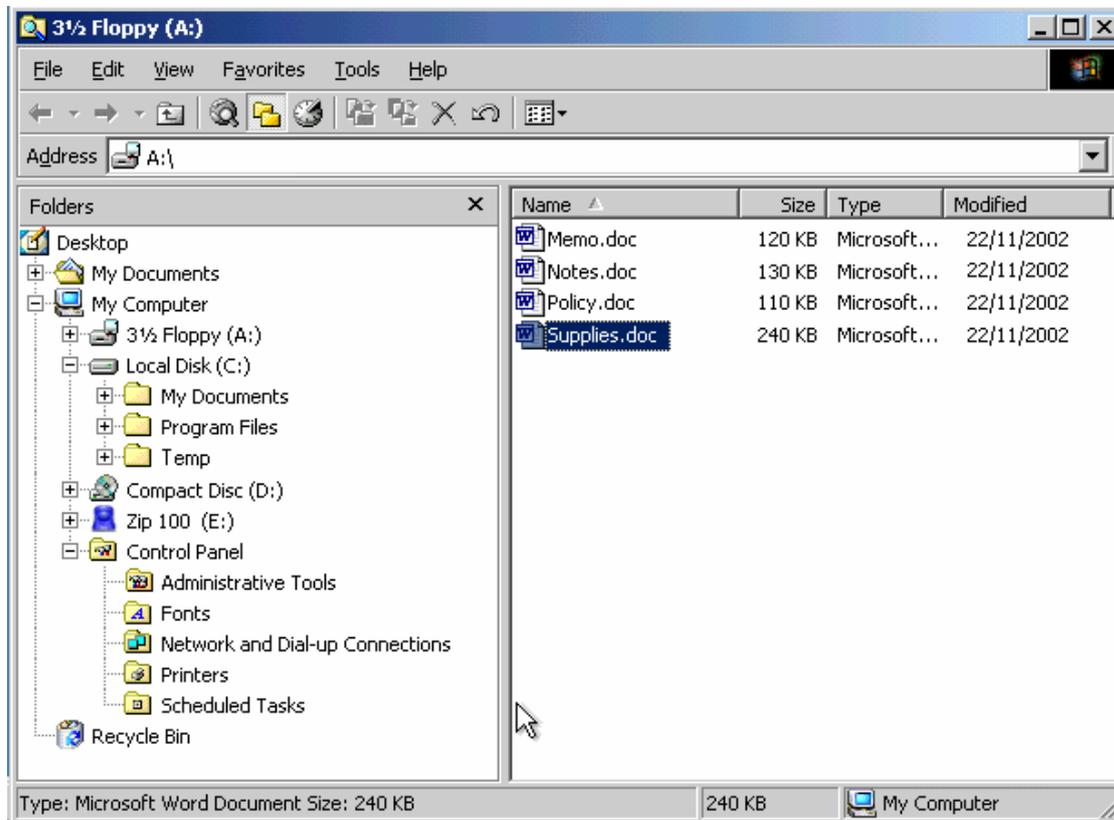
- can reproduce itself via email attachments.

- can enter a computer system if hardware such as a new mouse is added.

- Can usually be detected by anti-virus software.**
- Can reproduce itself via email attachments.**

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Question 30

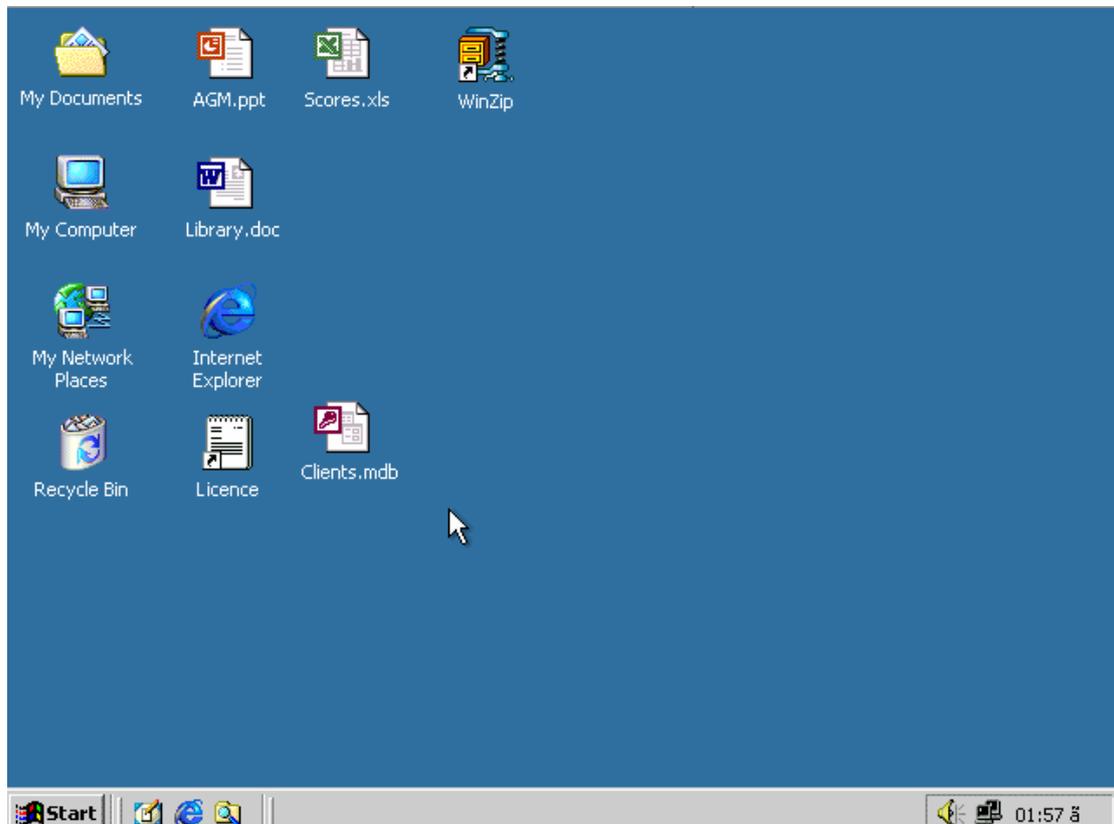


Delete the file Policy.doc.

Select the file Policy.doc > press delete on standard bar.

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Question 31



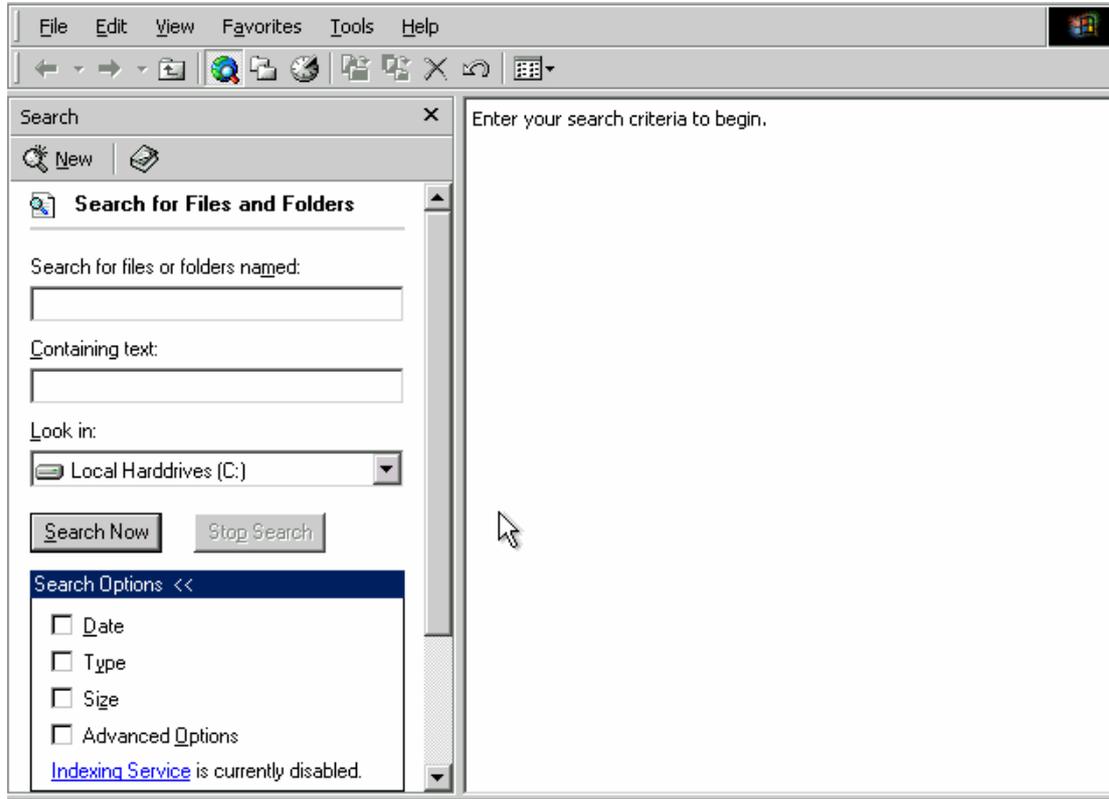
Using the Windows Search tool, find a file named **Bookings** on the **C:** drive.

Press the **Search Now** button to submit your answer

**Select start menu → search → for files or folders → type “Booking”
in search for files or folders named → press Search now.**

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Question 32



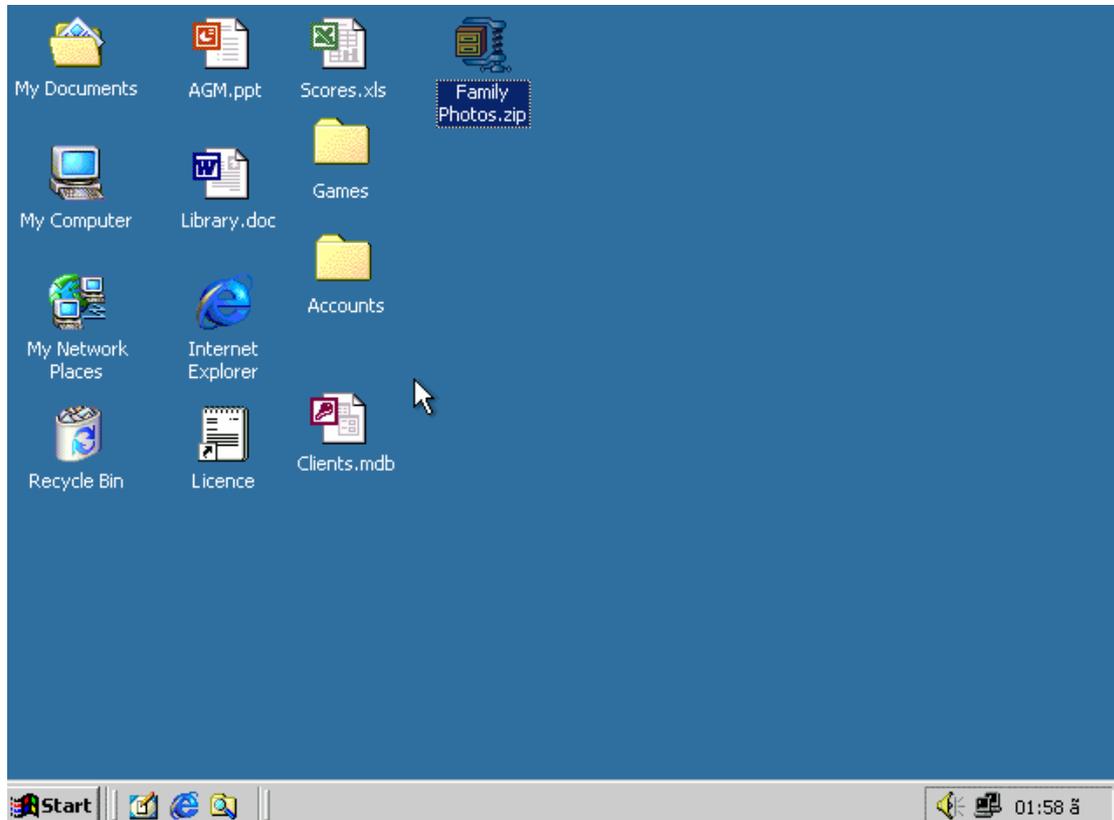
Find all files on the **C:** drive that were **created** during the previous **2 months**.

Click the **Search Now** button to submit your answer.

Check Date from search options → select file created from drop down list → choose in the last 2 months.

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Question 33

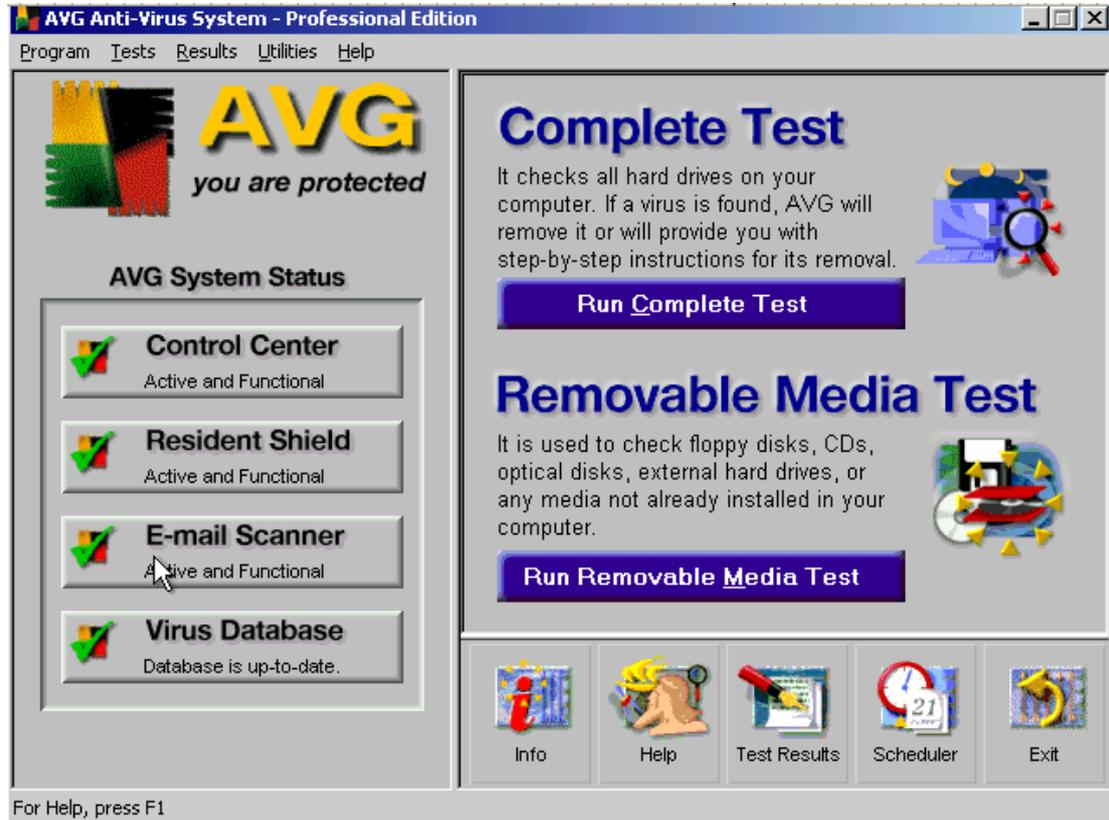


Extract the contents of the selected WinZip file, **Family Photos.zip**, to the Desktop.

**R.click on the file named Photos. Zip → select Extract to
→Click Extract**

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Question 34

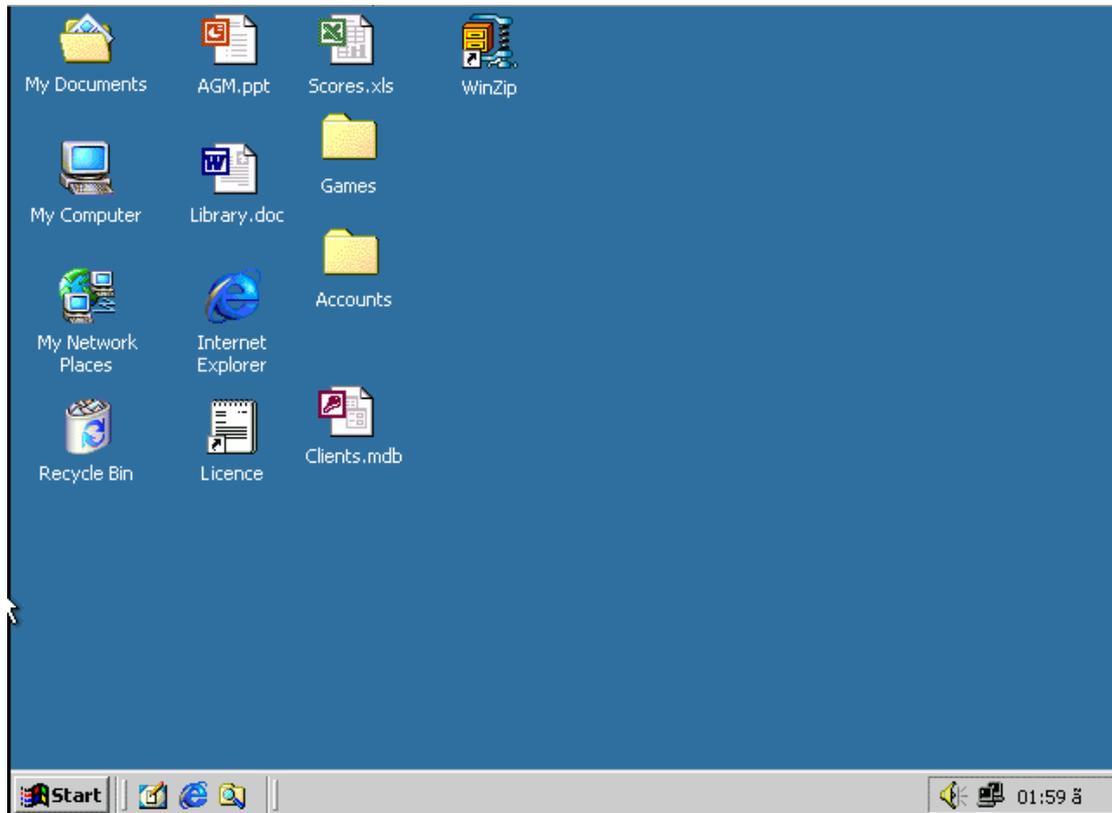


Check for viruses on the [E:] drive of this PC and move any that are found to a safe place where they cannot do any harm.

Click on Run Removable Media Test → choose drive [E:] → click scan now → click move all to VIRUS VAULT.

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Question 35

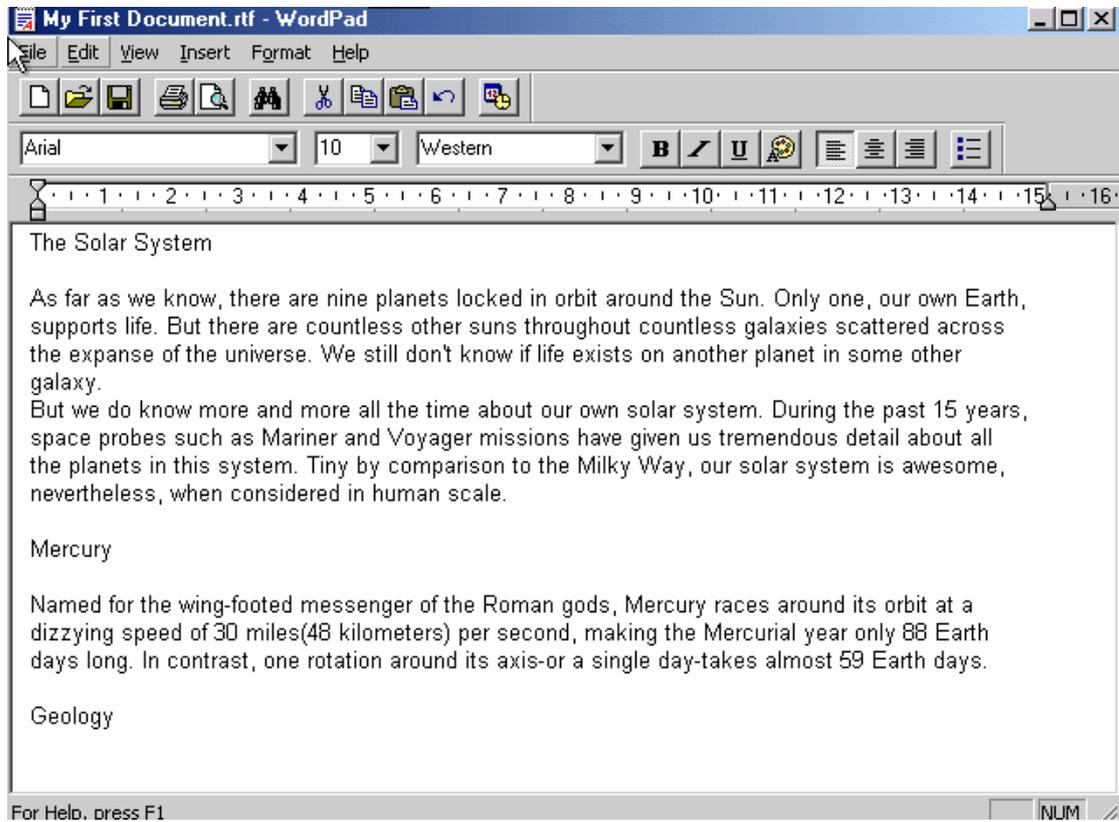


Launch the **Add Printer Wizard** that would enable you to install a new printer.

Click on start menu → settings → printer → D.click on Add Printer.

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Question 36



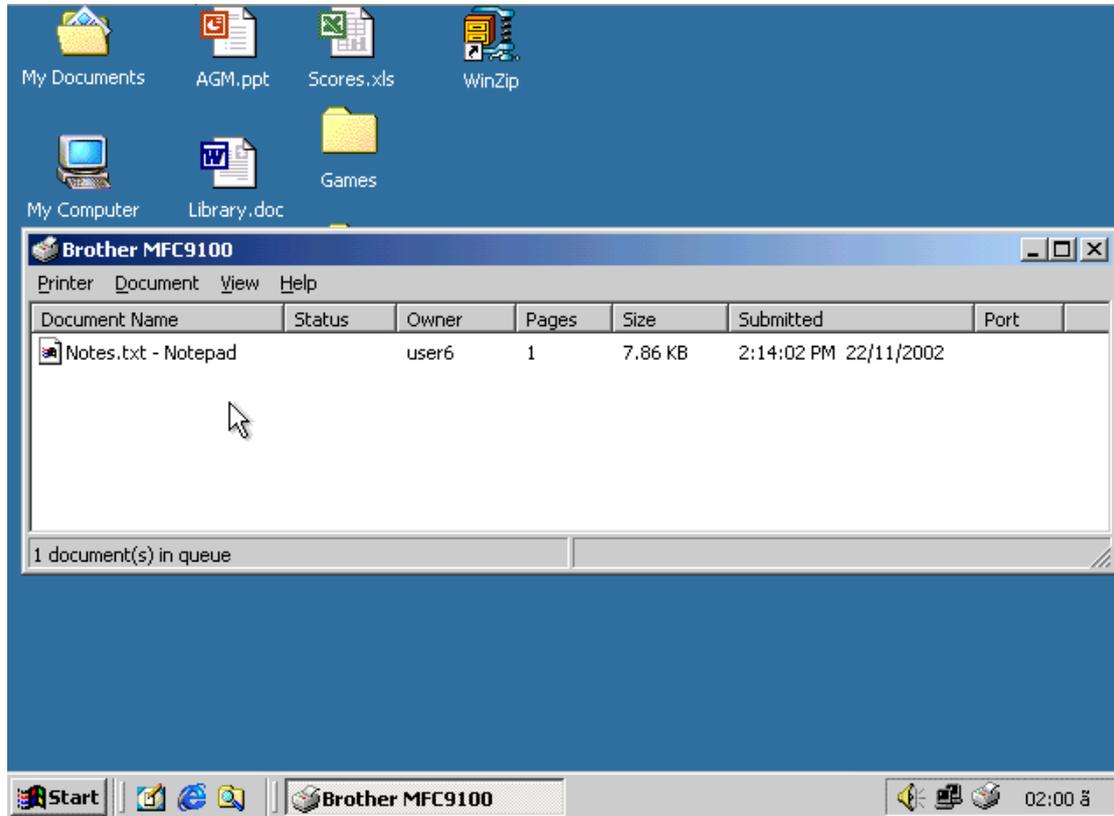
Print one copy of this file.

Note: This is a simulation - you do not need a printer attached to your computer.

File > print > print.

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Question 37



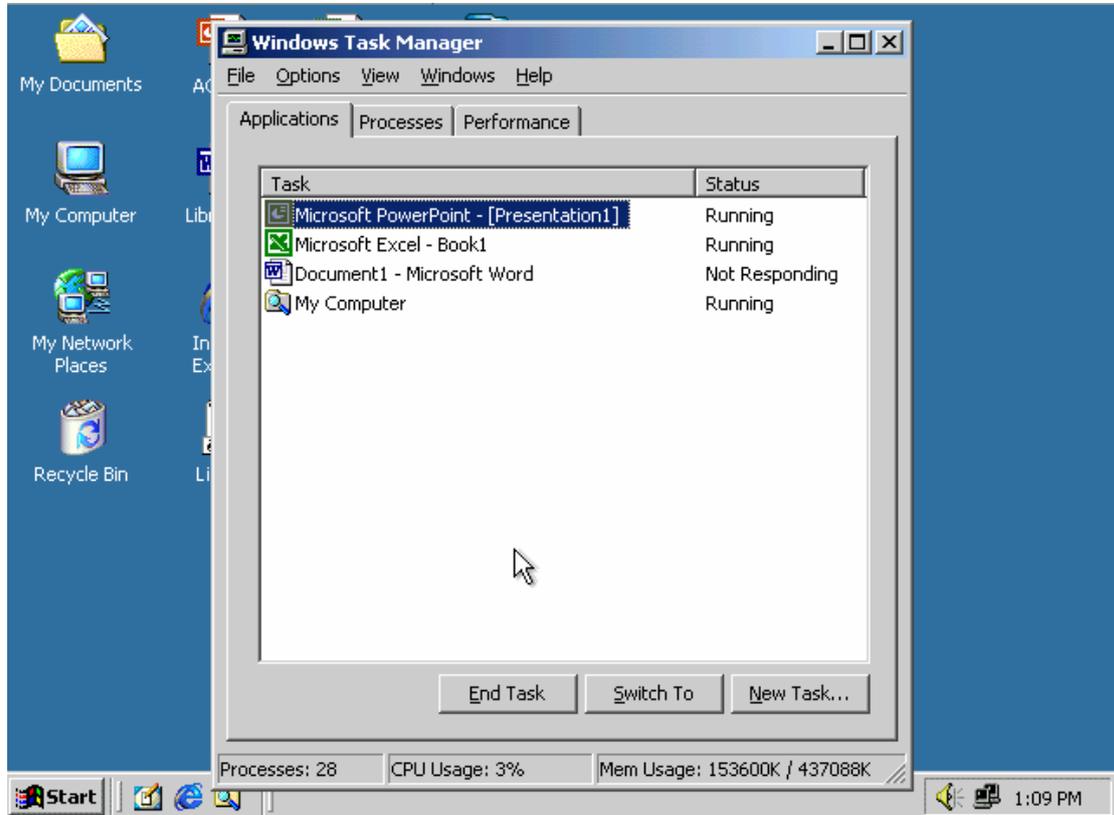
Delete the current printing job from this print queue.

Right click to this file choose Cancel.
Or Document menu > cancel
Or select this file press delete on keyboard

Note:
Pause, Resume, Cancel, Restart.

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Question 38

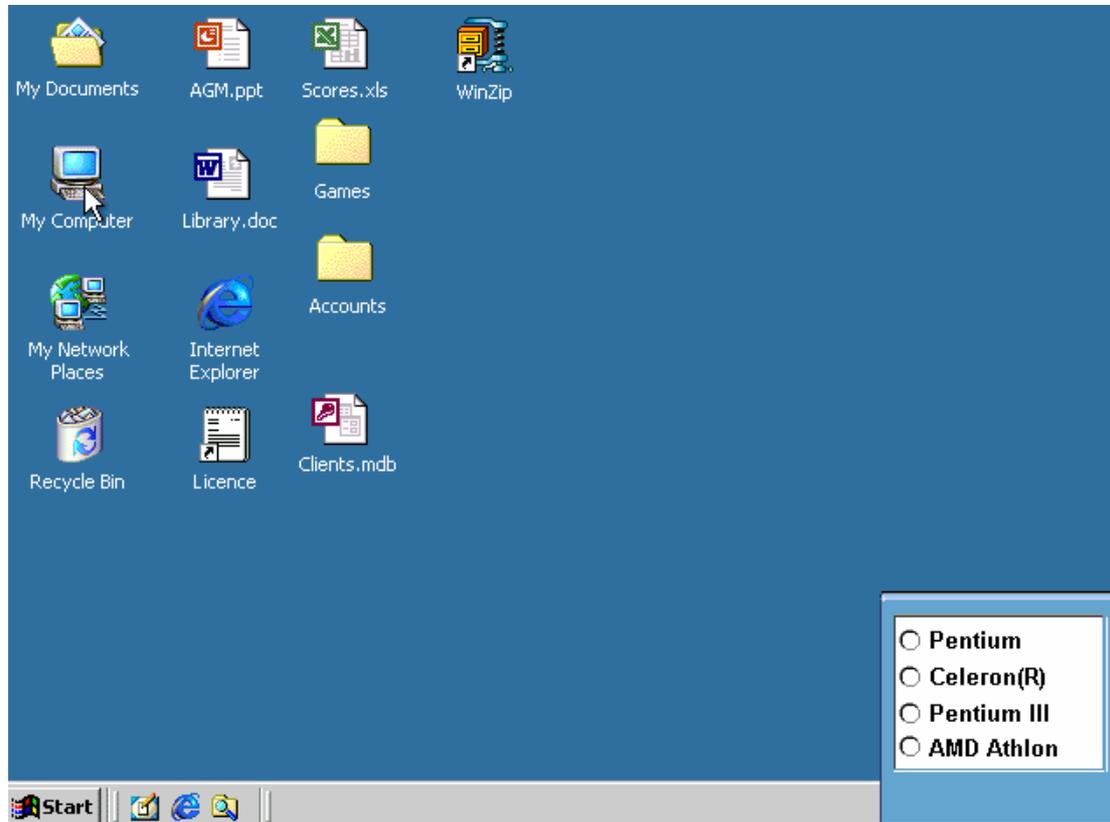


Shut down the non-responding application.

Select the application non-responding from task manger → click End Task.

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Question 39



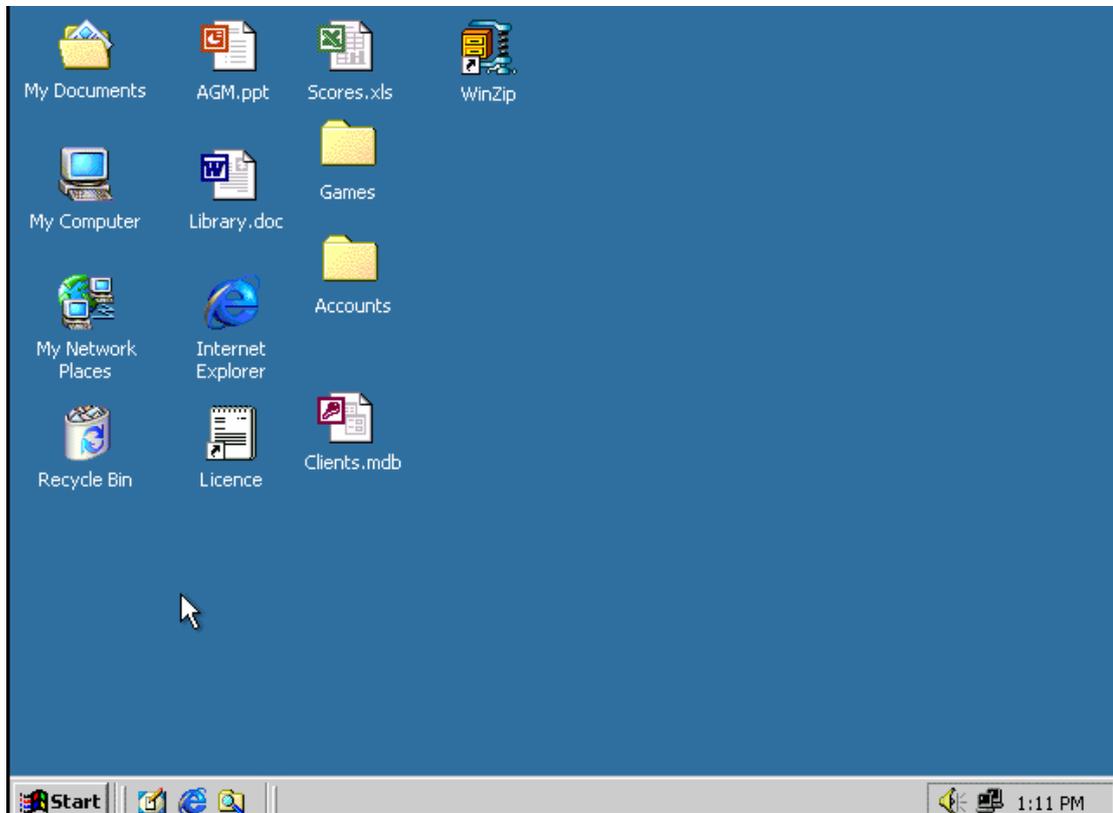
Use the **simulated Desktop** to find out which type of **Processor** is installed on this computer.

Select the appropriate radio button then click on **SUBMIT**.

Right click on my computer icon → select properties → choose the right answer

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Question 40

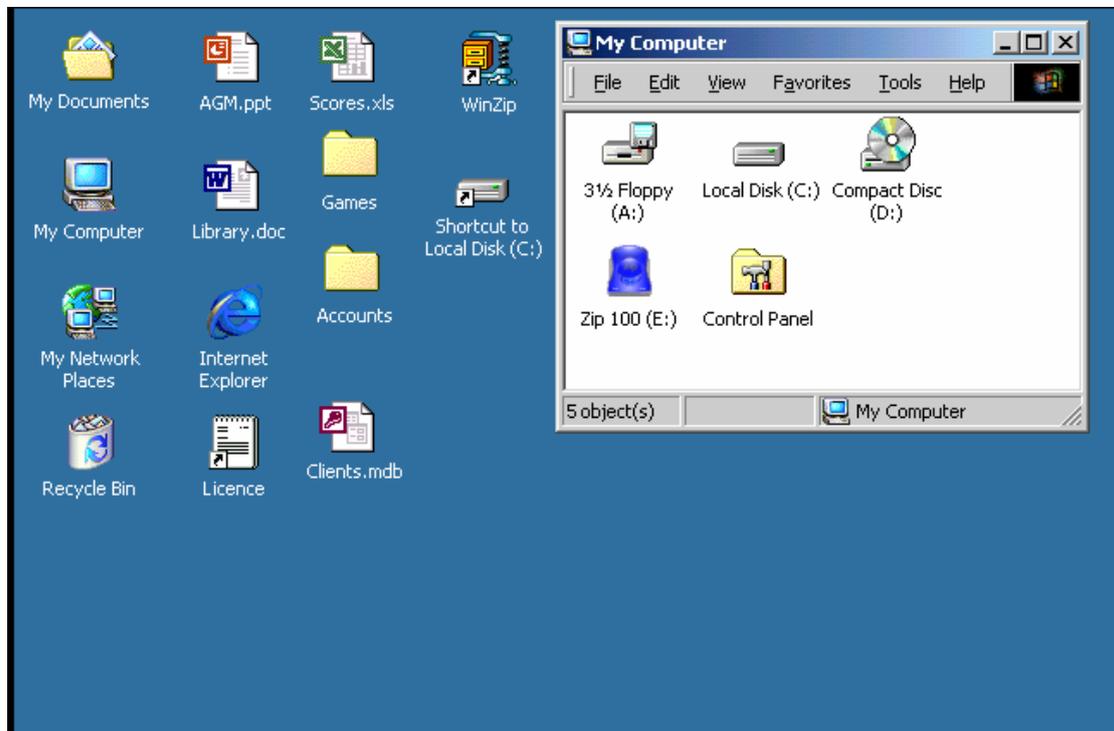


Open the **WordPad** application.

Click on the start menu > Programs > Accessories > word pad.

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Question 41

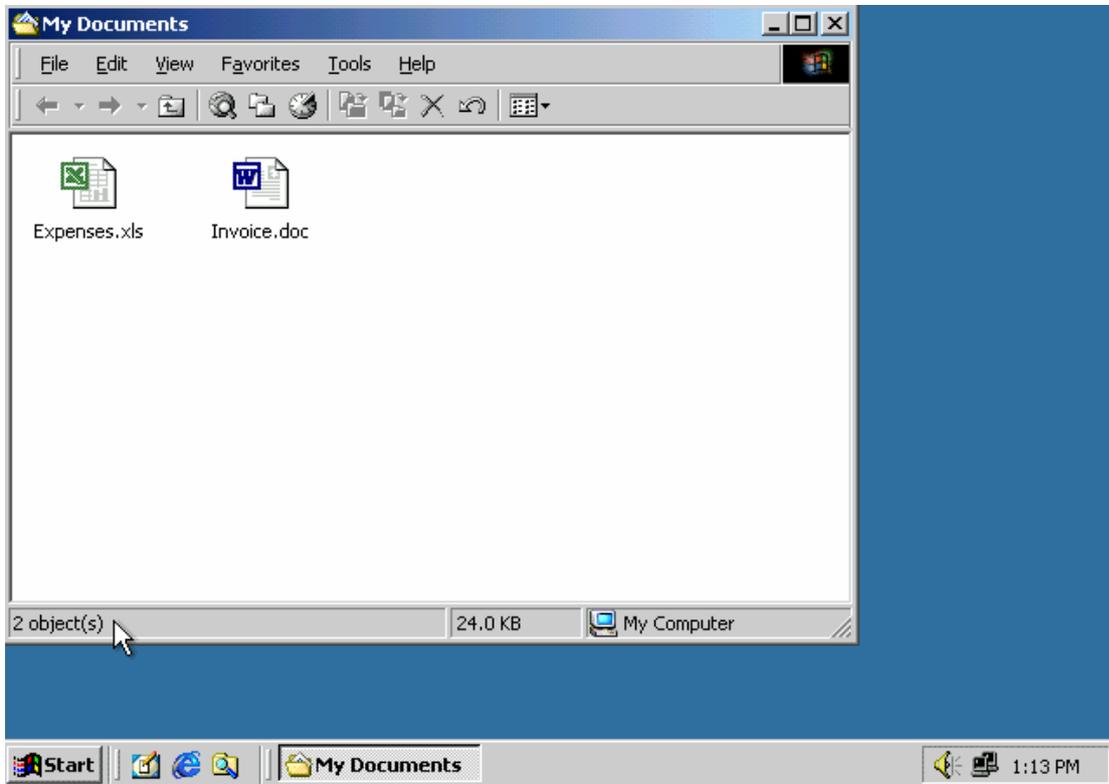


Click the icon that represents the **hard disk (C drive)** on this PC.

Click on the local disk (c :)

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Question 42

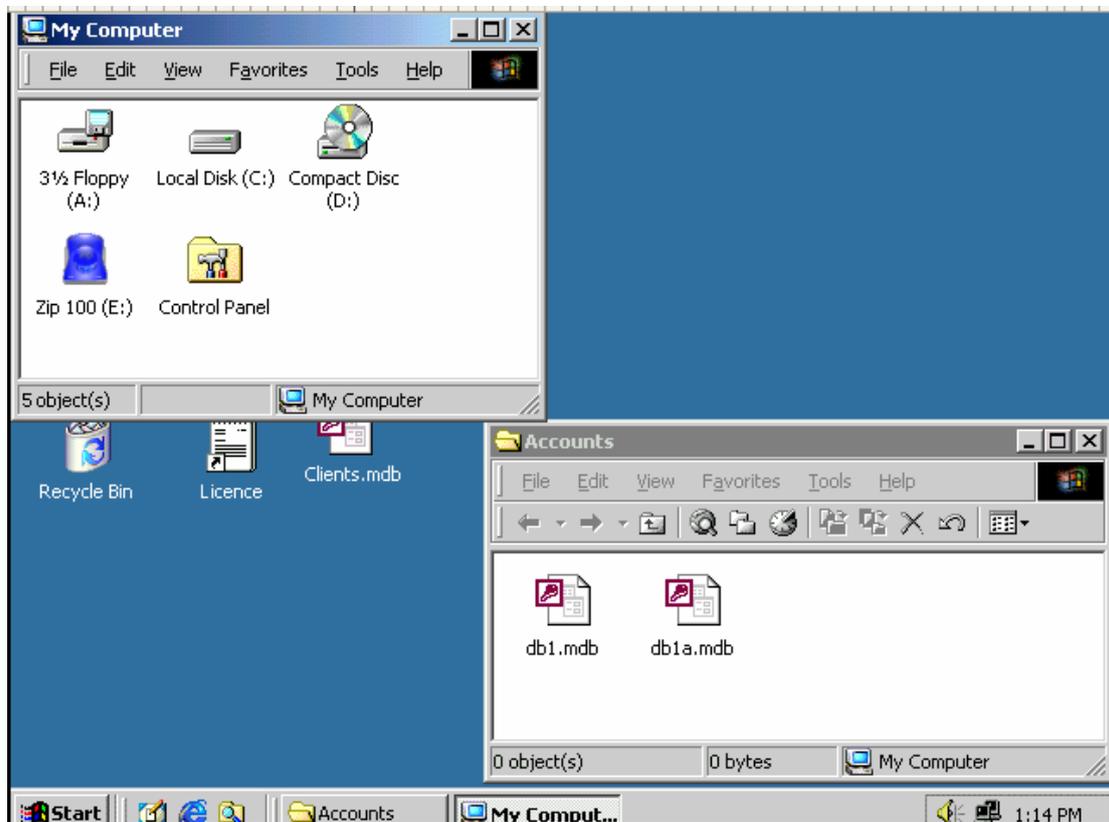


Create a shortcut on the desktop for the **Expenses** file.

Right click > send to > desktop (create shortcut).

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Question 43



Make the **Accounts** window active **without minimising the My Computer** window.

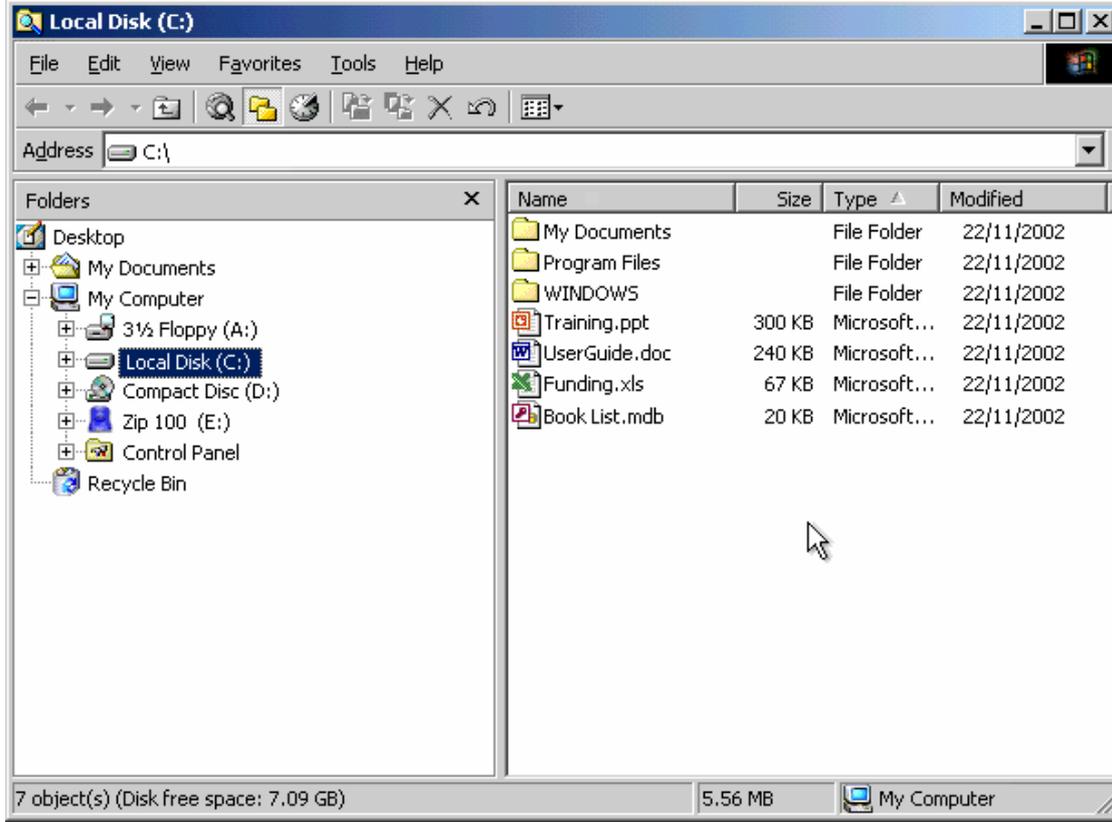
Note: Do not use **Alt+Tab** for this exercise.



Click on the Accounts from the task bar
Or
Click on Accounts Window

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Question 44

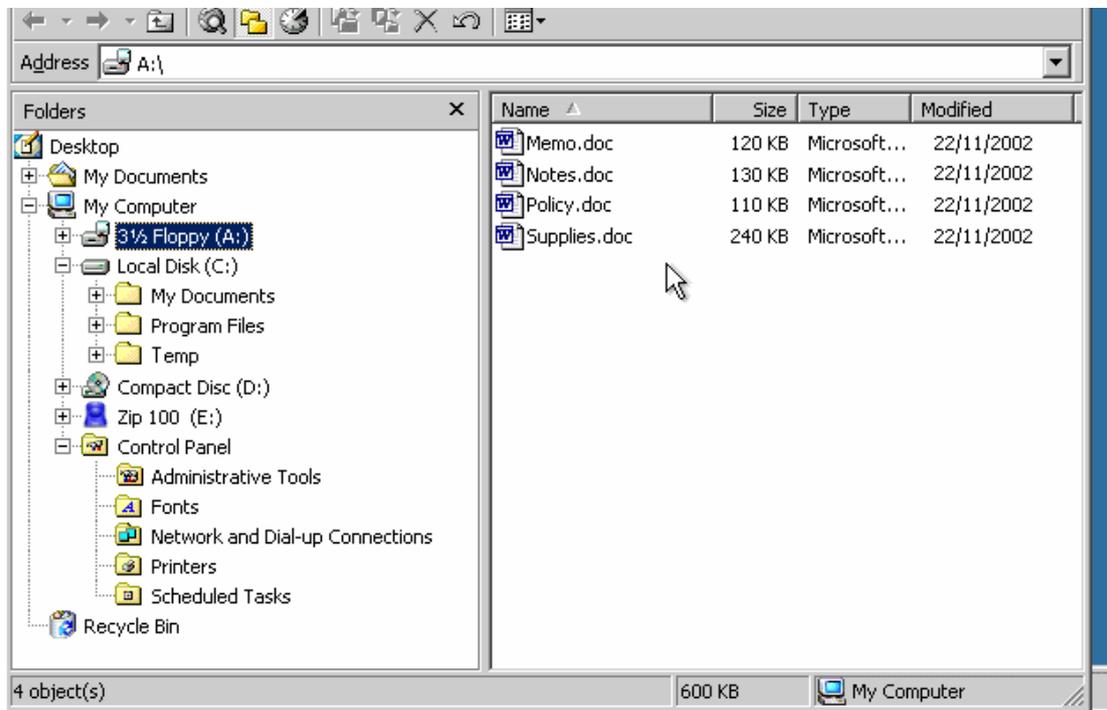


Arrange the files in the right-hand Explorer window by the **date** they were created / last modified.

Right click on right pane Arrange icons → select by Date.

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Question 45

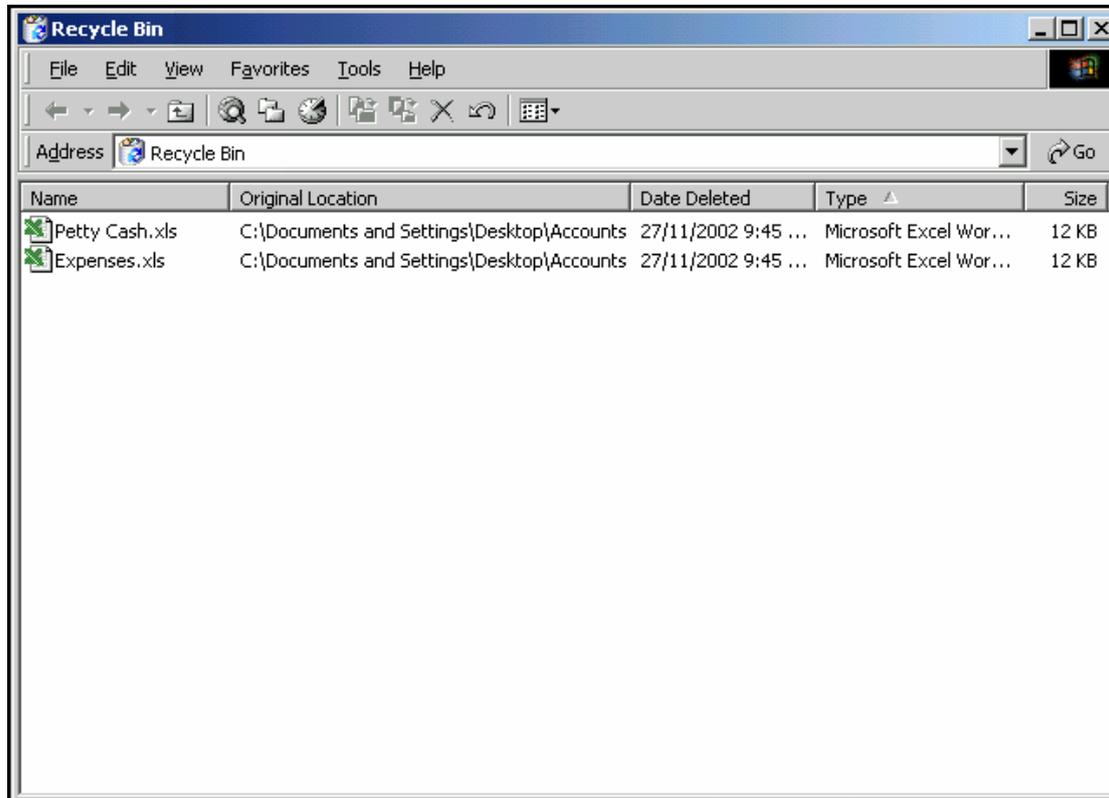


Duplicate the *Notes.doc* file from the Floppy (A:) drive to the Desktop.

Right click on the *Notes.doc* > copy > select the desktop from the left pane > right click on the right pane > select paste.

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Question 46



Restore the file called **Petty Cash.xls** from the Recycle Bin to its original location.

Right click on the file > restore

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Question 47

Reducing the size of a file so it will take up less storage space on a disk is known as:

Compressing

Compacting

Encrypting

Condensing

Compressing

Question 48

Why do you need to regularly update your virus software?

- So it can protect your computer from the latest viruses.
- To keep your anti-virus software compatible with your OS.
- To replace virus-scanning software that has become infected through use.
- So it doesn't waste time looking for out-of-date viruses.

So it can protect your computer from the latest viruses.

Question 49

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Carries NO risk of spreading a computer virus.</div> <div style="border: 1px solid black; height: 150px; background-color: #e0e0e0;"></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Carries risk of spreading a computer virus.</div> <div style="border: 1px solid black; height: 150px; background-color: #e0e0e0;"></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Software downloaded over a network connection.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Software downloaded from the Internet.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Unformatted floppy disk.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">An e-mail attachment from someone you know.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Clean disk that has been stored with an infected disk.</div>
---	--	---

Carries no risk

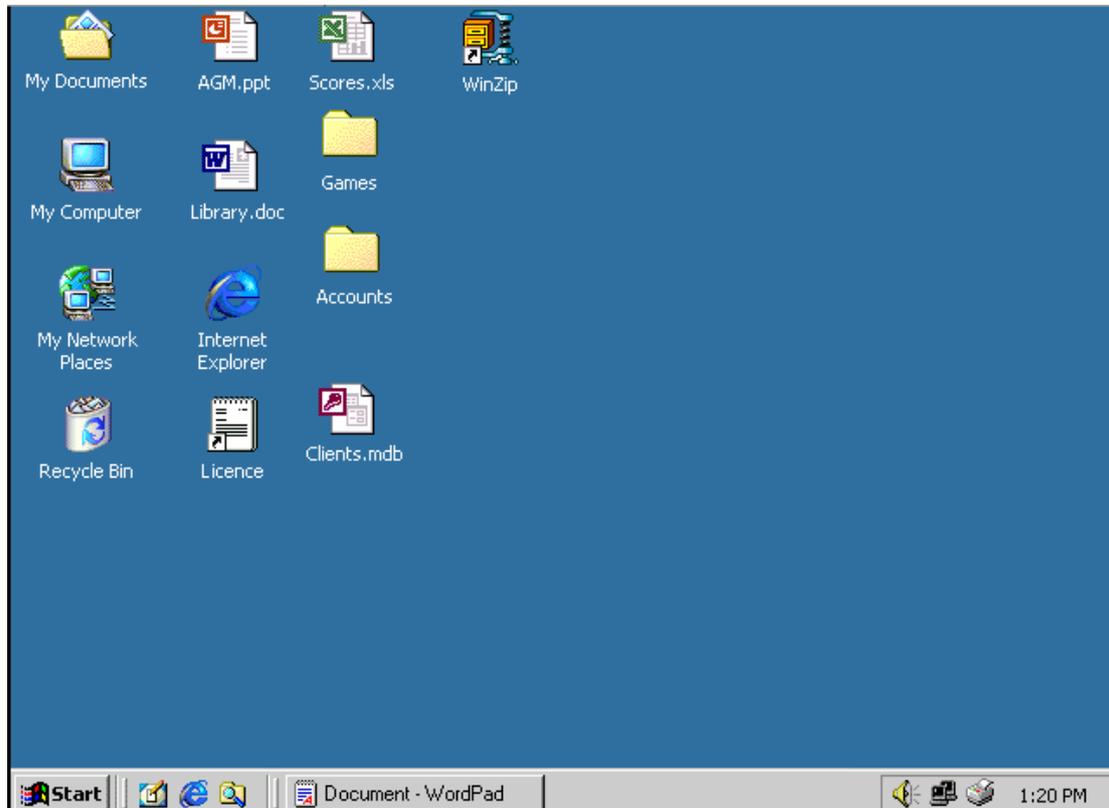
**An e-mail attachment from someone you Know
Clean disk that has been stored with an infected disk
Unformatted floppy disk.**

Carries risk

**Software downloaded over a network connection.
Software download from the Internet.**

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Question 50



A Document has been sent to print to the Brother MFC9100 printer.

Access the **Print Manager so you can view the progress of the print job.**

**Right click on the task bar > open Active Printers.
Or double click on printer icon on task bar.**

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Question 51

The screenshot shows a WordPad window titled "Proofreading.rtf - WordPad". The menu bar includes File, Edit, View, Insert, Format, and Help. The toolbar contains icons for file operations and text formatting. The font settings are Arial, size 10, and Western. The document text reads:

Why is Proofreading Important?
Proofreading is not necessarily easy; it takes time and practice to develop good proofreading skills.

No matter how many times you read through a "finished" paper, you're likely to miss many of your most frequent errors. The following guide will help you proofread more effectively:

- Start by taking a break. Allow yourself some time between writing and proofing. Even a five-minute break is productive because it will help get some distance from what you have written. The goal is to return with a fresh eye and mind.
- Try to slow down as you read through a document. That will help you catch mistakes that you might otherwise overlook. Remember to work slowly - if you read at a normal speed, you won't give your eyes sufficient time to spot errors:
- Read aloud - this encourages you to read every little word.
- Read with a "cover." -sliding a blank sheet of paper down the page as you read encourages you to make a detailed, line-by-line scan of what you are reading.

For Help, press F1

Change the print settings so that the last page prints first.

At the bottom of the window, there is a control bar with the following elements:

- Quit button
- 6 of 6 ITEM NUMBER
- 45 mins TIME REMAINING
- Skip Item button

File > Print > Layout tab > Page Order ° Back to Front

Compress & Extract

Question 52

Use a right-click menu commands to automatically compress the account.mdb file as a zip file on the desk top?

Right click on the Accounts.mdb > Add to zip.

Question 53

Use a right-click menu commands to automatically extract the account.mdb file as a zip file on the desk top?

Right click on the Accounts.mdb > Add to zip.