

Internet and Computing Core Certification (IC3)

Sample Question:

1. Which of the following key combinations is used to insert a new slide in a presentation?
A. <Ctrl> + <N>
B. <Ctrl> + <H>
C. <Ctrl> + <O>
D. <Ctrl> + <X>
2. Which function key is used to run the spelling checker?
A. <F1>
B. <F2>
C. <F5>
D. <F7>
3. Pressing which key while dragging an object's sizing handle causes the object to grow from the center rather than from an edge?
A. <Ctrl>
B. <Esc>
C. <Shift>
D. <Ctrl> + <Alt>
4. Combining two or more shapes or images so they behave as one is called _____.
A. cooperating
B. grouping
C. resizing
D. ungrouping
5. The Crop to a Shape feature is located in the _____.
A. Picture Tools Format tab
B. Home tab
C. Insert tab
D. Drawing Tools Format tab
6. In an Excel worksheet, where is the address of the active cell displayed?
A. Row heading
B. Status bar
C. Name Box
D. Formula bar
7. In an Excel spreadsheet, which of the following characters or symbols signify that the column is too small to fit the number?
A. 0
B. #
C. +
D. ?
8. Which of following Excel formulas is the correct representation of an Excel formula?
A. +B6+B15
B. =B6+B15
C. *B6+B15
D. &B6+B15
9. In an Excel worksheet, what would result from Sum (A1:A3, B1) if A1=20, A2=30, A3=60 and B1=90?
A. 400
B. 300
C. 200
D. 600
10. In Excel, the cell reference for cell range from A5 to D10 is represented as _____.
A. A5, D10
B. A5: D10
C. A5, D10
D. A5- D10

	A	B
1	20	90
2	30	
3	60	
4		

Answer: 1. B; 2. D; 3. C; 4. B; 5. A; 6. C; 7. B; 8. B; 9. C; 10. B

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