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IC3_GS4_KA Exam

Certiport IC3 Key Applications Exam GS4

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Question: 1

Which of the following keyboard shortcuts are used to switch between open documents in Windows 7?

Each correct answer represents a complete solution. Choose all that apply.

- A. Alt + Tab
- B. Alt + Ctrl
- C. Alt + Esc
- D. Ctrl + Tab

Answer: AC

Explanation:

To switch between open documents in Windows 7, you can use the following key combinations:

1. Alt + Tab
2. Alt + Esc

Lesson: Common Program Functions

Objective: Perform common file-management functions

Question: 2

Which of the following keyboard shortcuts is used to invoke the help function in PowerPoint 2010?

- A. Alt+F1
- B. Ctrl+F1
- C. Alt+Ctrl+F1
- D. F1

Answer: D

Explanation:

The F1 key invokes the help function in all MS Office 2010 applications.

Lesson: Communicating with Presentation Software

Question: 3

Rearranging data in a certain order is called ____.

- A. Filtering
- B. Sorting
- C. Data validation
- D. Data analysis

Answer: B

Explanation:

Sorting is rearranging data in a certain order. Excel's sorting feature can help you rearrange your data so that you can use it more efficiently.

Lesson: Common Program Functions

Objective: Start and exit an application, modify interface elements, and utilize sources of online help

Question: 4

Match these documents with their associated Microsoft Office applications.

Document Type

1. Access Database
2. PowerPoint Presentation
3. Word Document
4. Excel Spreadsheet

Extension

- A. Data_Rep.mdbx
- B. Report_Temp.docx
- C. Finance_Rep.xlsx
- D. Year_wise_sale.pptx

Answer:**Extension****Document Type**

1. Access Database
2. PowerPoint Presentation
3. Word Document
4. Excel Spreadsheet

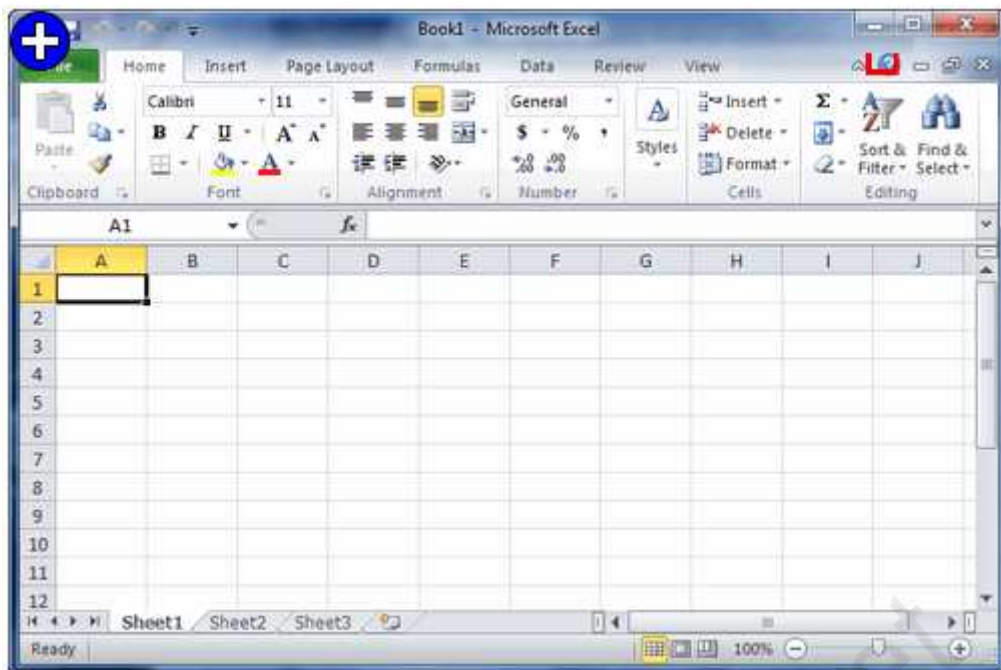
- A. Data_Rep.mdbx
- B. Report_Temp.docx
- C. Finance_Rep.xlsx
- D. Year_wise_sale.pptx

Explanation:

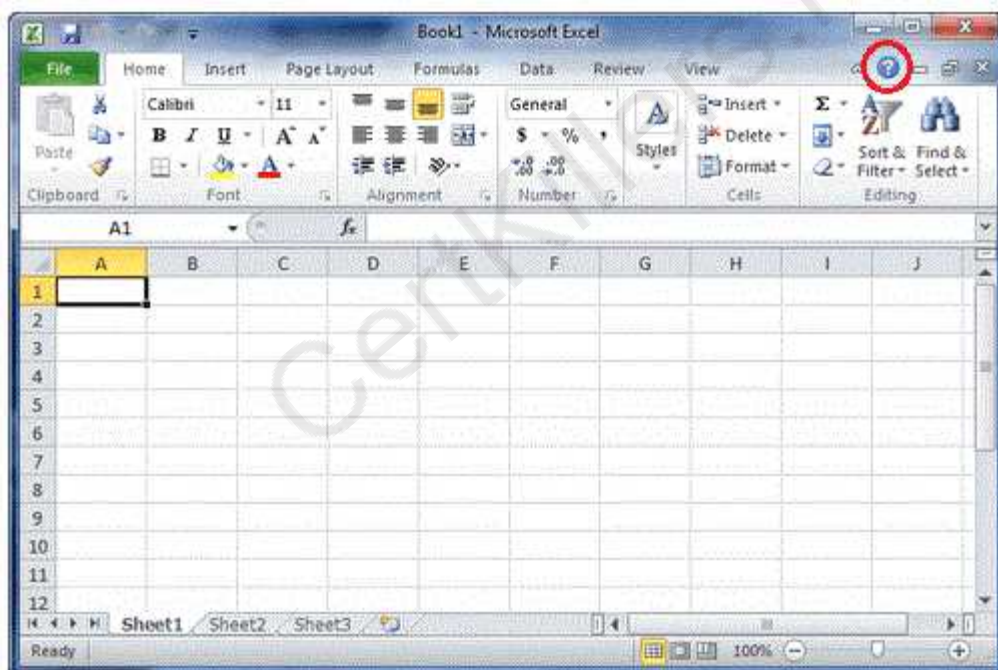
The following table displays the extensions used by MS Office documents:

Question: 5

Mark the option that you will click to open the Help window in Word 2010.



Answer:



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