

		<u>I</u> Windows	<u>CDL</u> 5 Exams (v4)		
		Que	estion 1		
My Documents My Computer My Network Places Recycle Bin	AGM.ppt Scor AGM.ppt Scor Library.doc Library.doc Internet Explorer Licence	res.xls WinZip			
Start	1 🕰 🔯 🗍		•••	∢ ⊬ ≇ 01:50 å	3

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 carful:

- Shutdown
- Stand By
- Log of user

Question 2

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

2

O Re-install the non-responding application.

O Press Ctrl+Alt+Delete.

O Turn off the PC's power supply.

O Select Exit from the application's File menu.

Press Ctrl + Alt + Delete.

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

		<u>\</u>	<u>Nindows</u>	<u>Exams (v4</u>	<u>)</u>		
			Que	stion 4			
My Documents	AGM.ppt	Scores.xls	WinZip				
My Computer	Library.doc	Games					
My Network		Accounts					
Places	Explorer	Clients.mdb					
Noty do bin	Licence						
				A.		○ 300, 001 KB ○ 200, 008 KB	
* R Start	1 🚈 🝙 📗					○ 200, 000 KB ○ 450, 043 KB	

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

Question 5



Change the keyboard language to UK English.

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

Question 6

🔯 My Documents					
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp					1
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Address 🖄 My Documents					•
Folders	×	Name 🛆	Size	Туре	Modified
🕜 Desktop		AddressList.mdb	20 KB	Microsoft	22/11/2002
🕀 🖄 My Documents		Clapping.wav	80 KB	Wave So	22/11/2002
📮 🖳 My Computer		Expenses.xls	67 KB	Microsoft	22/11/2002
🗄 🚽 31⁄2 Floppy (A:)		Holiday pics.ppt	300 KB	Microsoft	22/11/2002
🗄 🚍 Local Disk (C:)		Invoice.doc	240 KB	Microsoft	22/11/2002
🗄 🍙 Compact Disc (D:)		📑 Logo.jpg	75 KB	JPG File	22/11/2002
🕀 🖻 🔁 Zip 100 (E:)		📮 Photos.zip	150 KB	WinZip File	22/11/2002
🗄 🗟 Control Panel					
Recycle Bin					
	14				
		<u> </u>			
7 object(s) (Disk free space: 7.09 GB)		5	5.56 MB	🛛 🖳 My Cor	nputer //

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

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



		<u>Wi</u> ı	<u>ICDL</u> ndows Exams (v4)		
			Question 8		
My Documents My Computer My Network Places Recycle Bin	AGM.ppt Library.doc	Scores.xls Games Accounts Clients.mdb	WinZip		
Start d	🏉 🖎 🍴			€ € 01:52 ã	

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.



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

Question 10

🗒 My First Document.rtf - WordPad
<u>File Edit View Insert Format Help</u>
Arial ▼ 10 ▼ Western ▼ B Z U 20 ≣ Ξ Ξ
A · · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · · · 15 · · · 16 · · · 16 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · · · 15 · · · 16 · · · 16 · · · · 10 · · · · 11 · · · · 12 · · · · 13 · · · · 14 · · · 15 · · · 16 · · · · 16 · · · · 10 · · · · 10 · · · · 11 · · · ·
The Solar System
As far as we know, there are nine planets locked in orbit around the Sun. Only one, our own Earth, supports life. But there are countless other suns throughout countless galaxies scattered across the expanse of the universe. We still don't know if life exists on another planet in some other galaxy. But we do know more and more all the time about our own solar system. During the past 15 years, space probes such as Mariner and Voyager missions have given us tremendous detail about all the planets in this system. Tiny by comparison to the Milky Way, our solar system is awesome, nevertheless, when considered in human scale.
Mercury
Named for the wing-footed messenger of the Roman gods, Mercury races around its orbit at a dizzying speed of 30 miles(48 kilometers) per second, making the Mercurial year only 88 Earth days long. In contrast, one rotation around its axis-or a single day-takes almost 59 Earth days.
Geology
For Help, press F1 NUM

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.

Question 11

My Documents AGM.ppt Scores.xls	
My Documents AGM.ppt Scores.xls	
Games My Computer Library.doc	
My Computer Library.doc	
My Network Internet	
Places Explorer	
Recycle Bin Licence	
\mathbf{b}	
🙀 Start 🛛 🙆 🔕 📔 🛛 🚯 👔	3ã

Which of these icons is an application?

Click on Internet explorer icon.

Question 12 Wy Computer My Computer My Documents	
My Computer Internet Explorer My Documents	
Recycle Bin Wy Network Places	
Click and drag the My Documents icon into the white frame.	∢ ⊱ ≝ 01:53 ã

Question 13

🔍 My Documents					2	×
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp					-	
$\leftarrow \cdot \rightarrow \cdot \boxdot @ @ \textcircled{2} @ \textcircled{2} \times \times \\$	(മ					
Address 🗠 My Documents					•]
Folders	×	Name 🛆	Size	Туре	Modified	I
🕜 Desktop		AddressList.mdb	20 KB	Microsoft	22/11/2002	
🕀 🗠 My Documents		Clapping.wav	80 KB	Wave So	22/11/2002	
🖶 🖳 My Computer		Expenses.xls	67 KB	Microsoft	22/11/2002	
😟 🚽 3½ Floppy (A:)		Holiday pics.ppt	300 KB	Microsoft	22/11/2002	
🗄 🖅 🚍 Local Disk (C:)		Invoice.doc	240 KB	Microsoft	22/11/2002	
🗄 🎰 🔊 Compact Disc (D:)		📑 📓 Logo.jpg	75 KB	JPG File	22/11/2002	
E Control Panel Control Panel Recycle Bin		Debug Photos.zip	150 KB	WinZip File	22/11/2002	
7 object(s) (Disk free space: 7.09 GB)		5.5	56 MB	🖳 My Cor	nputer	//

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.

Question 14



Click on WordPad's Scroll bar.

Click on the scroll in the right side

<u>ICD</u> Windows H	<u>DL</u> Exams (v4)
Questi	on 15
Questio	011 15
Eile Edit View Favorites Tools Help	
31/2 Floppy Local Disk (C:) Compact Disc (A:) (D:)	
Zip 100 (E:) Control Panel	
5 object(s)	
🏽 🔀 Start 🛛 👩 🍪 🔲 🖳 My Computer	
Minimise the My Computer window.	
Click in minimize button in my com	iputer.

Question 16

🔯 Local Disk (C:)					_ 🗆	×
<u>File Edit View Favorites Tools H</u> elp						1
$\leftarrow \cdot \rightarrow \cdot \boxdot @ @ \textcircled{2} @ \textcircled{2} X \times$	മ					
Address C:\						•
Folders	x	Name 🛆	Size	Туре	Modified	
🗹 Desktop		My Documents		File Folder	22/11/2002	
🗄 🔄 My Documents		Drogram Files		File Folder	22/11/2002	
🖻 🖳 My Computer		i windows		File Folder	22/11/2002	
🗄 🚽 31⁄2 Floppy (A:)		🐴 Book List.mdb	20 KB	Microsoft	22/11/2002	
🕀 🖅 🖃 Local Disk (C:)		Funding.xls	67 KB	Microsoft	22/11/2002	
🗄 🧟 Compact Disc (D:)		Training.ppt	300 KB	Microsoft	22/11/2002	
		🖲 UserGuide.doc	240 KB	Microsoft	22/11/2002	
🗄 ⊡ 🐼 Control Panel						
Recycle Bin						
4						
7 object(s) (Disk free space: 7.09 GB)		7	5.56 MB	📃 My Cor	nputer	_//,

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

Question 17

Image: My Documents File Edit View Favorites Tools Help (+ +	(m) =-			
Address My Documents	·			•
Folders	× Name △	Size	Туре	Modified
Desktop My Documents My Computer My Computer Jocal Disk (C:) Docal Disk (C:) Do	AddressList.md Clapping.wav Expenses.xls Holiday pics.ppl Invoice.doc Logo.jpg	b 20 KB 80 KB 67 KB 240 KB 75 KB 150 KB	Microsoft Wave So Microsoft Microsoft JPG File WinZip File	22/11/2002 22/11/2002 22/11/2002 22/11/2002 22/11/2002 22/11/2002 22/11/2002
) Logo.jpg) Invoice.doc) Supplies.doc) Funding.xls
7 object(s) (Disk free space: 7.09 GB)		5.56 MB	🖳 Му	

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

Select the appropriate radio button then click on SUBMIT.

Select to 3¹/₂ floppy choose the existing file.

Question 18



Create a new folder on the 3 ½ Floppy (A:) drive and name it Dates.

Press the Enter key when you have finished.

```
Right click
Select New > Folder > type Dates > Enter.
```

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.



Click on the appropriate file to submit your answer.

Double click on the Excel file

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



<u>ICDL</u> <u>Windows Exams (v4)</u>
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

<u>ICDL</u> Windows Exams (v4)
Question 24
Disabling any viruses within a file
is called
Disinfecting Deleting Disarming
Virus Scanning File Cleanup
Disinfecting

Question 25

🔍 3½ Floppy (A:)					- D ×
Eile Edit View Favorites Tools Help					
← → → → ⊡ Q, 🔁 🥸 階 🥸 🗙	3	-			
Address 🛃 A:\					•
Folders	×	Name 🛆	Size	Туре	Modified
🗹 Desktop		Memo.doc	120 KB	Microsoft	22/11/2002
🗄 🔄 My Documents		Notes.doc	130 KB	Microsoft	22/11/2002
📄 🖳 My Computer		💌 Policy.doc	110 KB	Microsoft	22/11/2002
🕀 🚽 31⁄2 Floppy (A:)		🕅 Supplies.doc	240 KB	Microsoft	22/11/2002
🖹 🚍 Local Disk (C:)		🚞 Tax Briefs		File Folder	5/11/2006
🗄 💼 My Documents					
🕀 🛄 Program Files		10			
🕀 🌌 Compact Disc (D:)					
Administrative Tools					
Fonts					
Network and Dial-up Connections					
Scheduled Teals					
5 object(s)		6	00 KB	🖳 My Cor	nputer //.

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.

ICDL Windows Exams (v4) Question 26 🔍 My Documents _ 🗆 × File Edit View Favorites <u>T</u>ools Help ← - → - ⊡ 🔍 🎦 🥸 🖺 🧏 X ဟ 🗐-Address 🔄 My Documents • Folders х Name 🛆 Size Modified Туре 🐴 AddressList.mdb 🚮 Desktop 20 KB Microsoft... 22/11/2002 🗄 My Documents Clapping.wav 80 KB Wave So... 22/11/2002 🚊 🖳 My Computer Expenses.xls 67 KB Microsoft... 22/11/2002 🗄 🚽 31⁄2 Floppy (A:) Holiday pics.ppt 300 KB Microsoft... 22/11/2002 🕅 Invoice.doc 240 KB Microsoft... 22/11/2002 🗄 🖅 🖃 Local Disk (C:) . 🗄 🧟 Compact Disc (D:) 🛃 Logo.jpg 75 KB JPG File 22/11/2002 🗄 📲 Zip 100 (E:) 🗐 Photos.zip 👘 150 KB WinZip File 22/11/2002 🗄 🎯 Control Panel 🛛 👸 Recycle Bin 13 80 KB Type: WAV Audio Size: 80 KB 🖳 My Computer

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

Do not select any other files.

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

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.

<u>ICDL</u>							
Windows Exams	(v4)						

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.

O original files can be restored from backup if someone on the network deletes files by mistake.

O two teams can work on the same files in two different locations.

2

O you can restore your files from backup if you lose your laptop.

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

Question 29

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

O can usually be detected by anti-virus software.

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

O disappears once it has displayed a message.

O can reproduce itself via email attachments.

O 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.

Question 30



Delete the file Policy.doc.

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

	<u> </u>	<u>ICDL</u> Windows Exams (v4)	
		Question 31	
My Documents	AGM.ppt Scores.xls	WinZip	
My Computer	Library.doc		
My Network	Internet Evolutioner		
Recycle Bin	Licence		
		₹	
🕄 Start	e 🖉 🖾 🔢		🅀 🕮 01:57 ä
Using the W	/indows Search tool	i, find a file named <mark>Bookings</mark> on	the <mark>C:</mark> drive.
Select star in search t	rt menu → search for files or folde	h→for files or folders→ty ers named→press Search	pe "Booking" now.

Question 32

Eile Edit View Favorites Tools H	elp 💼
] ← → → • 🖻 🔯 🔁 🥸 階 🥸	X ら ■•
Search	× Enter your search criteria to begin.
💐 New 🛛 🤣	
Search for Files and Folders	
Search for files or folders na <u>m</u> ed:	
Containing text:	
Look in:	
Stop Search	
Search Options <<	
🗖 Туре	
🗖 Size	
Advanced Options	
Indexing Service is currently disabled.	

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.

<u>ICDL</u> <u>Windows Exams (v4)</u>	
Question 33	
My Documents AGM.ppt AGM.ppt Scores.xls Family Family Photos.zip My Computer Library.doc Games Internet Explorer Accounts Accounts Library.doc Library.doc Computer Library.doc Computer Library.doc Computer Library.doc Computer Library.doc Computer Library.doc Computer Computer Library.doc Computer Computer </td <td></td>	
Start 2 2 2 01:58 8 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	
24 of 52	

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.

		W	<u>ICDL</u> indows Exam	<u>S (v4)</u>		
			Question 35			
	My Documents AGM.ppt AGM.ppt My Computer Library.doc My Network Places Internet Recycle Bin Licence	Scores.xls Games Accounts Clients.mdb	WinZip			
	start	er Wizard ti	at would enable	you to install a new	Conter	
	Click on start me	er Wizard u nu→settii	ngs → printer=	D.click on Add	l Printer.	
 Windows Exams	release 1.1		36 of 53		By Talal Hassan	March 2007

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.

<u>ICDL</u> Windows Exams (v4)					
Question 37					
My Documents AGM.ppt Scores.xls WinZip My Computer Library.doc					
Brother MFC9100					
Document Name Status Owner Pages Size Submitted Port					
Notes.txt - Notepad user6 1 7.86 KB 2:14:02 PM 22/11/2002					
1 document(s) in queue					

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.

Question 38



Shut down the non-responding application.

N

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

Question 39

<u></u>					
My Documents	AGM.ppt	Scores.xls	WinZip		
	Library.doc	Games			
	Ø	Accounts			
My Network Places	Internet Explorer				
Recycle Bin		Clients.mdb			
					O Pentium
					O Celeron(R)
					O Pentium III
🛃 Start 🔢 🚮	🥭 🖄 📋				
	deter di Diese	Internet and Court		 	11

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 \rightarrow select properties \rightarrow choose the right answer

	Wir	<u>ICDL</u> ndows Exams (v4)	
		Question 40	
	Image: Note of the sector of		
	[]我 Start [1] @ 函		∢ ⊱ ஊ 1:11 PM
	Open the WordPad application.		
	Click on the start menu > Pr	ograms > Accessories > wor	d pad.
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Click the icon that represents the hard disk (C drive) on this PC.

Click on the local disk (c :)

Question 42

🖄 My Documents						
Eile Edit View	F <u>a</u> vorites <u>T</u> ools <u>H</u> e	lp		-		
$] \leftarrow \cdot \Rightarrow \cdot \in [$	Q 🔁 🎯 🍄 🥸	X 🛛 🔳				
Expenses.xls	Invoice.doc					
2 object(s)		24.0 KB	June 2000 My Computer			
🔏 Start 🗍 🗹 🏈	🛐 🗍 😋 My Docum	ents			_ €€ ■ 1::	13 PN

Create a shortcut on the desktop for the Expenses file.

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

Question 43



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

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

2

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

Question 44

🙉 Local Disk (C:)						×
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp						
$(+ \cdot \rightarrow \cdot \mathbf{E} \mathbf{Q} \mathbf{E} \mathbf{S} \mathbf{E} \mathbf{E} \times$	5					
Address C:\					-]
Folders	x	Name	Size	Туре 🛆	Modified	Ι
🕜 Desktop		My Documents		File Folder	22/11/2002	
🗄 My Documents		Program Files		File Folder	22/11/2002	
🗄 🖳 My Computer		i windows		File Folder	22/11/2002	
🗄 🚽 31/2 Floppy (A:)		Training.ppt	300 KB	Microsoft	22/11/2002	
E Dical Disk (C;)		🖲 UserGuide.doc	240 KB	Microsoft	22/11/2002	
		Funding.xls	67 KB	Microsoft	22/11/2002	
		🐴 Book List.mdb	20 KB	Microsoft	22/11/2002	
🗄 🗟 Control Panel						
Recycle Bin						
				4		
			~	2		
7 object(s) (Disk free space: 7.09 GB)		1	5.56 MB	📃 My Cor	mputer	//.

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.

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.

Question 46

👸 Recycle Bin				_ 🗆 🗵
<u> </u>	F <u>a</u> vorites <u>T</u> ools <u>H</u> elp			
$] \leftarrow \cdot \rightarrow \cdot \boxdot \emptyset$	Q, L 🥴 L L 🖉 X 🕫 🔳 -			
Address 🔞 Recycle Bin				
Name	Original Location	Date Deleted	Туре 🛆	Size
Petty Cash.xls Expenses.xls	C:\Documents and Settings\Desktop\Account: C:\Documents and Settings\Desktop\Account:	; 27/11/2002 9:45 ; 27/11/2002 9:45	Microsoft Excel Wor Microsoft Excel Wor	12 KB 12 KB

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

Right click on the file > restore

Question 47

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

0	Compressing
0	Compacting
0	Encrypting
0	Condensing

Compressing

Question 48

Why do you need to regularly update your virus software?

O So it can protect your computer from the latest viruses.

O To keep your anti-virus software compatible with your OS.

O To replace virus-scanning software that has become infected through use.

O So it doesn't waste time looking for out-of-date viruses.

So it can protect your computer from the latest viruses.

Question 49



Carries no risk

An e-mail attachment from someone you Know Clean disk that has been stored with an infected disk Unformatted floppy disk. <u>Carries risk</u> Software downloaded over a network connection.

Software download from the Internet.

	<u>ICDL</u> Windows Exams (v4)	2	
	Question 50		
My Documents AGM.ppt My Computer Library.do My Network Places Library Recycle Bin Library	Scores.xls WinZip Games Cames Accounts Clients.mdb		
A Document has be Access the Print Ma	Document - WordPad en sent to print to the Brother MFC9 mager so you can view the progress	(€	
Right click on th Or double click	e task bar > open Active Pri on printer icon on task bar.	nters.	
	51 of 53	By Talal Hassan	March

Question 51

🗒 Proofreading.rtf - WordPad					
Eile Edit View Insert Format Help					
Arial ▼ 10 ▼ B Z U 20	E				
1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · ·	14 - 15 - 16				
Why is Proofreading Important? Proofreading is not necessarily easy; it takes time and practice to develop good proofreadi	ng skills.				
No matter how many times you read through a "finished" paper, you're likely to miss many frequent errors. The following guide will help you proofread more effectively:	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	NUM //				
Change the print settings so that the last page prints first.					
Quit 6 of 6 45 mins	Skip Item				

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

ICDL Windows Exams (v4) **Compress & Extract** Question 52 Use a right-click menu commends 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 commends to automatically extract the account.mdb file as a zip file on the desk top? **Right click on the Accounts.mdb > Add to zip.**