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問題集

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Exam : **ICDL-Excel**

Title : The ICDL L4 excel exam

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 | My Budget | | | |
| 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 | Millimetres per day | | |
| 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

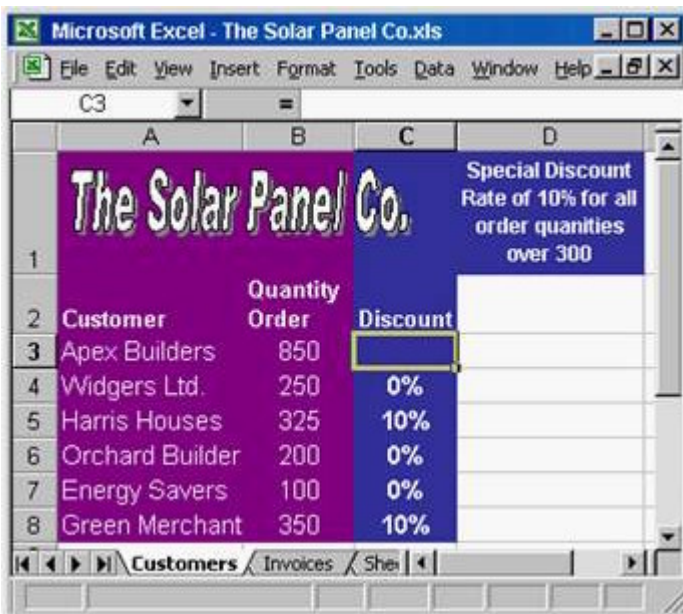
5. Which formula entered into B10 would find the total amount of rainfall that in the seven days?

| | A | B |
|----|---|----------------------------|
| 1 | Rainfall Statistics | |
| 2 |  | Millimetres per day |
| 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 | Total Rainfall | |

- 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 | The Solar Panel Co. | | Special Discount Rate of 10% for all order quantities over 300 | |
| 2 | Customer | Quantity Order | Discount | |
| 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 |
| | My Budget | | | |
| | | 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'Azure | 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 | <i>Units per day</i> | | | |
| 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.

| 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 | | | |

- 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:

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

- 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 | Rainfall Statistics | | |
| 2 |  | Millimetres per day | |
| 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 | Maximum Rainfall | | |
| 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 | 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 | =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 | Sales | 62375 | 66146 | 95881 |
| 7 | Week1 | 120 | 231 | 320 |
| 8 | Week2 | 240 | 128 | 125 |
| 9 | Week3 | 45 | 98 | 225 |
| 10 | Week4 | 330 | 124 | 154 |
| 11 | Refunds | 735 | 581 | 824 |
| 12 | Net Sales | | | |

- 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 |  | Sunshine Statistics | |
| 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