



# ICDL

## ICDL-POWERP Exam

### ICDL The ICDL L4 PowerPoint Exam

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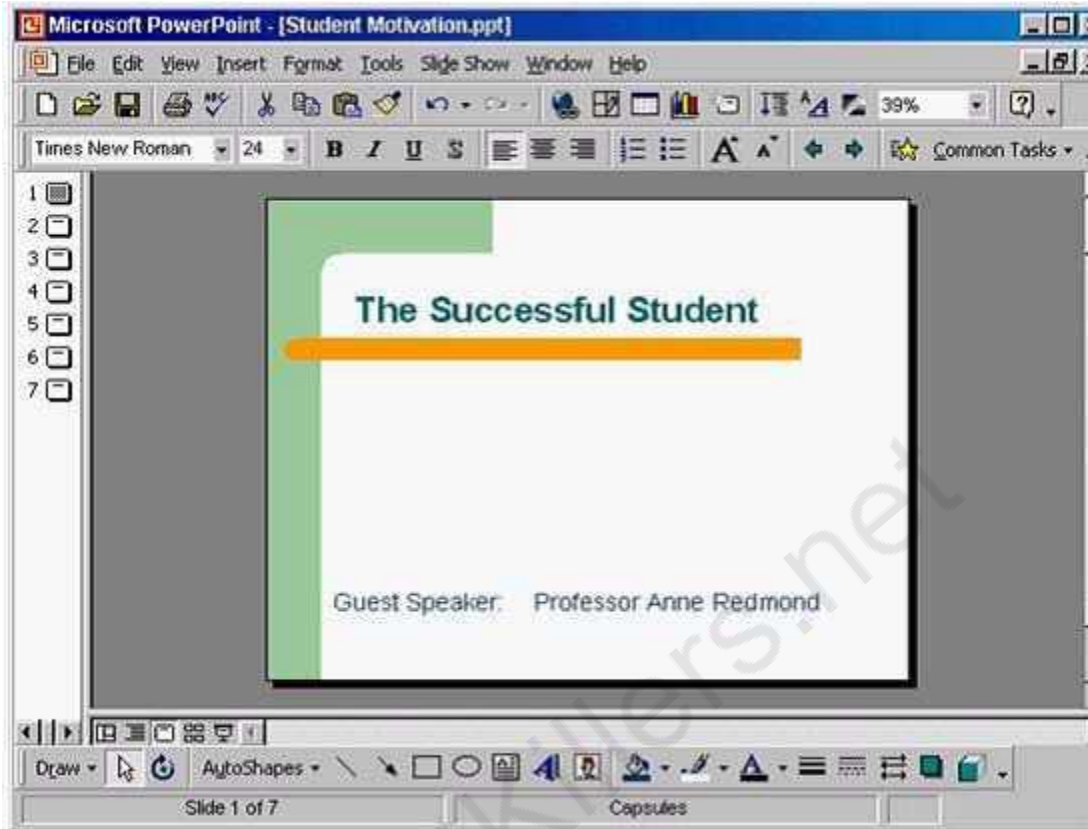
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**Question: 1**

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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

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**Answer: A**

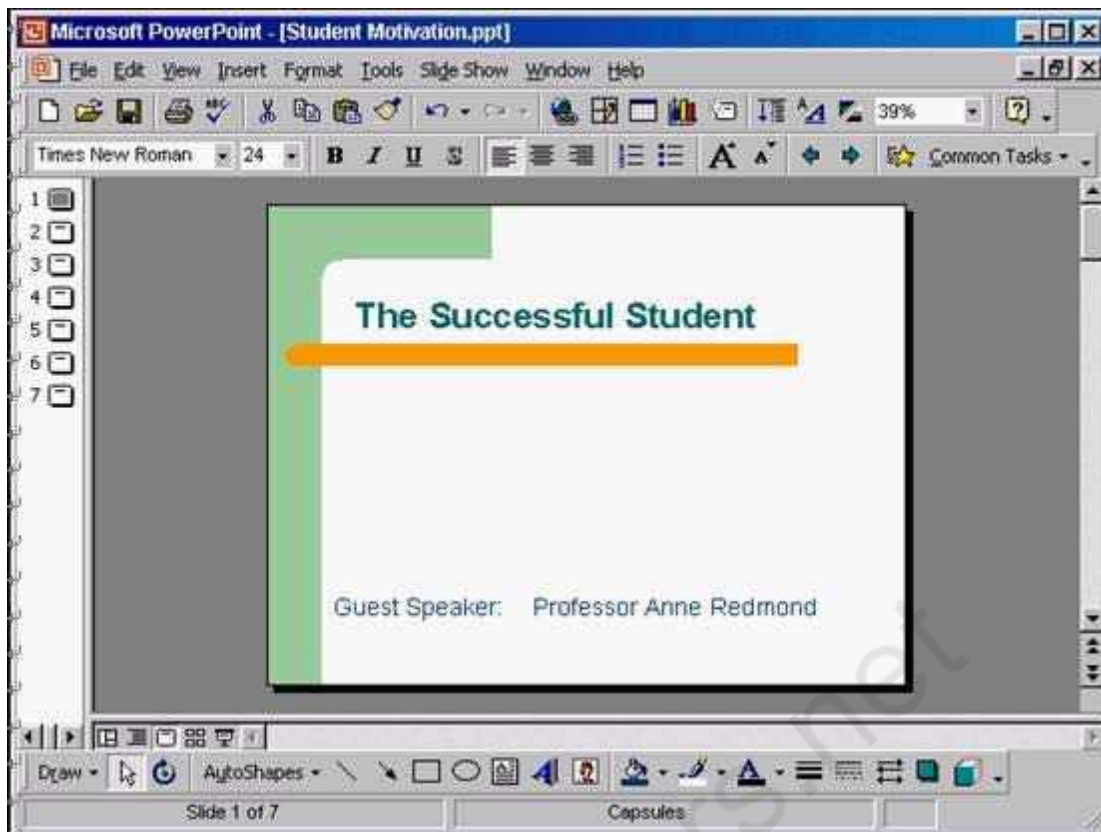
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**Question: 2**

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Create a new blank presentation.



A. Click on the new tool from the standard toolbar

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**Answer: A**

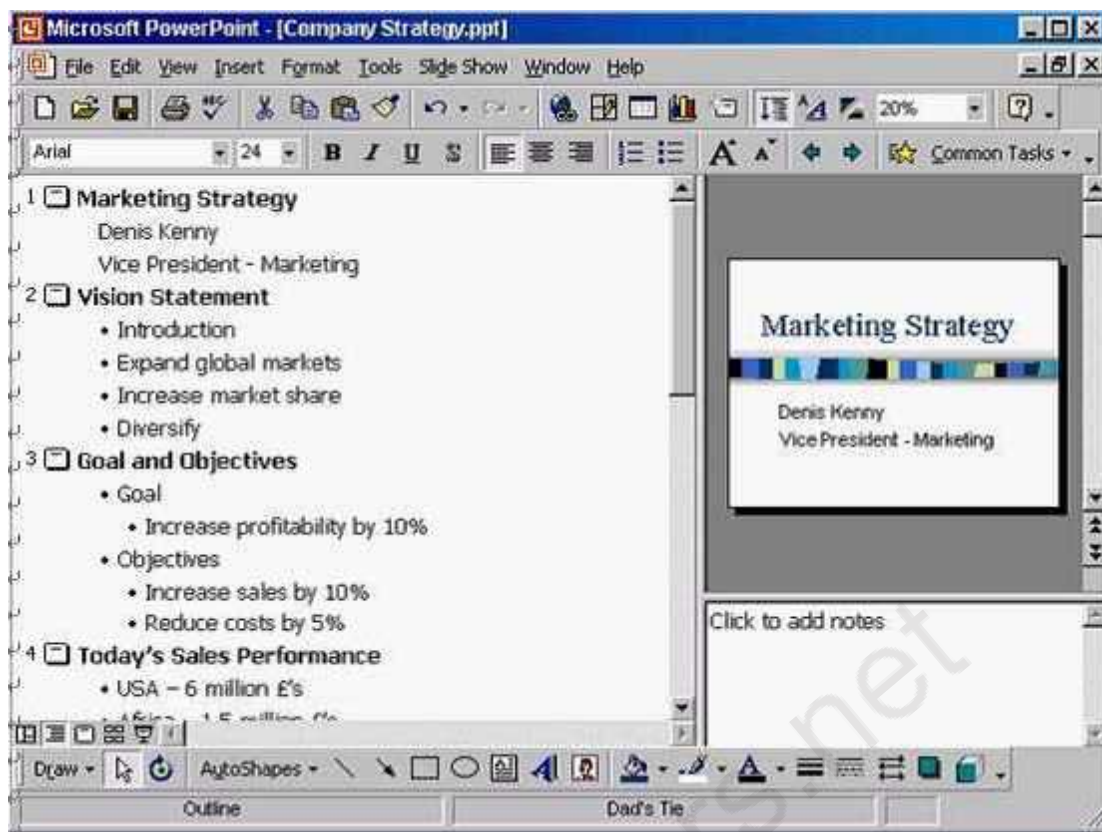
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**Question: 3**

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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

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**Answer: A**

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#### Question: 4

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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

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**Answer: A**

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**Question: 5**

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Switch to Slide Sorter View.



A. View -> select slide sorter

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**Answer: A**

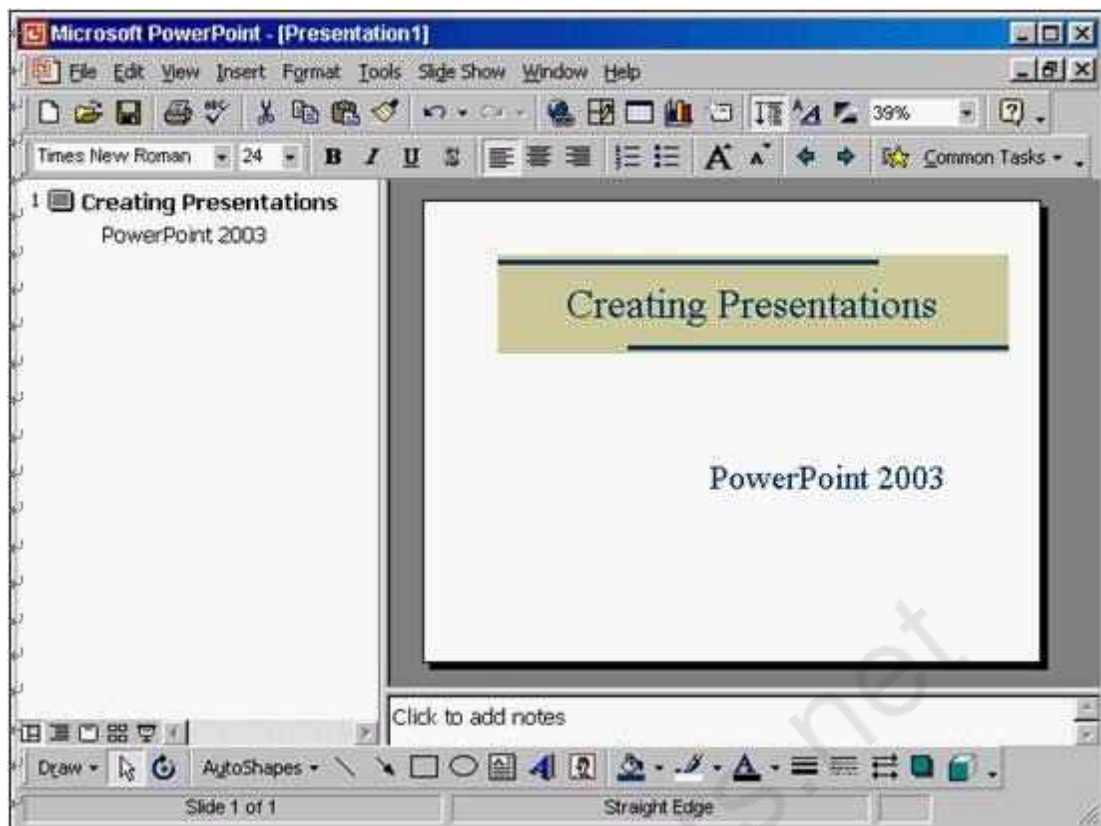
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**Question: 6**

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



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

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**Answer: A**

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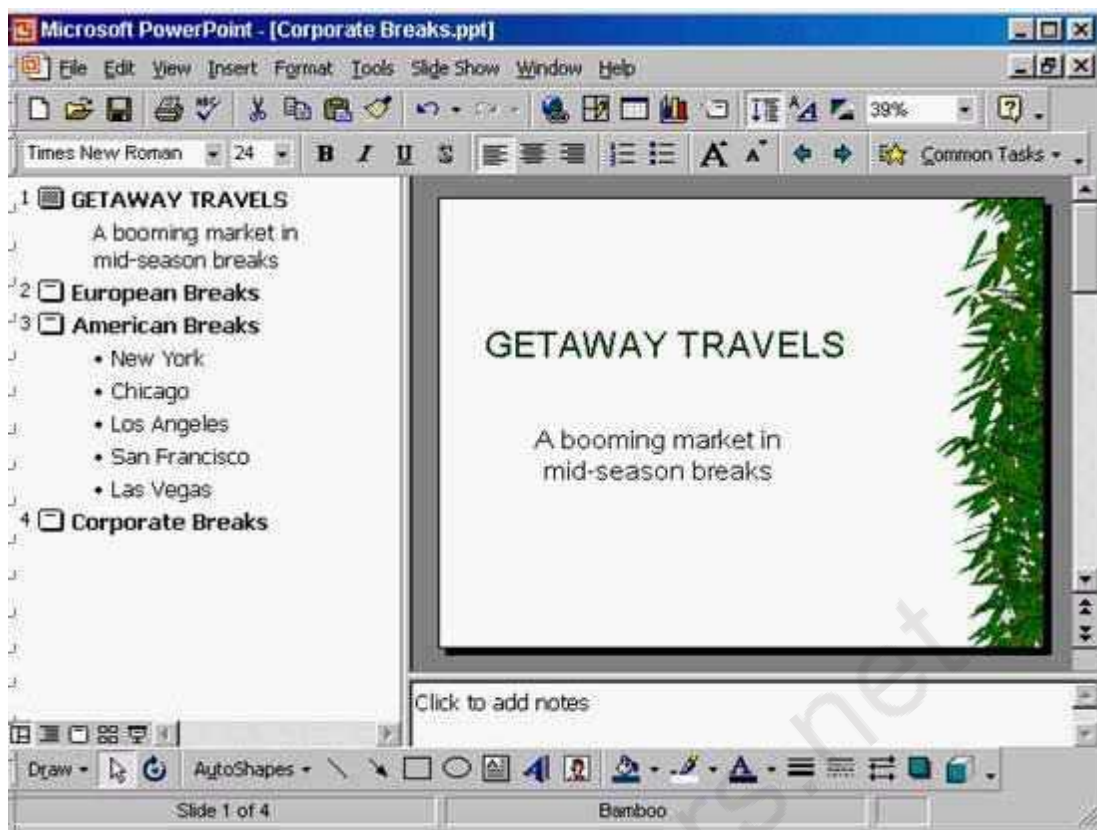
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**Question: 7**

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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

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**Answer: A**

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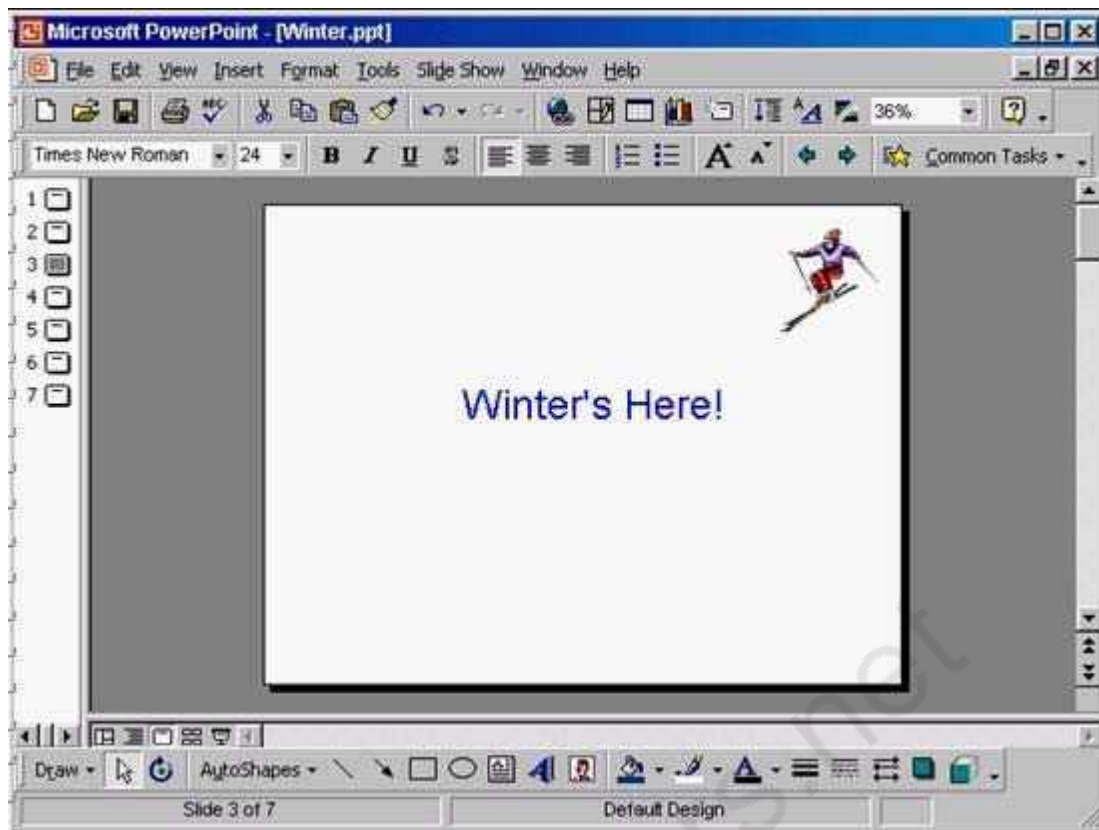
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**Question: 8**

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





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

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**Answer: A**

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