



# **QUESTION & ANSWER**

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## Exam : ICDL-PowerP

# Title : The ICDL L4 powerpoint exam

### Version : Demo

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1.Open the presentation named Training.ppt, which is in the My Documents folder.

A. Click on open tool ->click on my documents -> select Training.ppt ->open **Answer:** A

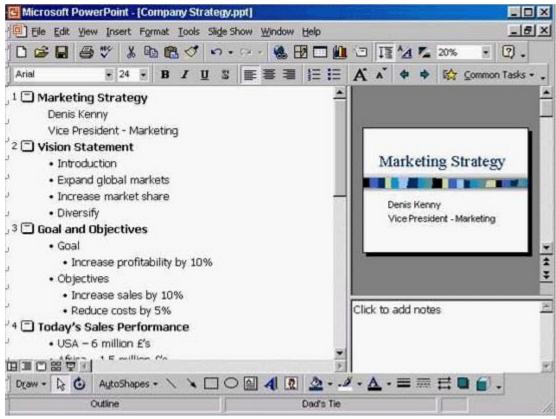
2.Create a new blank presentation.

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A. Click on the new tool from the standard toolbar

Answer: A

3.Save the Company Strategy presentation as an Outline/RTF file.



You don't need to change the file location.

A. File -> save as -> use the drop down list in the save as type box and select outline/RTF-> save **Answer:** A



4. Change the default user name for this application to Lee Smith.

A. Tools -> options -> General tab -> in the name box delete msingh -> type Lee Smith **Answer:** A

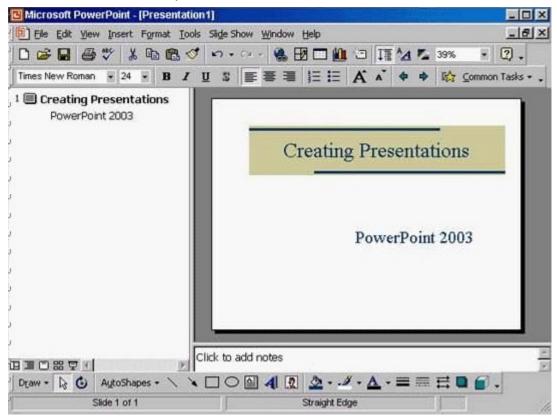
5.Switch to Slide Sorter View.

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A. View -> select slide sorter

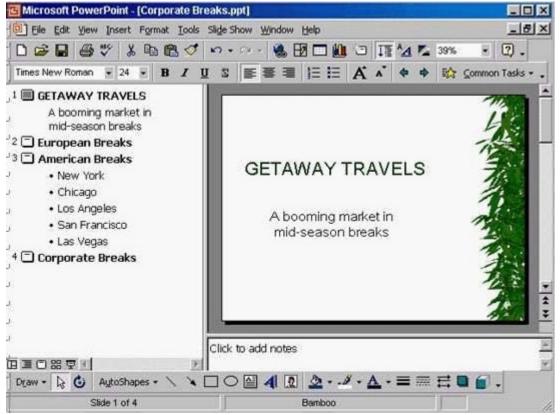
#### Answer: A

6.Create a Title Slide, with placeholders for both a title and a sub-title.



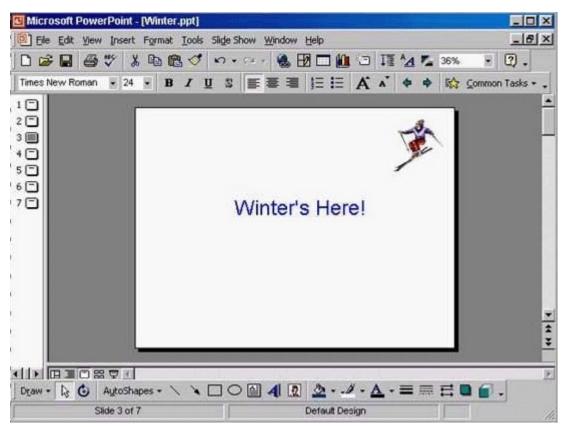
A. Insert -> new slide -> select the title slide **Answer:** A

7. This travel company uses an approved range of corporate templates. Apply the design template Sunny Days to this presentation.



A. Format -> apply design template -> select Sunny Days -> Apply **Answer:** A

8.Access the Slide Master, and remove the graphic of the skier.



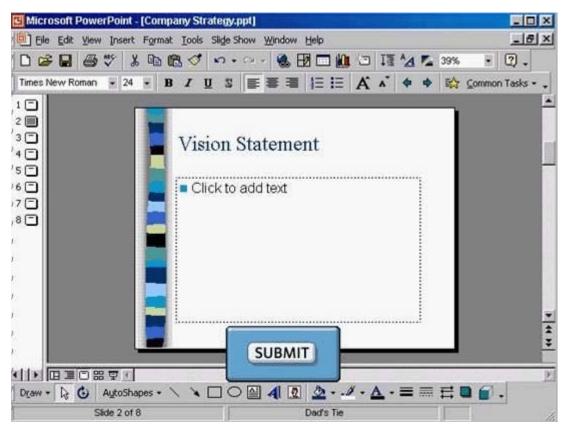
A. View -> master -> slide master -> select the graphic -> press delete from the keyboard **Answer:** A

9.Access the Header and Footer dialog box and add slide numbers to all slides except for the title slide of this presentation.

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A. View -> header and footer -> check the slide number -> check don't show on title slide -> apply to all **Answer:** A

10.Add the word Introduction as the first item in the bulleted list on this slide. Click SUBMIT when you have finished.



A. Put the cursor on click to add text -> type Introduction

Answer: A