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Exam : ECDL-ADVANCED

Title : ECDL/ICDL Advanced

Version : DEMO

1. Which of the following statements will you use to delete a table from a database?

- A. DROP TABLE <table_name>
- B. DELETE TABLE <table_name> FROM DATABASE
- C. REMOVE TABLE <table_name>
- D. DELETE TABLE <table_name>

Answer: A

Explanation:

You will use the DROP TABLE statement to delete a table from a database.

The syntax is as follows:

DROP TABLE <table_name>

Here, the DROP TABLE statement is used to drop the table and the <table_name> specifies the name of the table to be deleted.

The DROP TABLE statement removes the table from the database. It can only be recovered if the backup of the database is present.

Answer options D, C, and B are incorrect. There are no such types of statements available.

Reference: ECDL/ICDL Exam Course Manual, Contents: "DROP TABLE statement"

Chapter: DATABASE, ADVANCED-LEVEL

Objective: Query Design

2. Which of the following queries is used to see the relationship of data between two fields?

- A. Parameter
- B. Select
- C. Action
- D. Crosstab

Answer: D

Explanation:

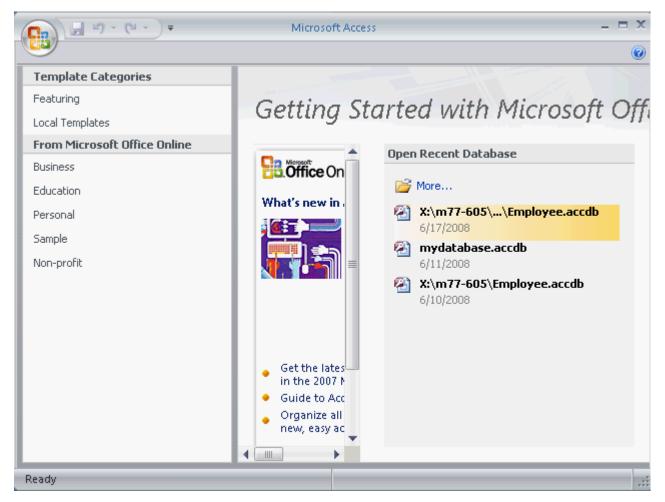
A crosstab query is a powerful analysis tool used to see the relationship of data between two fields. It calculates and restructures data for easier analysis. A user can use a crosstab query to calculate a sum, average, count, or other type of total for data that is grouped by two types of information- one down the left side of the datasheet and one across the top. The cell at the junction of each row and column displays the results of the query's calculation. This view is just like a spreadsheet with unique values of one field as rows, unique values of another field as columns, and the summary of another field as the cells in the matrix.

How to create a crosstab query?

Take the following steps to create a crosstab query:

Accessories	•
🛅 Debugmode	•
🛅 FastStone Capture	•
💼 Microsoft Office	🕨 🜠 Microsoft Office Access 2007
microsoft SQL Server 2005	Microsoft Office Excel 2007
🛅 Startup	Microsoft Office Groove 2007
m	🕨 📴 Microsoft Office InfoPath 2007
m WinRAR	Im Microsoft Office OneNote 2007
🚫 Microsoft FrontPage	🗐 Microsoft Office Publisher 2007
W Microsoft Word	🕢 Microsoft Office Word 2007
*	¥

On the Open Recent Database page, click the required database.



On the database window, click the Create tab.

🔄 🧐 ▾ (ལ ▾) ▾ Sales : Database (Access 2007) - Microsoft Access	_ = X
Home Create External Data Database Tools	۲
View Views Views Font Sort & Filter	Find
Security Warning Certain content in the database has been disabled Options	×
All Tables 💿 « Employee 🔅	
Employee : Table	
Department	
Ready	

On the Create tab, click the Query Wizard.

	Sales : Database (Access 2007) - Microsoft Access	_ = X
Home Create	External Data Database Tools	
Table Table Templates - Table SharePoint Lists - Design Tables	Form Split Form Multiple Items Forms Forms Report Repo	Report
Security Warning Certain	content in the database has been disabled Options	<u> </u>
All Tables		
Employee	*	
🛄 Employee : Table		
Department	*	
Department : Table		
Ready	▲ FastStone Capture - × □ □ □ ↓ F ¥ ※	

On the New Query dialog box, select the Crosstab Query Wizard, and click the OK button.

New Query	<u>?</u> ×
This wizard creates a crosstab query that displays data in a compact, spreadsheet-like format.	Simple Query Wizard Crosstab Query Wizard Find Duplicates Query Wizard Find Unmatched Query Wizard
	OK Cancel

On the Crosstab Query Wizard, select a table, and click the Next button.

Crosstab Query Wizard		
Which table or query contains the fields you want for the crosstab query results?	Table: Department Table: Employee	
To include fields from more than one table, create a query containing all the fields you need and then use this query to make the crosstab query.	-View ⊙ <u>T</u> ables O Queries O B <u>o</u> th	
Sample:		
	Header1 Header2 Header3	
	TOTAL	
C	Cancel < Back Next > Binist	h

On the Crosstab Query Wizard, the columns of the selected table are displayed in the Available Fields list box.

Crosstab Query Wizard		
Which fields' values do you want as row headings? You can select up to three fields. Select fields in the order you want information sorted. For example, you could sort and group values by Country and then Region.	Available Fields: deptid deptname depthead empid	Selected Fields:
Sample:		
	Header1	Header2 Header3
	TOTAL	
	Cancel < <u>B</u> ack	Next > Einish

On the Crosstab Query Wizard, move the columns from the Available Fields list to the Selected Fields list by clicking on the > button. The >> button is not available in this wizard.

Click on the < button to move a field from the Selected Fields list to the Available Fields list. Click on the << button to move all the columns from the Selected Fields list to the Available Fields list. Select the Next button.

Crosstab Query W	/izard				
Which fields' value row headings?	es do you want		lable Fields: thead	Sele	cted Fields:
You can select up	to three fields.	emp	bid	>	otname
Select fields in the information sorted could sort and gro Country and then	 For example oup values by 			>>	
Sample:				1/1/	
	deptid	deptnam	e Header1	Header2	Header3
	deptid1	deptname	I TOTAL		
	deptid2	deptname2	2		
	deptid3	deptname:			
	deptid4	deptname4	1		
		Cance	< <u>B</u> ac	k <u>N</u> ext >	Einish

On the Crosstab Query Wizard, select a column that will be displayed as the heading. Select the Next button.

Crosstab Query W	/izard					
Which field's value column headings?	es do you want	as depthea empid	d			
For example, you Employee Name to employee's name	o see each	ading.				
Sample:	1	1		1	1	
	deptid	deptname	depthead1	depthead2	depthead3	
	deptid1	deptname1				
	deptid2	deptname2				
	deptid3	deptname3				
	deptid4	deptname4				
		Cancel	< <u>B</u> ack	<u>N</u> ext >	Einish	1

On the Crosstab Query Wizard, select the function that is to be invoked on a column. Click the Next button.

Crosstab Query W	ïzard				
What number do y each column and r	ow intersection	? er	Ids: npid		unctions: Count First Last
For example, you of the field Order / employee (column) (row).	Amount for eac	h 📔			Max Min
Do you want to su	mmarize each r	ow?			
☑ Yes, include ro	w sums.				
Sample:					
	deptid	deptname	e depthead1	depthead2	depthead3
	deptid1	deptname1	Count(empid)		
	deptid2	deptname2			
	deptid3	deptname3			
	deptid4	deptname4			
		Cancel	< <u>B</u> ack	<u>N</u> ext >	Einish

On the Crosstab Query Wizard, select the View the query radio button, and click the Finish button.

Crosstab Query Wizard	
	What do you want to name your query? Department_Crosstab
	That's all the information the wizard needs to create the query. Do you want to view the query, or modify the query design?
	• View the query.
	© Modify the design.
	Cancel < <u>B</u> ack <u>M</u> ext > <u>F</u> inish

The result of the query will be saved and displayed in the database window.

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Home Create Extern	nal Data Database Tools	0
Table SharePoint Lists * Design Tables	olit Form Form Form Ultiple Items Torm Design Forms Report Report Report Report Wizard Design Reports	Macro Other
Security Warning Certain conten	t in the database has been disabled Options	
All Tables 💿 «	Department_Crosstab	×
Employee *	🗾 deptid 👻 deptname 👻 Total Of em‡ 🗸 👘	Adams 👻
Employee : Table	Production 1	
Department 🌣	2 Sales 1	1
🛄 Department : Table	3 Production 1	
Department_Crosstab	Record: M 4 1 of 3 P M P K No Filter Search	
Datasheet View		🚓 🕮 sql 🕍 📰

Answer option A is incorrect. A parameter query prompts a user for information to be used in the query. Answer option B is incorrect. A select query is used to retrieve data from one or more tables. It is used to display the results in a datasheet.

Answer option C is incorrect. An action query is used to update multiple records in one operation. Reference: ECDL/ICDL Exam Course Manual, Contents: "Crosstab query" Chapter: DATABASE, ADVANCED-LEVEL

Objective: Table Design

Question:3

Order List

You have created an arithmetic expression in an Access query to compute the results that determine fees based on a contract amount. When you run this query, Access performs the calculations and displays the results. Choose and re-order the steps that you will take to create the calculated field

Click the OK button.
Type other values required to be included in the expression.
Double-click the field to be used in the calculation.
Click the Builder button.
Build an expression using the operator buttons and elements area.
Click the Run button.
Put the insertion point in the Field row.

Answer:

- 6 Click the OK button.
- 5 Type other values required to be included in the expression.
- 3 Double-click the field to be used in the calculation.
- 2 Click the Builder button.
- 4 Build an expression using the operator buttons and elements area.
- 7 Click the Run button.
- 1 Put the insertion point in the Field row.

Explanation:

Take the following steps to create a calculated field:

Put the insertion point in the Field row of a blank column in the Design grid.

Field:	Price	Vendor Code	Product		
Table:	Products	Products	Products	4	
Sort:	Ascending				
Show:	V	V	V		
Criteria:					
or:			Put the insert	tion point	
			Put the insen	cion poinc	

Click the Builder button.

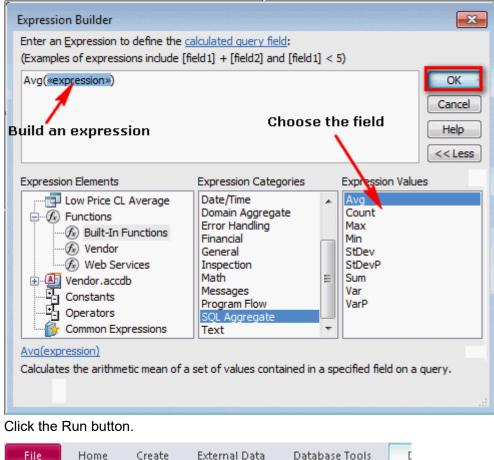
Database Tool	s Design				
V	🕦 Union	Show Table	⊒+= Insert Rows	🚏 Insert Columns	
	🎯 Pass-Through		<table-of-contents> Delete Rows</table-of-contents>	😾 Delete Columns	
Crosstab Delete	🛃 Data Definition		🔊 Builder	🌆 Return: 📶 🔹 🔻	
ry Type			Query :	Setup	

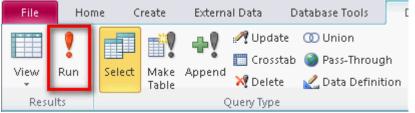
Double-click the field to be used in the calculation.

Build an expression using the operator buttons and elements area.

Type other values required to be included in the expression.

Click the OK button.





Reference: http://office.microsoft.com/en-us/access Chapter: DATABASE, ADVANCED-LEVEL Objective: Query Design

4.You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You have created a button in the presentation. You want a program to run when you click on the button or hover your mouse over it during the slide show.

Which of the following will you use to accomplish the task?

- A. Reuse Slides
- B. Hyperlink
- C. Action
- D. Set Up Slide Show
- Answer: C

Explanation:

The Action icon feature is used to apply an action to the selected object in a slide to indicate what should happen when a user clicks on the object or hovers his mouse over it.

Take the following steps to run a program in a presentation:

1. Select an object.

2. Click on the Insert tab and select the Action option.

3. The Action Settings dialog box appears. Select the Run program radio button. Click the Browse button.

4. The Select a Program to Run dialog box appears. Select a program, and then click the OK button. Note: Whenever a user clicks the object during a slide show, the selected program will automatically run. Answer option B is incorrect. A hyperlink is used to link a destination. However, it is not able to execute any program efficiently.

Answer option A is incorrect. The Reuse Slides feature is used to reuse a slide from one presentation to another presentation.

Answer option D is incorrect. The Set Up Slide Show option is used to set up the show type, show options, pen color, and slide show resolution, for example, a slide show without animation. By using it, a user can apply advanced options such as presented by a speaker.

Chapter: PRESENTATION, ADVANCED - LEVEL

Objective: Multimedia

3.Mark the option/button in the following image of the Format tab on which you will click to apply the effect to a textbox.



Answer:

A			Format
Shapes	Abc Abc Abc	▲ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Image: Bring Forward ▼ Image: Forward ▼ Image: Forward ▼ Image: Send Backward ▼ Image: Forward ▼ Image: Forward ▼ Image: Send Backward ▼ Image: Forward ▼ Image: Forward ▼ Image: Send Backward ▼ Image: Forward ▼ Image: Forward ▼ Image: Send Backward ▼ Image: Forward ▼ Image: Forward ▼ Image: Send Backward ▼ Image: Forward ▼ Image: Forward ▼ Image: Send Backward ▼ Image: Forward ▼ Image: Forward ▼
Insert Shapes	Shape Styles	🗟 WordArt Styles 🕞	Arrange

Explanation:

A text box is a control that is rectangular in shape. A text box has a border that separates it from the rest of the interface. A user can type the text inside a text box and resize it also according to his need. Take the following steps to add shape effects to a text box: Select the text box.



Click the Format tab under Drawing Tools.

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Format	

Click the Shape Effect button in the Shape Styles group.

							Pe	fermat
		Abr	(Atre)	N.K.	Ay A:	Sand Backward -		£1
Shapes	\square		\square		Quick	Selection Pane	2.	Stre *
Insert Shapes		Shape St	yies	-	WordArt Styles	Arrange.		

The Shape Effects drop-down list opens. Select an effect to be applied.

Shape Effects Preset Shadow Reflection Glow Soft Edges				
Diesel	•			
Shadow	•			
Beflection	×			
Glow				
Soft Edges	×			
Devel	•			
3-D Rotation	*			

Chapter: PRESENTATION, ADVANCED - LEVEL Objective: Slides

4.Which of the following is a list of the references in a legal document, such as cases, statutes, and rules, along with the page numbers on which the references appear?

- A. Table of Authorities
- B. Table of Contents
- C. Table of Pictures
- D. Table of Figures

Answer: A

Explanation:

Table of Authorities is a list of the references in a legal document, such as cases, statutes, and rules, along with the page numbers on which the references appear.

Answer option B is incorrect. Table of Contents is a list of chapters and their sections of a book or a document. Use the list along with the respective page numbers of the chapters and their sections for easy navigation.

Answer option D is incorrect. Table of Figures is a list of the captions for pictures, charts, graphs, slides, or other illustrations in a document. Table of Figures given along with the page numbers on which the captions appear.

Answer option C is incorrect. It is not a valid type of list.

Reference: ECDL/ICDL Exam Course Manual, Contents: "Table of Authorities"

Chapter: ADVANCED WORD PROCESSING

Objective: Collaborative Editing

5. You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for creating documents. You need to change the orientation of the page from portrait to landscape. Mark the tab that you will use to accomplish the task.

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File H	lome	Insert	Page Layout	References	Mailings	Review	View
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A	U 🖃					Doc1	- Microsoft Word
File H	lome	Insert	Page Layout	References	Mailings	Review	View
	Calibri	(Body) -	12 · A A	Aa 🔹 🎒	:E + 13 = +	¹ a ≪	≇ <u>2</u> ↓ ¶

Explanation:

Clipboard 🕞

Paste

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B

You will click the Page Layout tab to change the orientation of the page from portrait to landscape. Click the Orientation button, and select Landscape from the list.

5

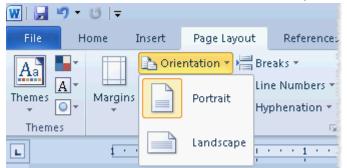
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Paragraph



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Chapter: ADVANCED WORD PROCESSING Objective: Prepare Outputs