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Q&A

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Exam : **ICDL-Powerpoint**

Title : The ICDL L4 powerpoint exam

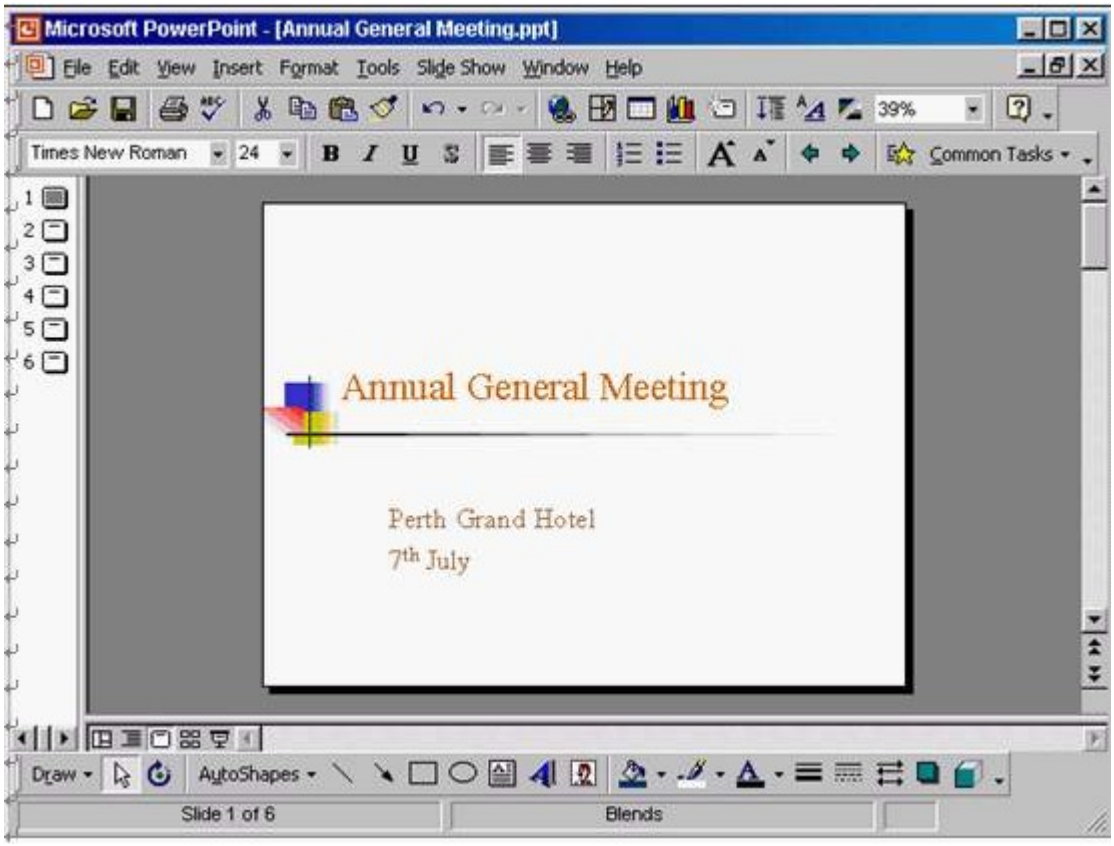
Version : DEMO

1. 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

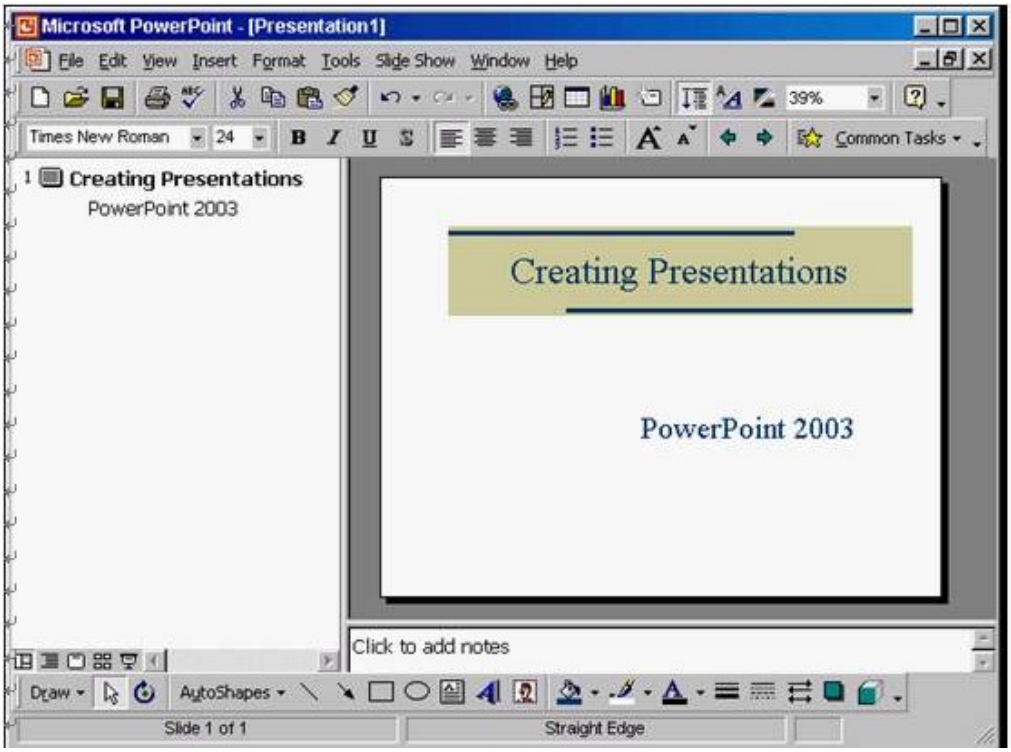
2. Switch to Slide Sorter View.



A. View -> select slide sorter

Answer: A

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

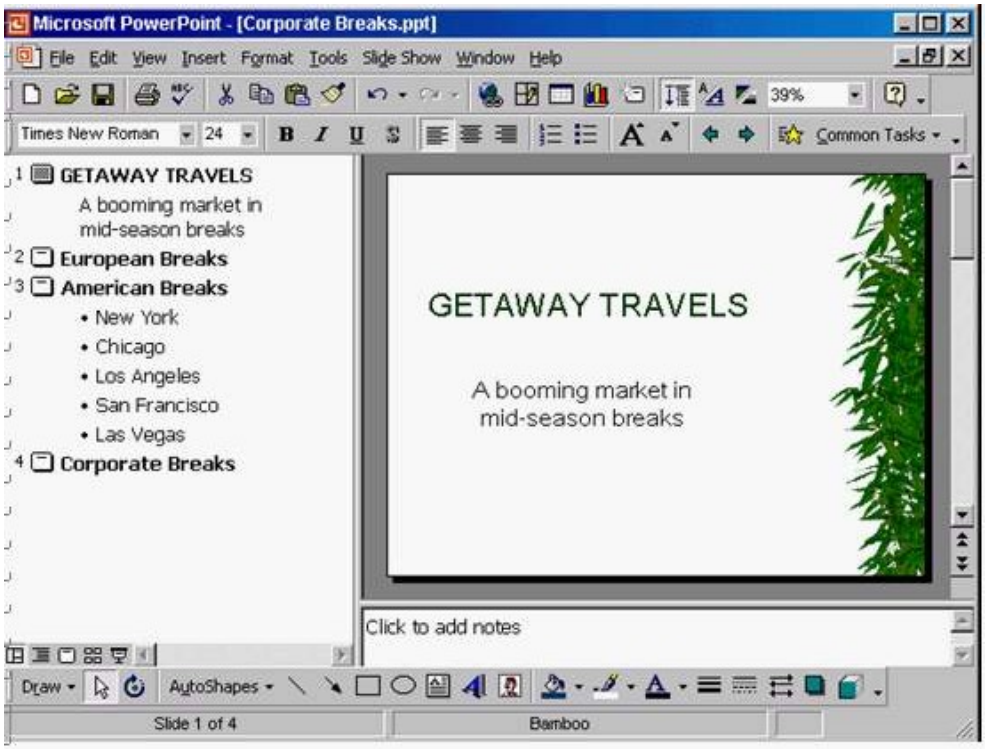


A. Insert -> new slide -> select the title slide

Answer: A

4. This travel company uses an approved range of corporate templates.

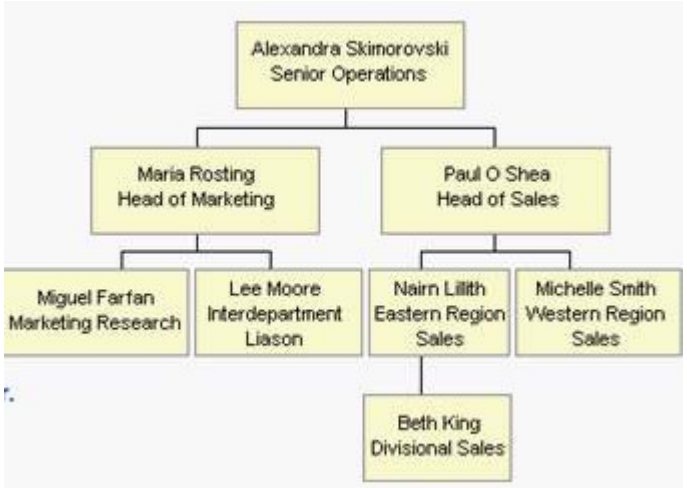
Apply the design template Sunny Days to this presentation.



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

Answer: A

5. 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.

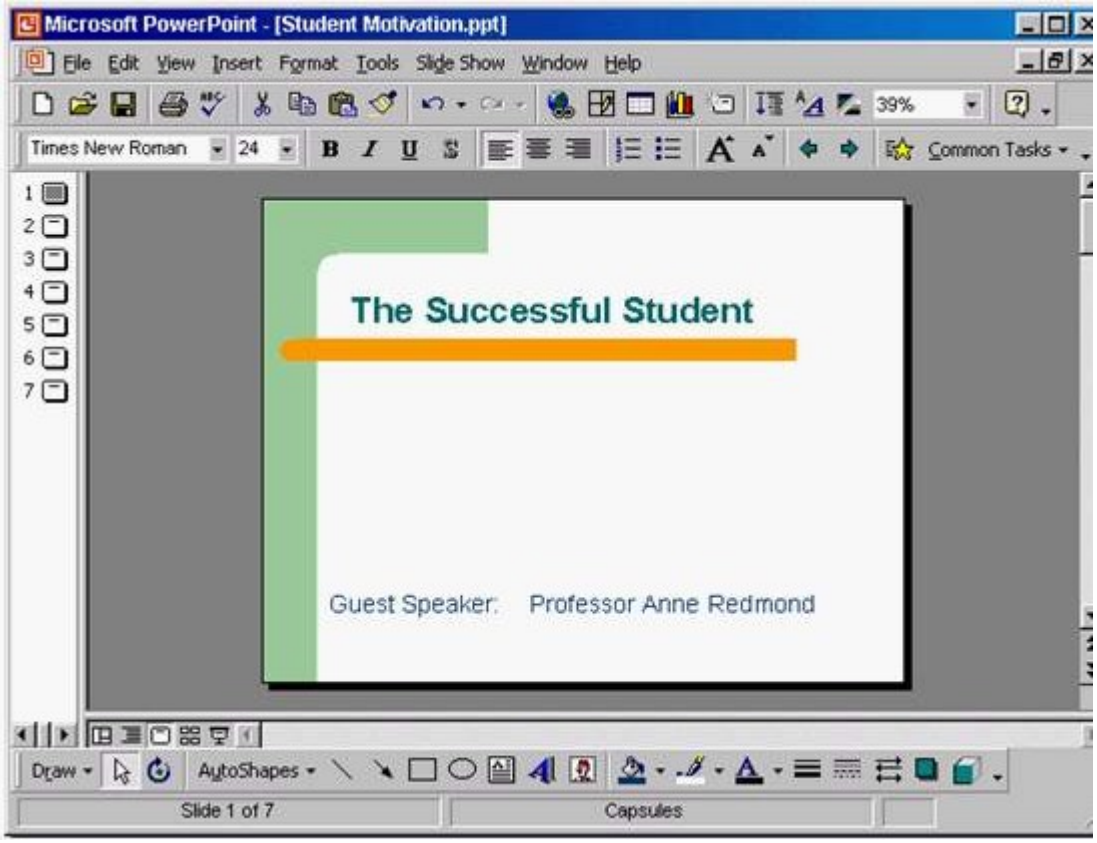
B. Miguel and Lee would report directly to Alexandra

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.

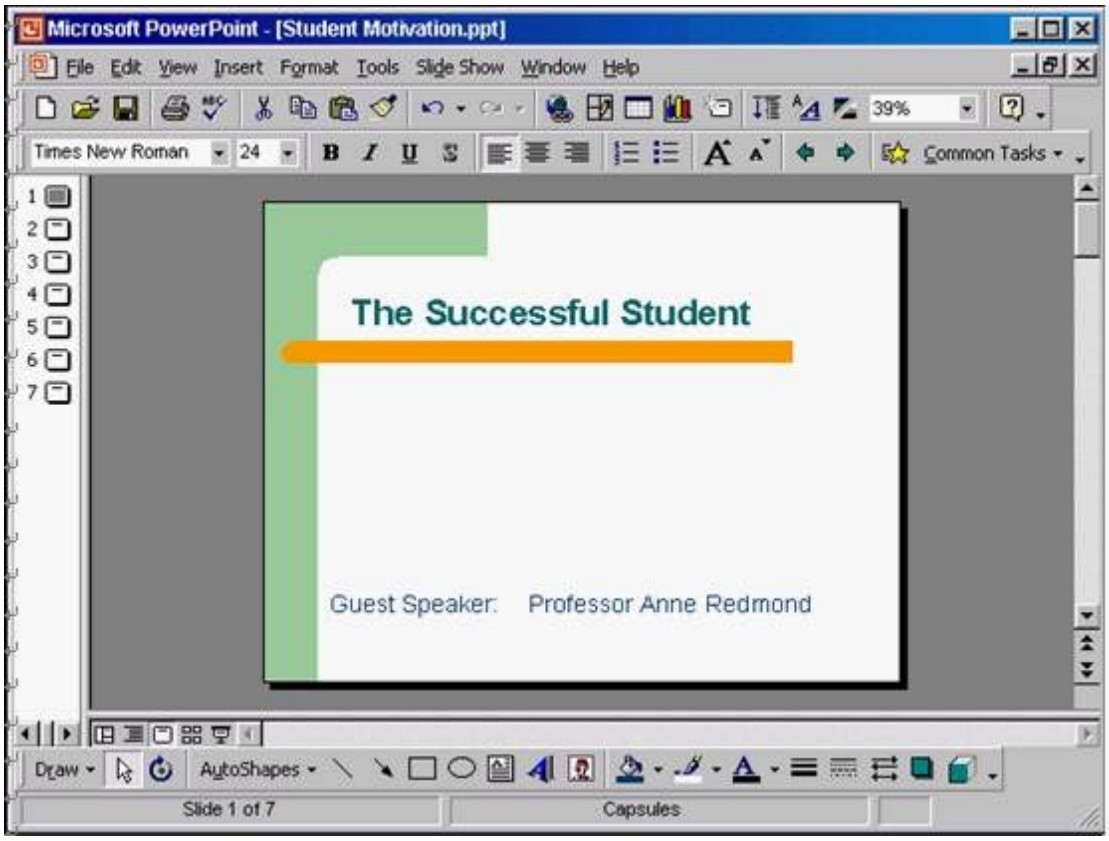
Answer: B

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



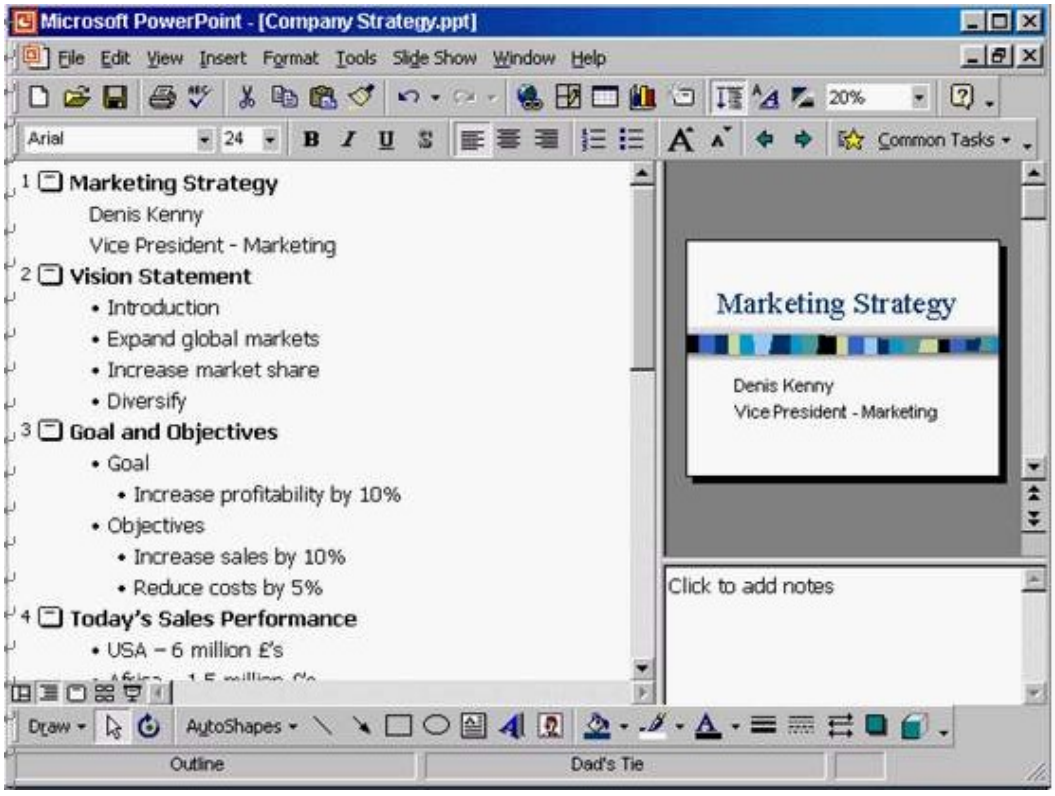
Answer: Click on open tool ->click on my documents -> select Training.ppt ->open

7.Create a new blank presentation.



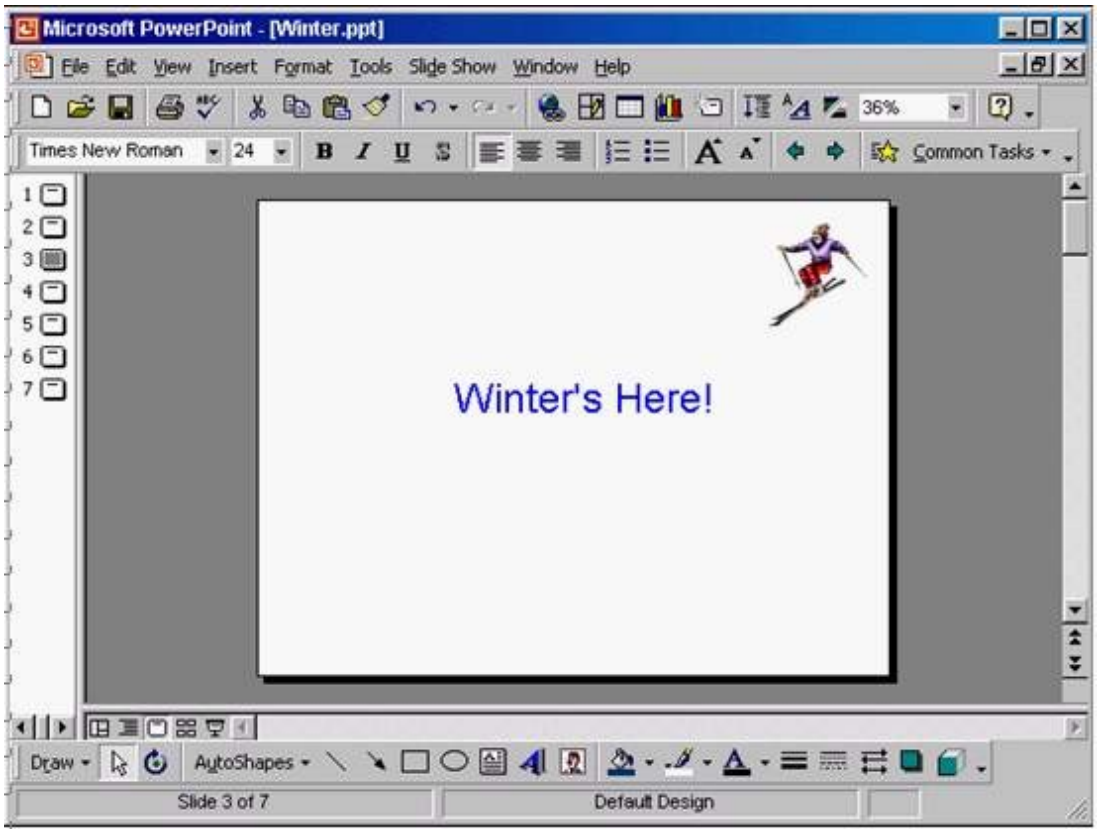
Answer: Click on the new tool from the standard toolbar

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



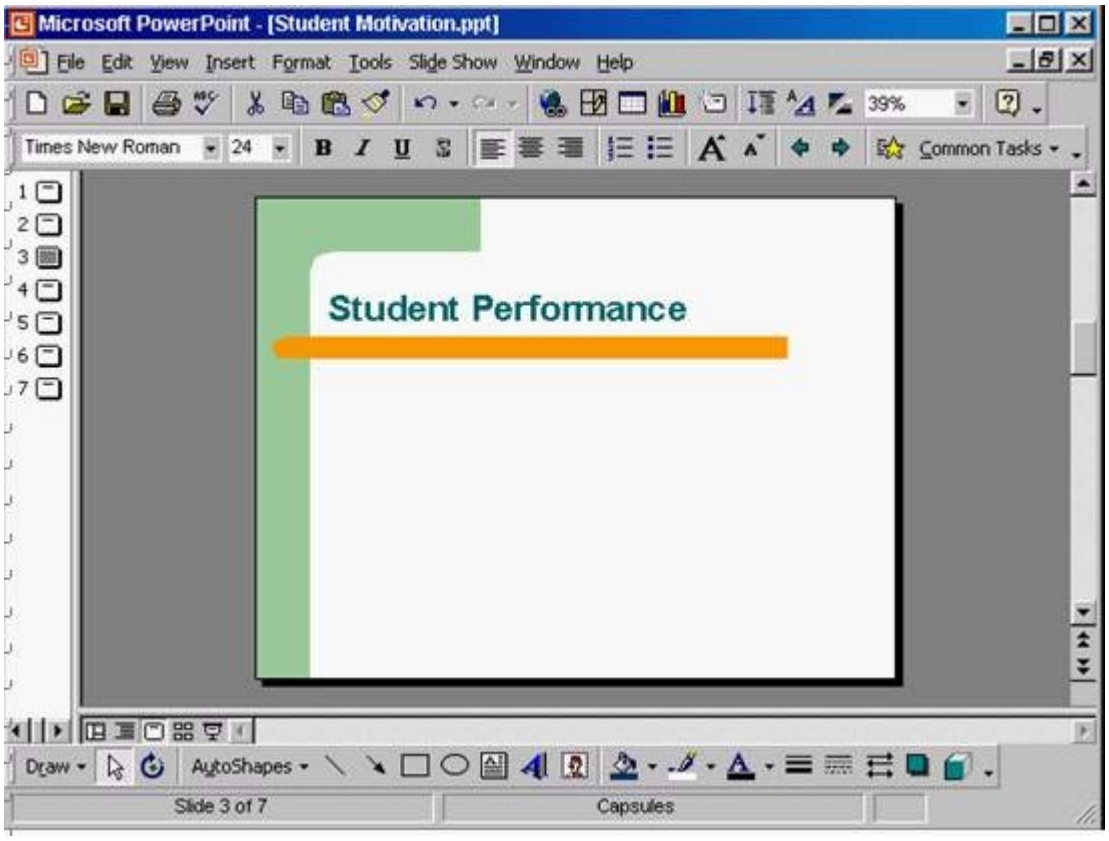
Answer: File -> save as -> use the drop down list in the save as type box and select outline/RTF-> save

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



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

10.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