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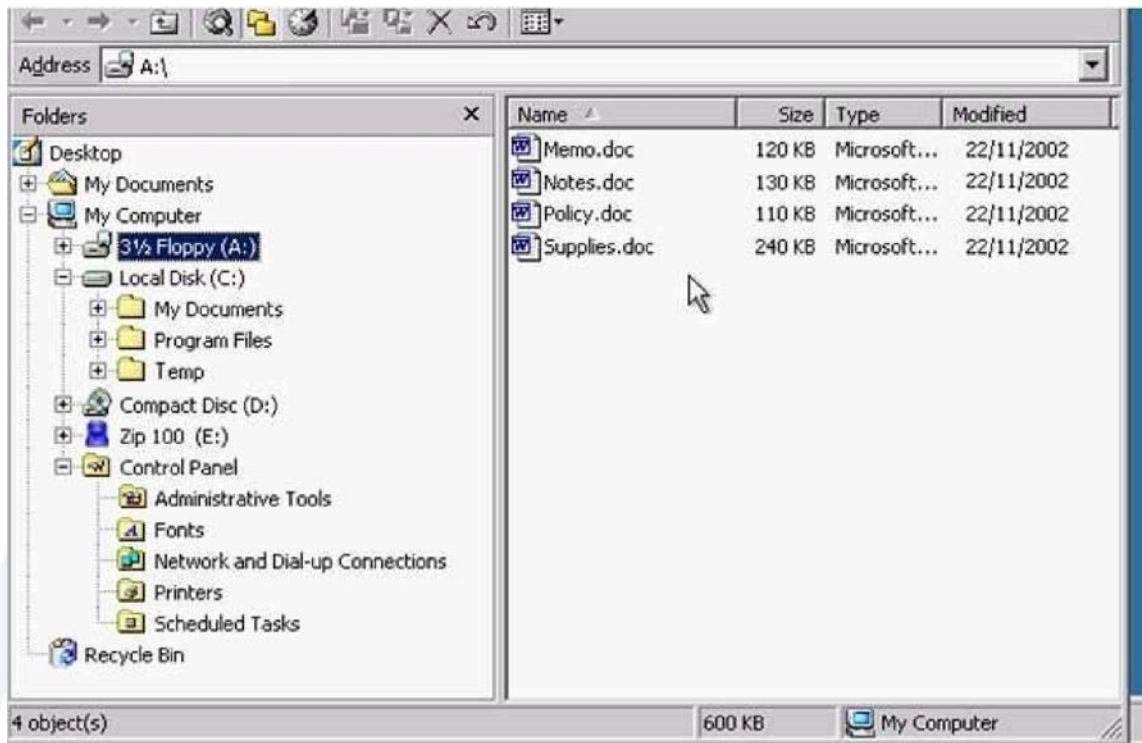


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The ICDL L4 Windows



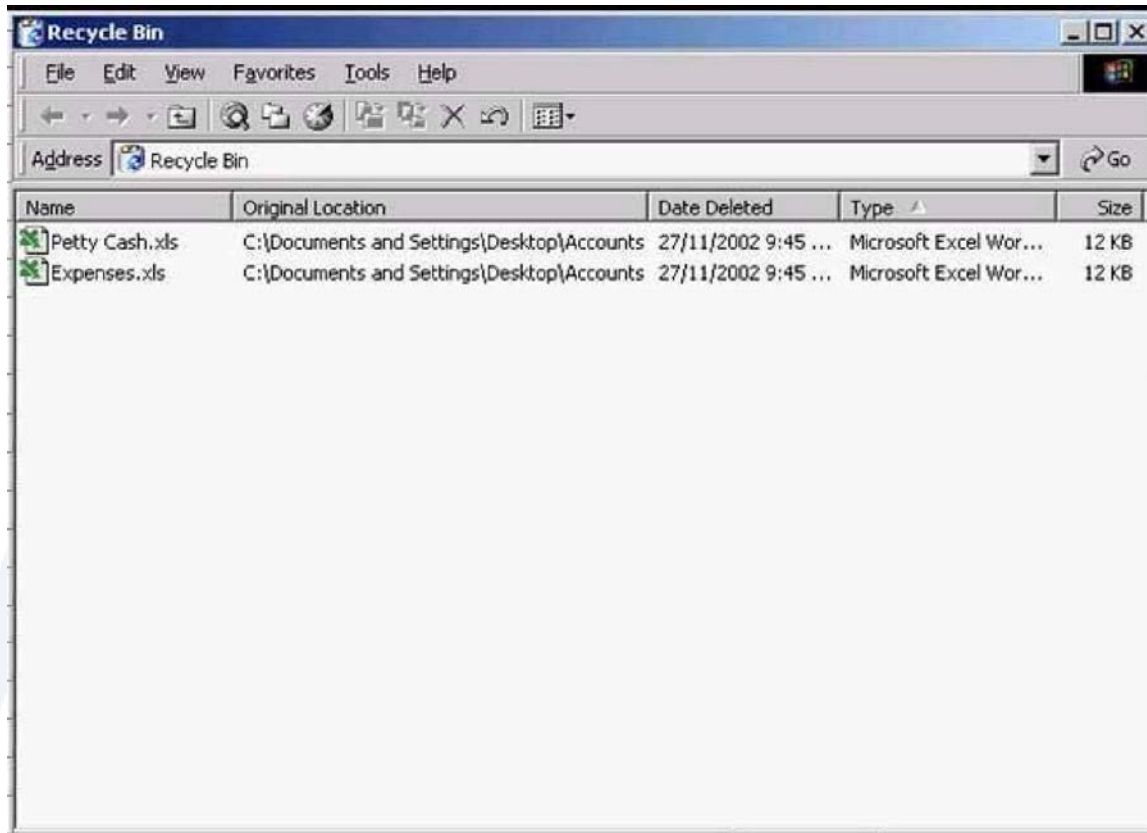


Answer:

Right click on the Notes.doc-> copy -> select the desktop from the left pane -> right click on the right pane ->select paste

QUESTION: 46

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



Answer:

R.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:

- A. Compressing
- B. compacting
- C. Encrypting
- D. Condensing

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Answer: A

QUESTION: 48

Why do you need to regularly update your virus software?

- A. So it can protect your computer from the latest viruses.
- B. To keep your anti-virus software compatible with your OS.
- C. To replace virus-scanning software that has become infected through use.
- D. So it doesn't waste time looking for out-of-date viruses.

Answer: A

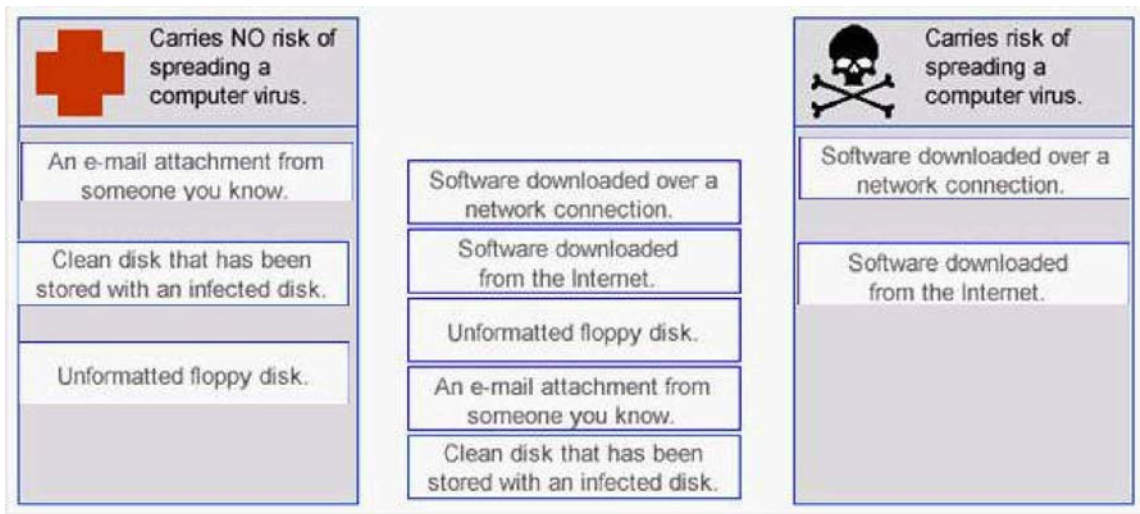
QUESTION: 49

Drop

 Carries NO risk of spreading a computer virus.		 Carries risk of spreading a computer virus.
	Software downloaded over a network connection.	
	Software downloaded from the Internet.	
	Unformatted floppy disk.	
	An e-mail attachment from someone you know.	
	Clean disk that has been stored with an infected disk.	

Answer:

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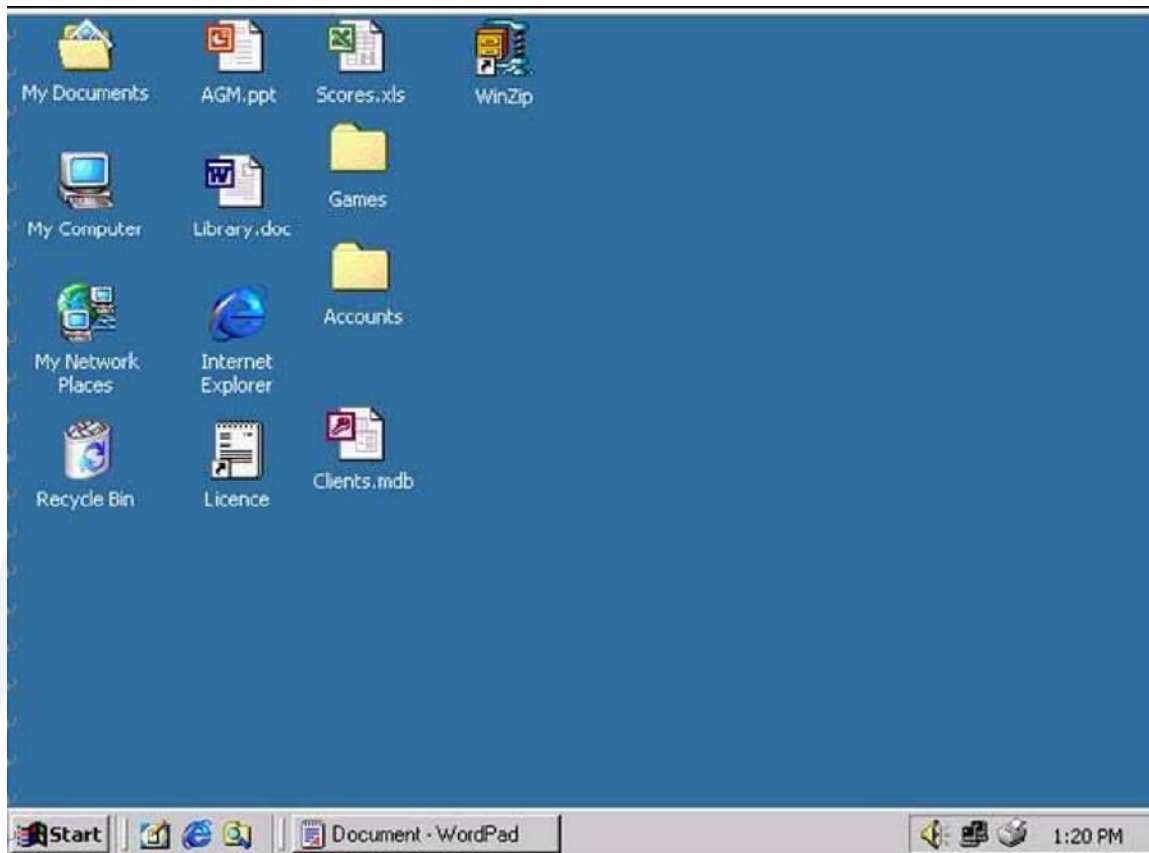


QUESTION: 50

A Document has been sent to print to the Brother MFC9100 printer. Access the Print Manager so you can view the progress of the print job.

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Answer:

R.click on the task bar->open Active Printers.

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