



Vendor: ICDL

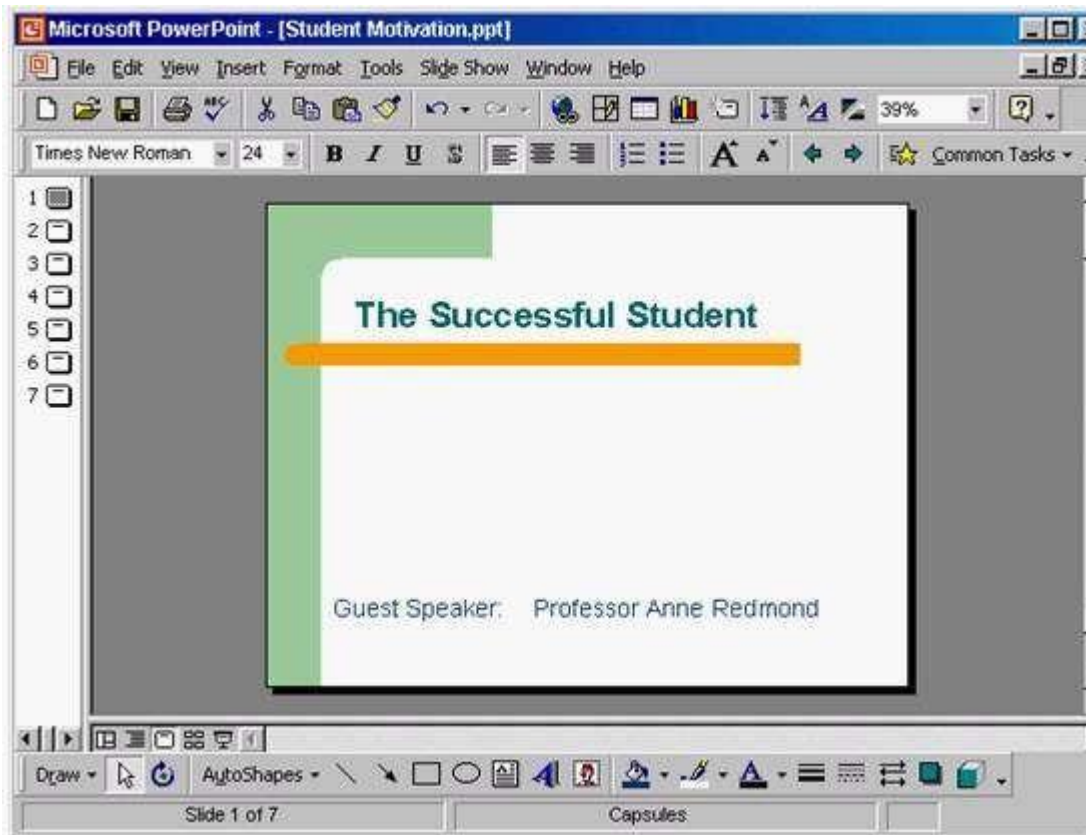
Exam Code: ICDL-Powerpoint

Exam Name: ICDL Powerpoint Exam

Version: DEMO

QUESTION 1

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

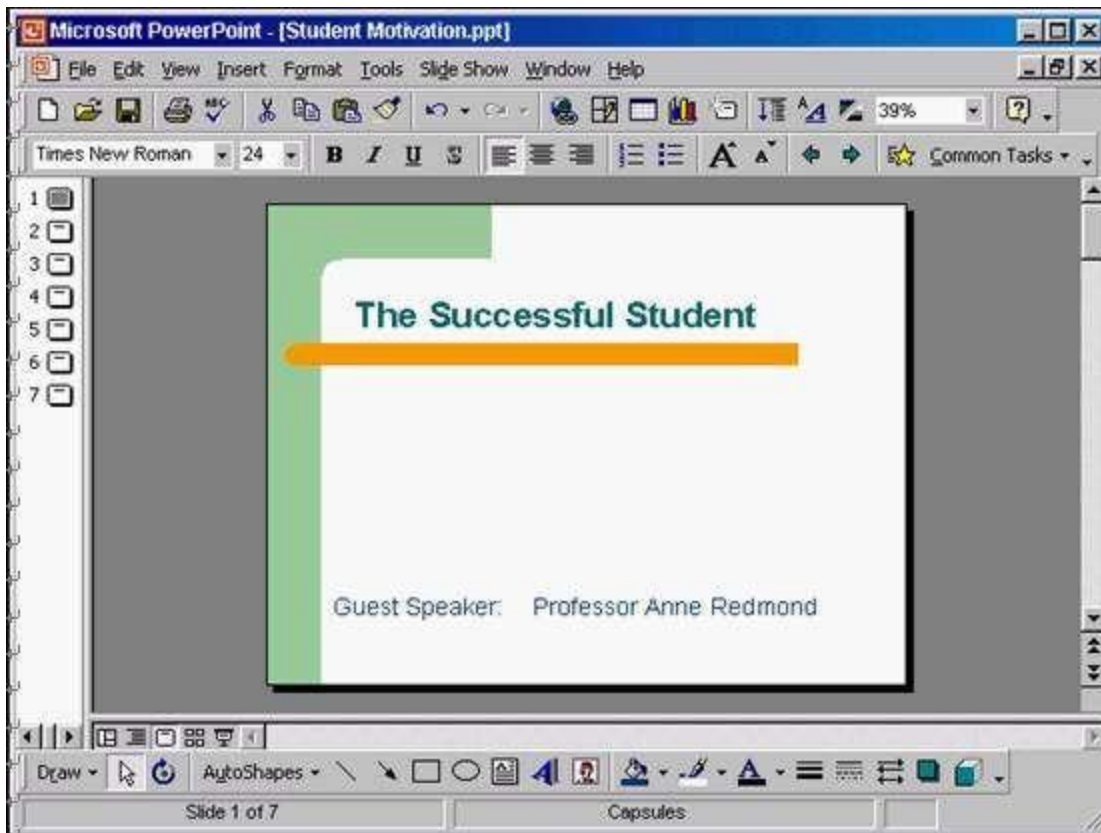


A. Click on open tool -> click on my documents -> select Training.ppt -> open

Answer: A

QUESTION 2

Create a new blank presentation.

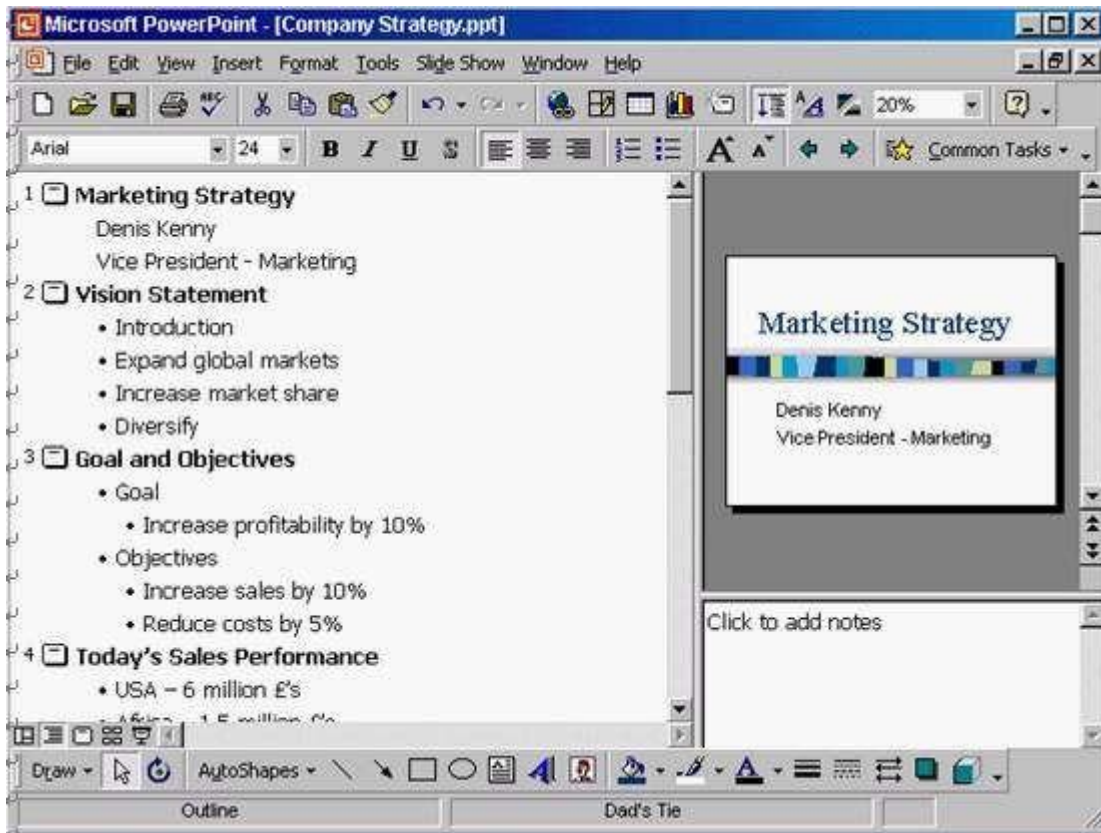


A. Click on the new tool from the standard toolbar

Answer: A

QUESTION 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

QUESTION 4

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

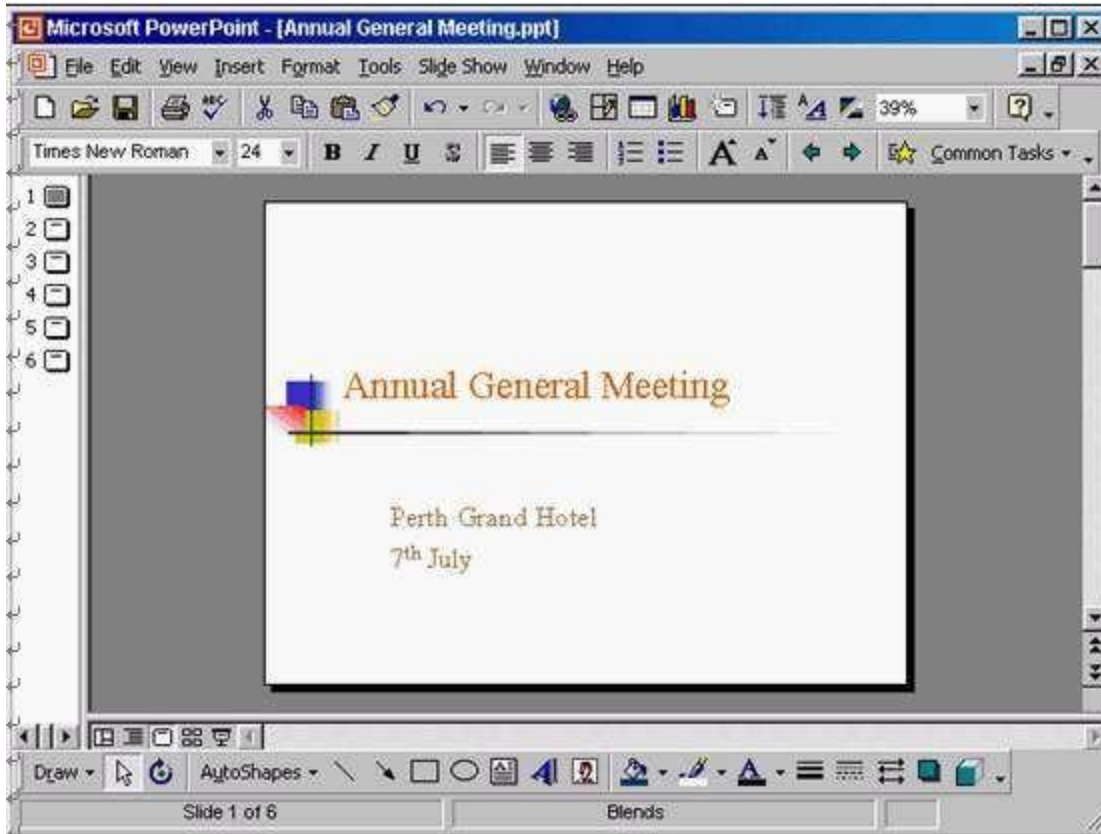


A. Tools -> options -> General tab -> in the name box delete msingh -> type Lee Smith

Answer: A

QUESTION 5

Switch to Slide Sorter View.

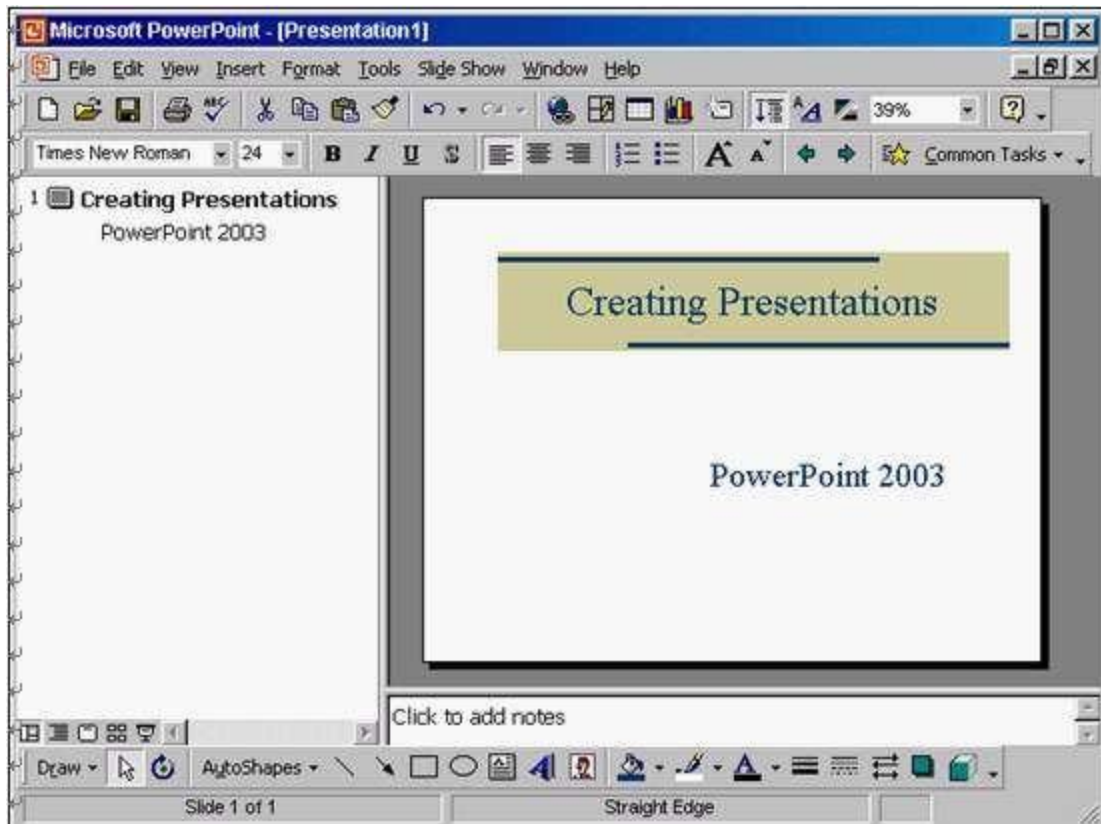


A. View -> select slide sorter

Answer: A

QUESTION 6

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

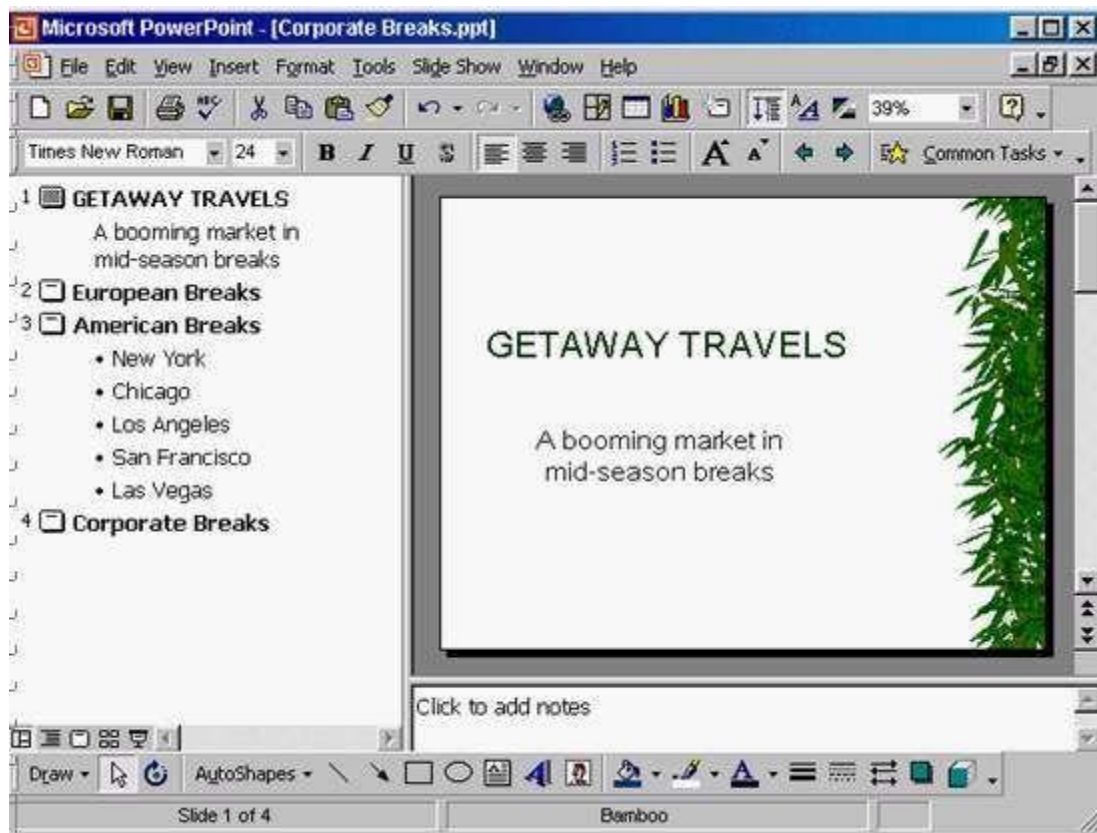


A. Insert -> new slide -> select the title slide

Answer: A

QUESTION 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

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