

# ***Passcert***

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# **Q&A**

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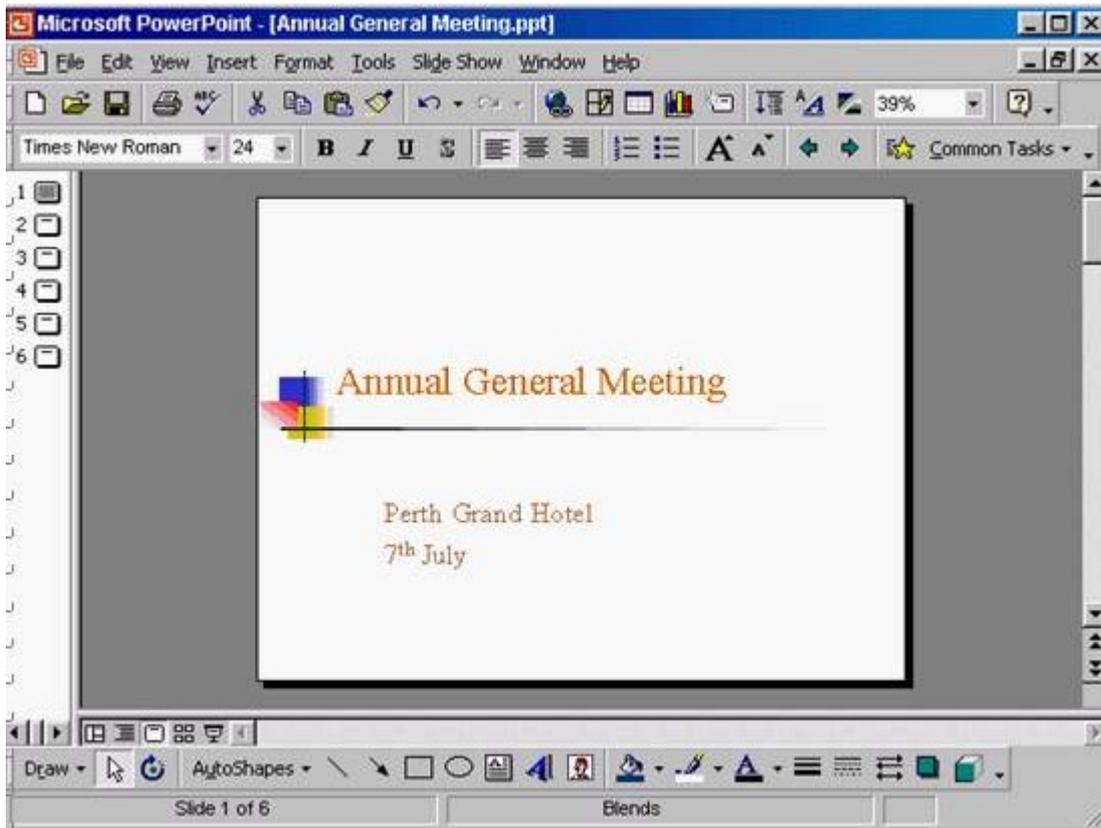
***We offer free update service for one year.***

**Exam** : **ICDL-Powerpoint**

**Title** : The ICDL L4 powerpoint  
exam

**Version** : DEMO

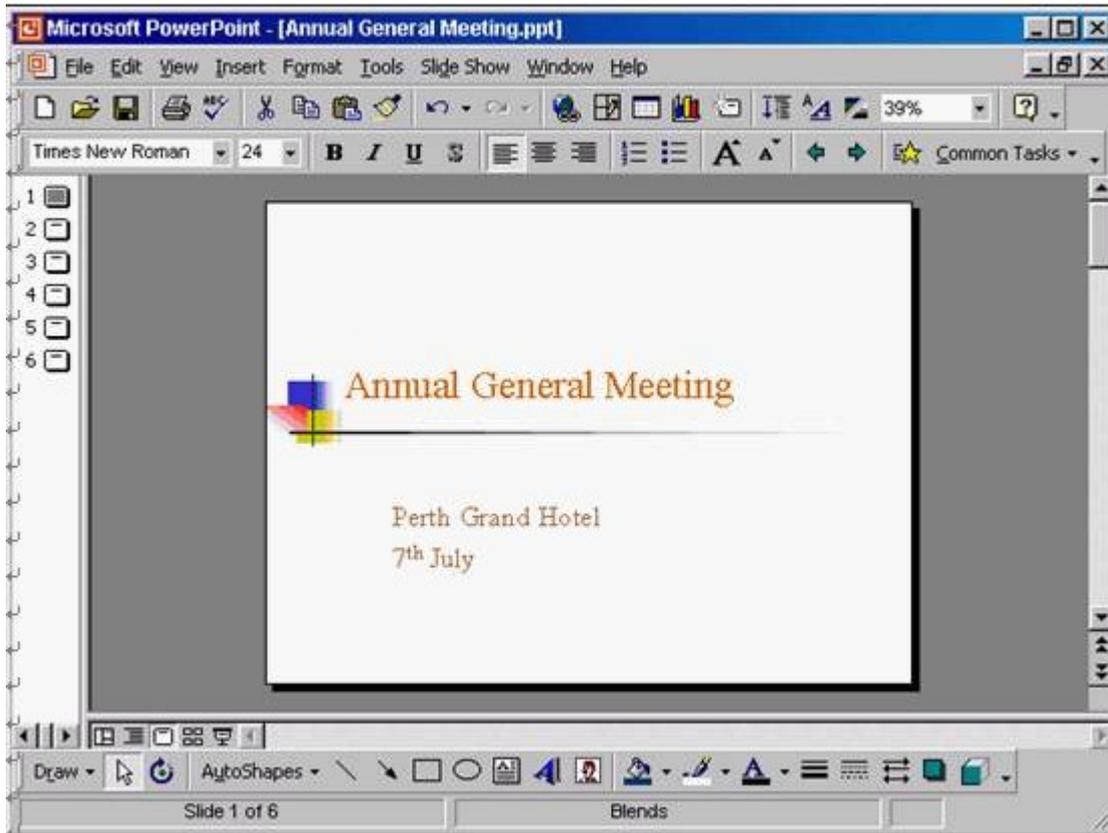
1. Change the default user name for this application to Lee Smith.



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

**Answer: A**

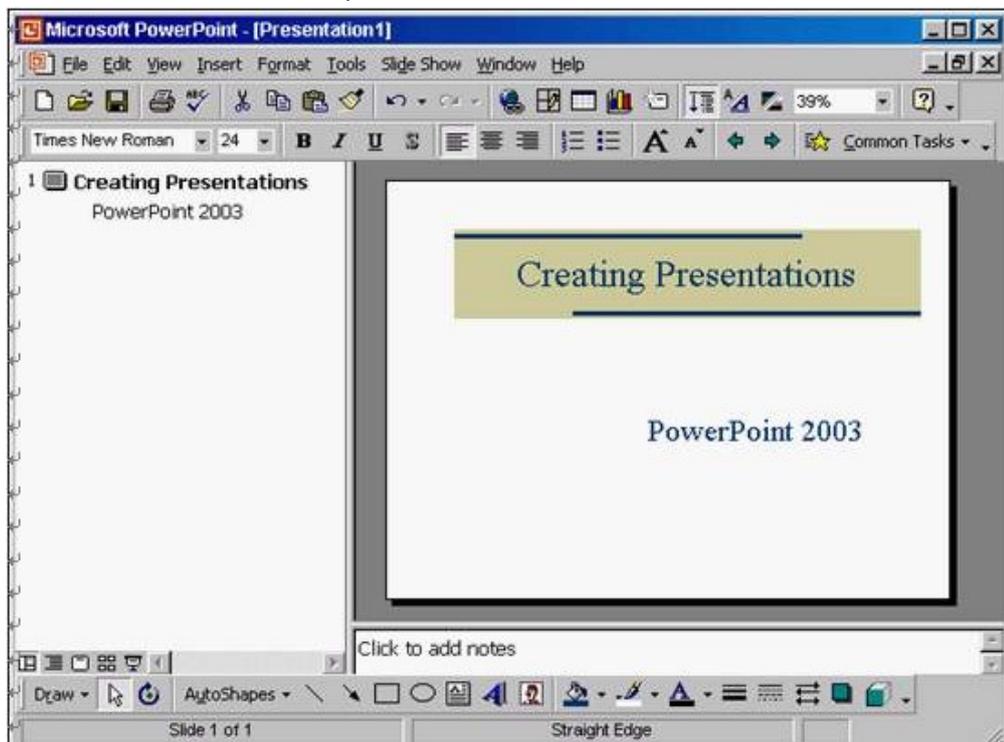
2. Switch to Slide Sorter View.



A. View -> select slide sorter

**Answer: A**

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

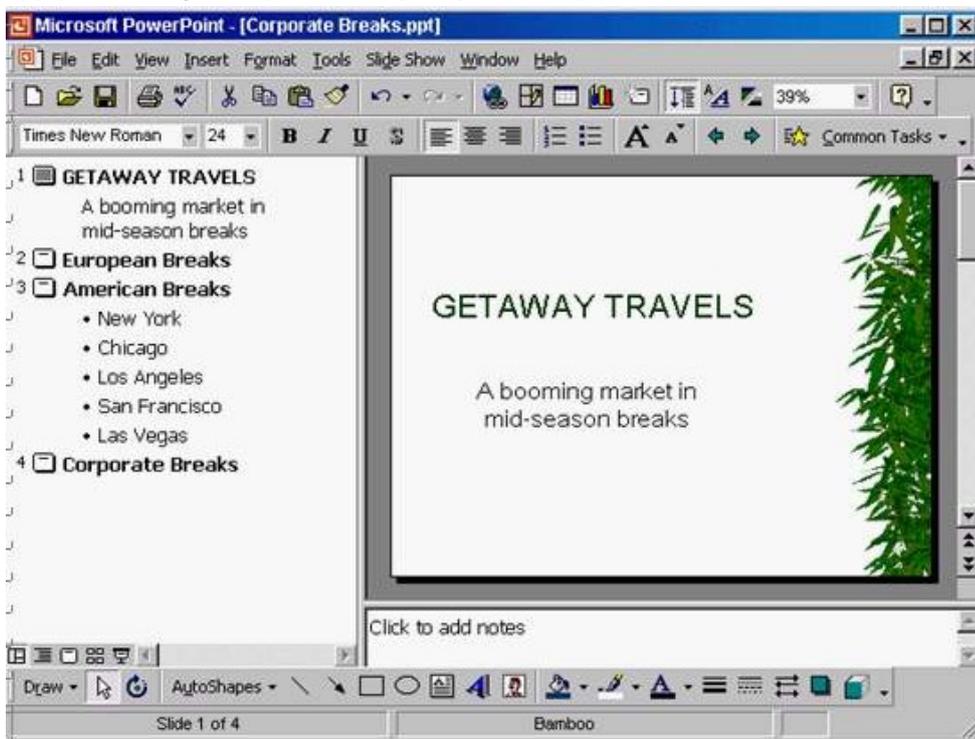


A. Insert -> new slide -> select the title slide

**Answer: A**

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

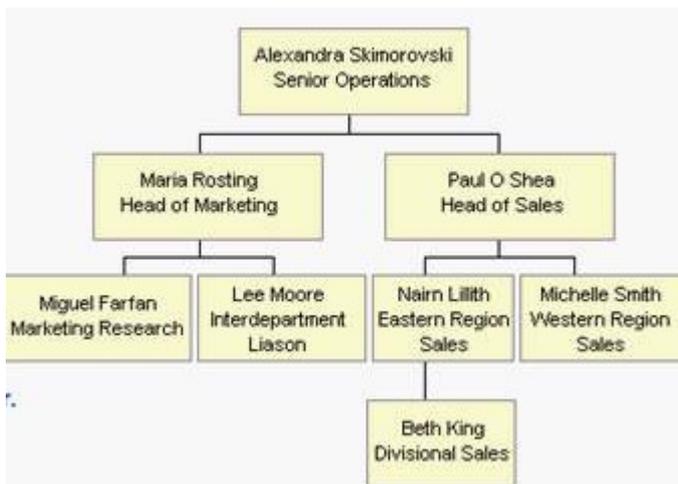
Apply the design template Sunny Days to this presentation.



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

**Answer: A**

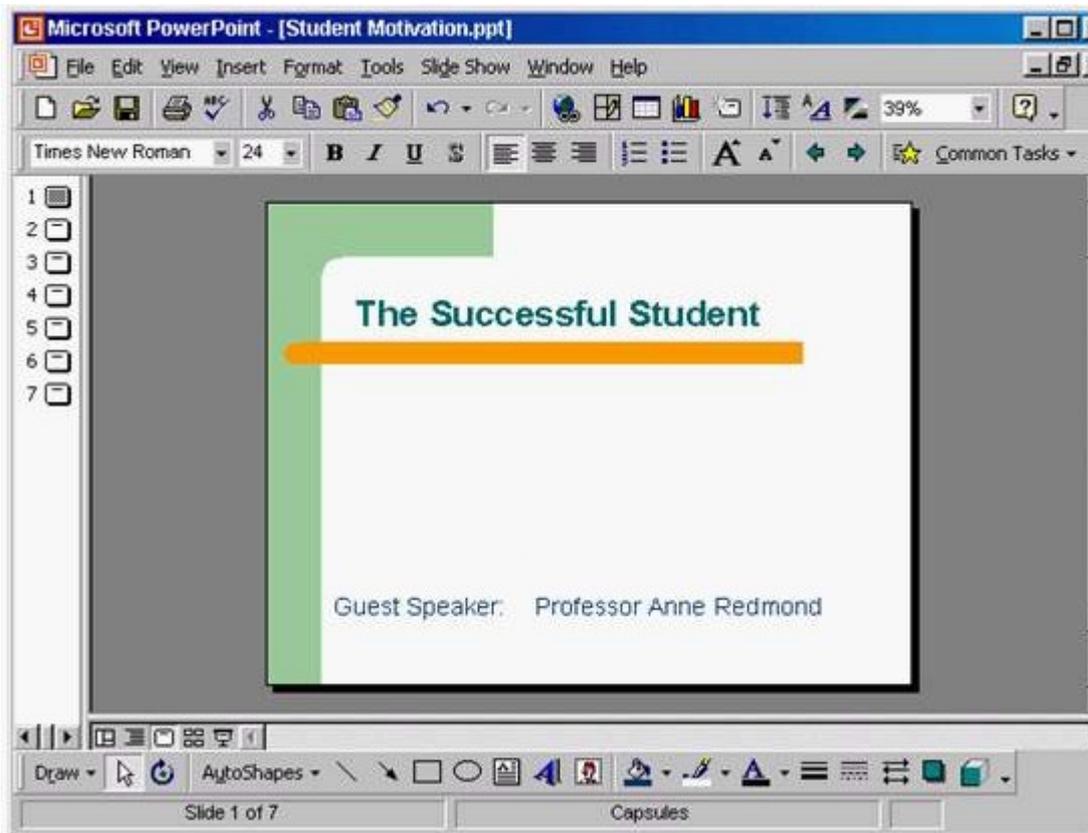
5. If Maria were deleted from this organisation chart, which one of the following statements would be True?



- 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.

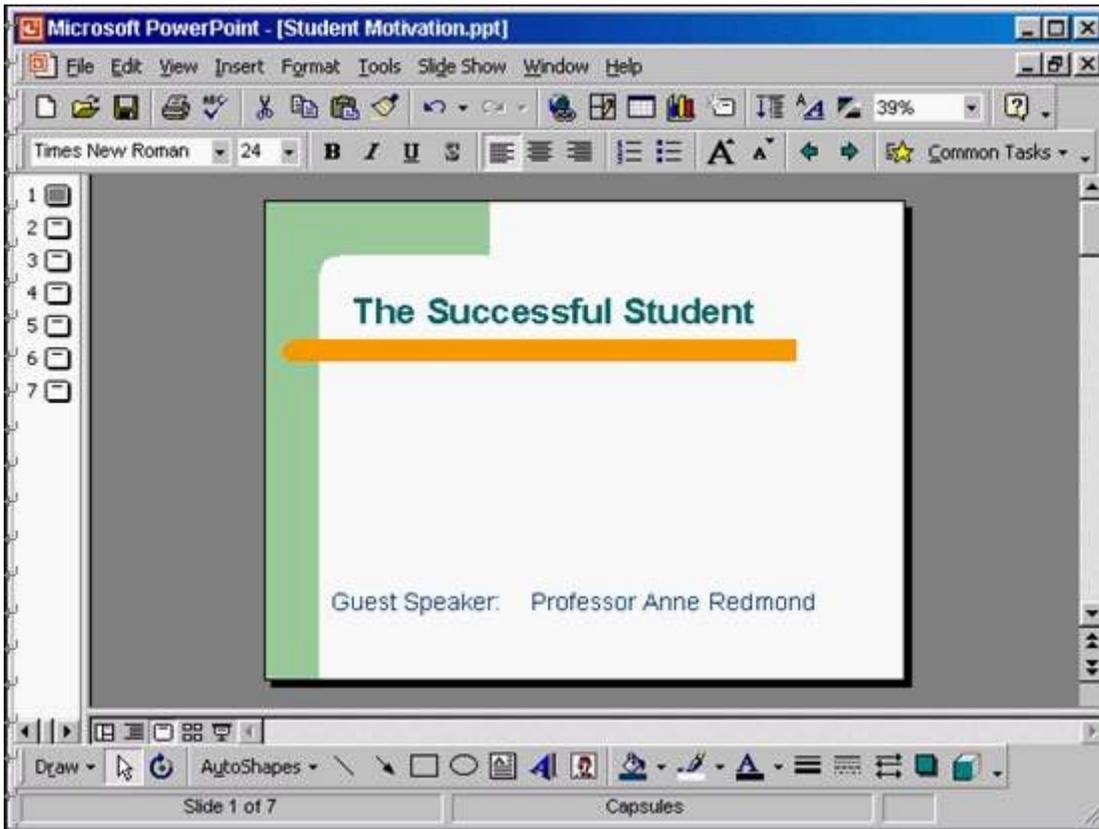
**Answer: B**

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



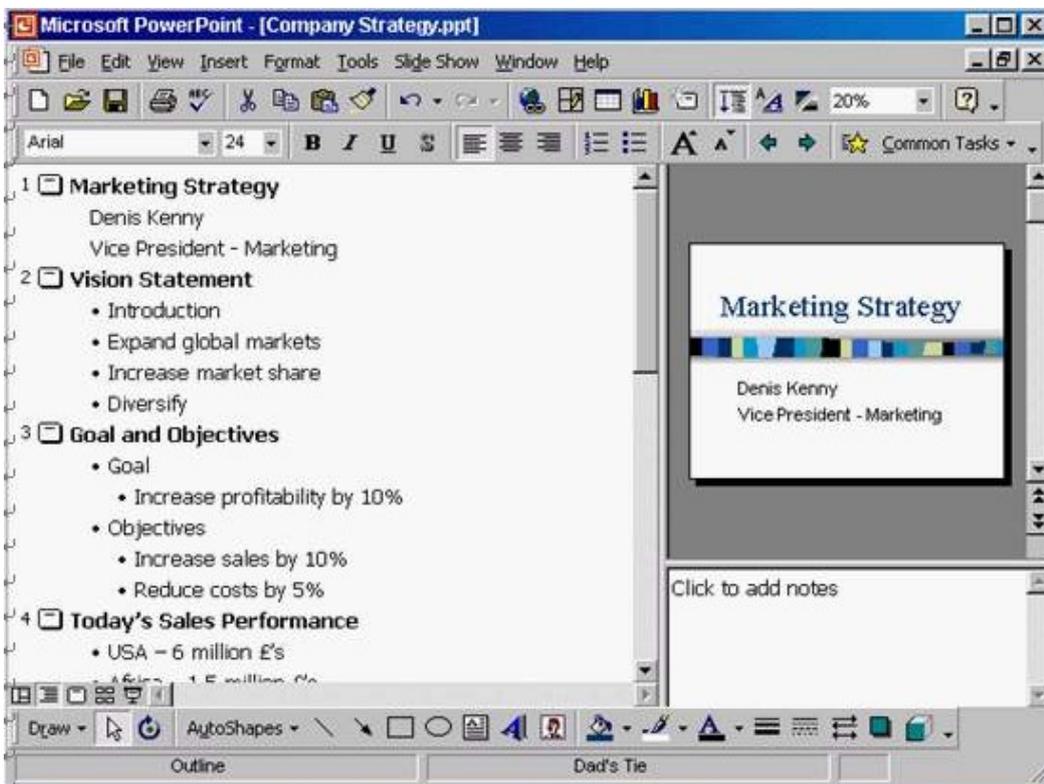
**Answer:** Click on open tool ->click on my documents -> select Training.ppt ->open

7. Create a new blank presentation.



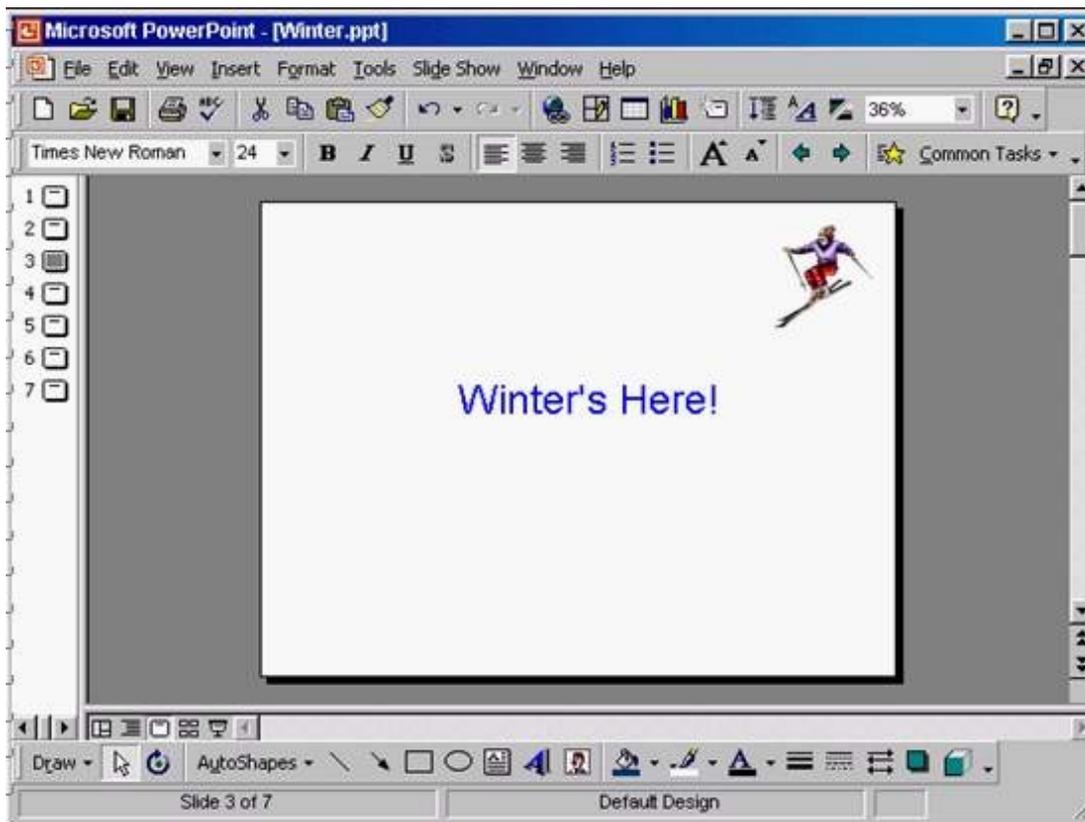
**Answer:** Click on the new tool from the standard toolbar

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



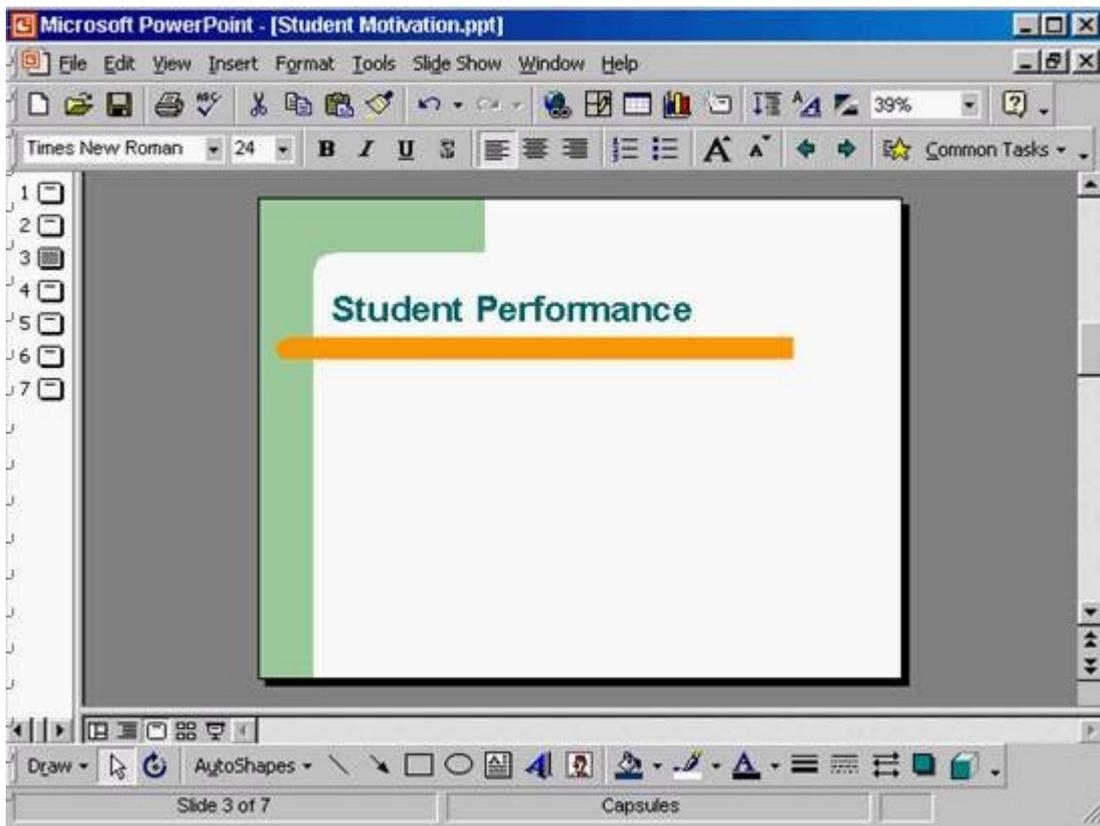
**Answer:** File -> save as -> use the drop down list in the save as type box and select outline/RTF-> save

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