

ICDL-Powerpoint ICDL

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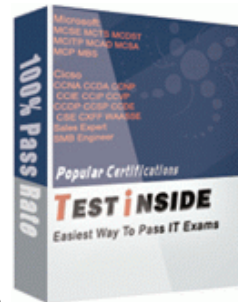
Practice Exam: ICDL-Powerpoint Exams

Exam Number/Code: ICDL-Powerpoint

Exam Name:

Questions and Answers: 64 Q&As

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Exam : [ICDL-Powerpoint](#)

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Exam : ICDL ICDL-Powerpoint

Title : The ICDL L4 Powerpoint Exam

1. Move the graphic to Slide 7 in this presentation.

Answer: Right click on the graphic -> cut -> select slide number 7 -> right click paste

2. 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

3. Switch to Slide Sorter View.

A. View -> select slide sorter

Answer: A

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

Answer: Put the cursor on click to add text -> type Introduction

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

A. Insert -> new slide -> select the title slide

Answer: A

6. Save the Company Strategy presentation as an Outline/RTF file. You don't need to change the file location.

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

7. Change the second bullet on this slide from Bonanza sale to Mammoth sale. Click anywhere outside the bulleted list placeholder when you have finished.

Answer: Delete the name Bonanza sale and type Mammoth sale

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

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

9. 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

10. If Maria were deleted from this organisation chart, which one of the following statements would be True?

A. Miguel and Lee would become sub-ordinates of Paul.

B. Miguel and Lee would report directly to Alexandra

C. Miguel and Lee would become co-workers of Naim and Michelle.

D. You would be prompted to give Miguel and Lee a new manager.

Answer: B

11. Add an image of a Lion to this slide from the Animals category of Microsoft's Clip Art gallery.

Answer: Double click on the clip art icon -> select animals -> select the lion -> apply

12. Without retyping, make all of the letters in the selected word upper-case.

Answer: Format -> change case -> select upper-case -> ok

13. Create a new blank presentation.

Answer: Click on the new tool from the standard toolbar

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

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

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

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

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