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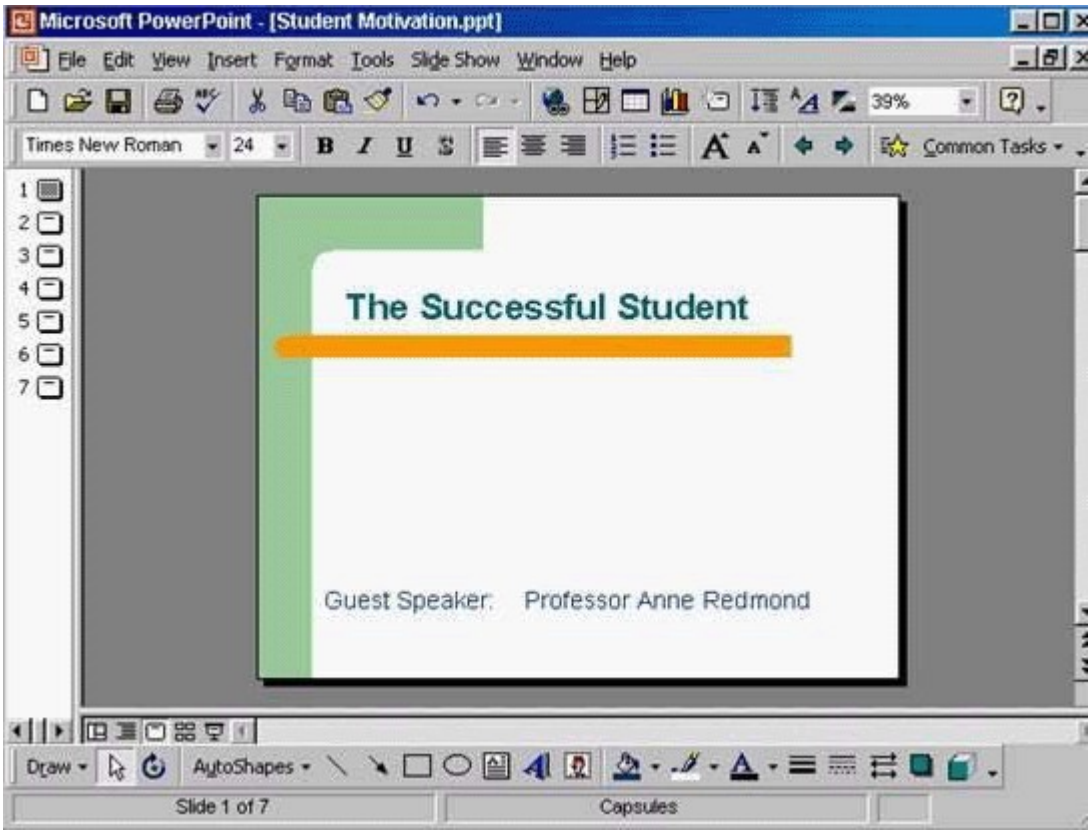
**Exam** : **ICDL-PowerP**

**Title** : The ICDL L4 powerpoint exam

**Version** : Demo

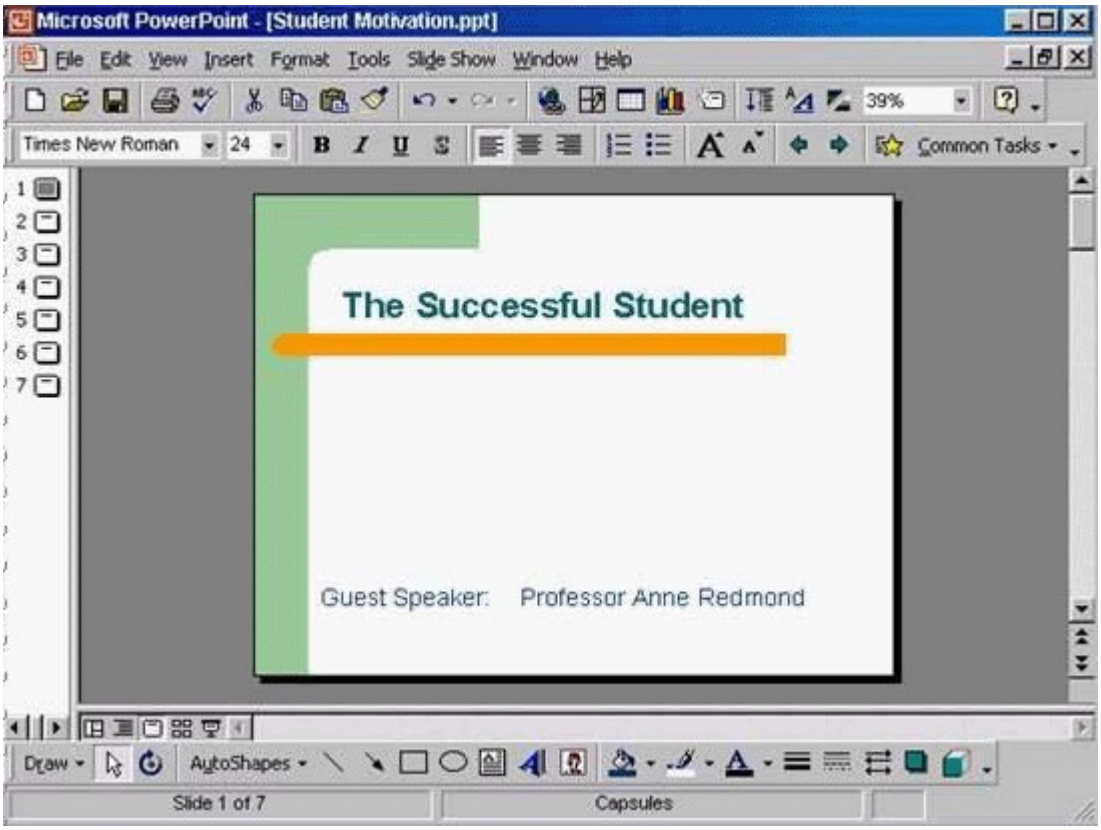
1.Open the presentation named Training.ppt, which is in the My Documents folder.




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

**Answer:** A

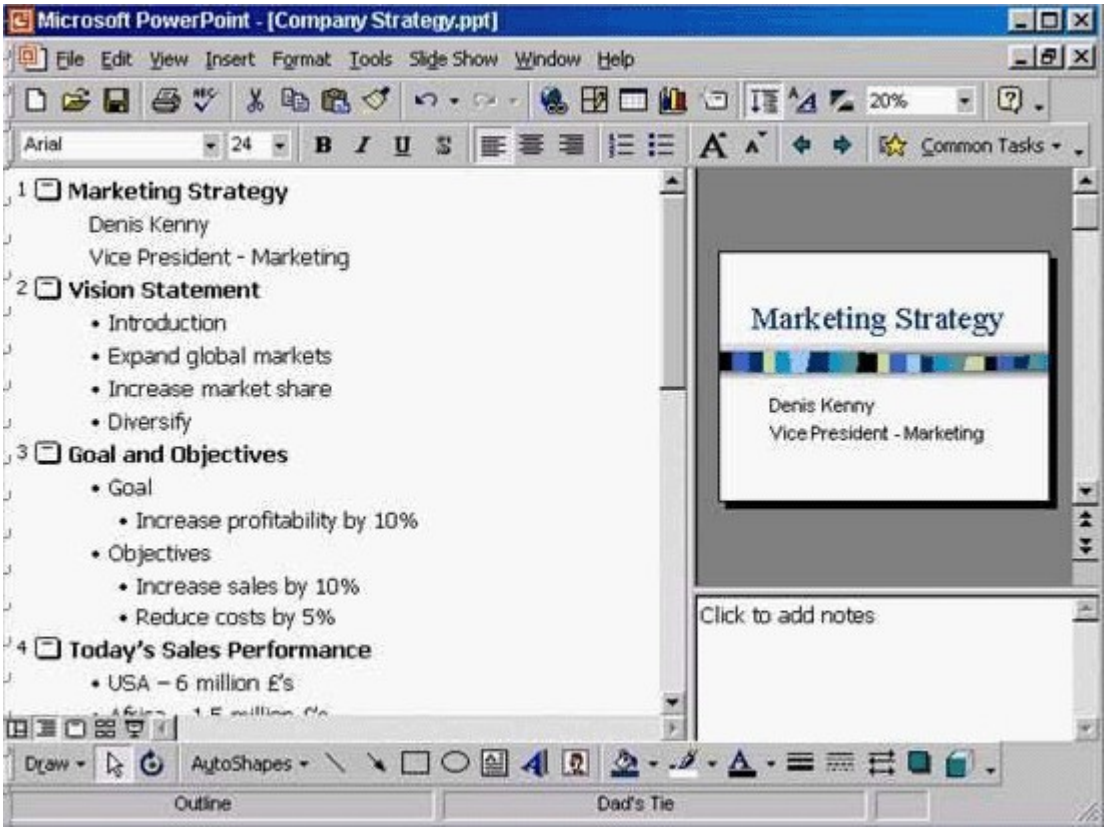
2.Create a new blank presentation.




A. Click on the new tool from the standard toolbar

**Answer:** A

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

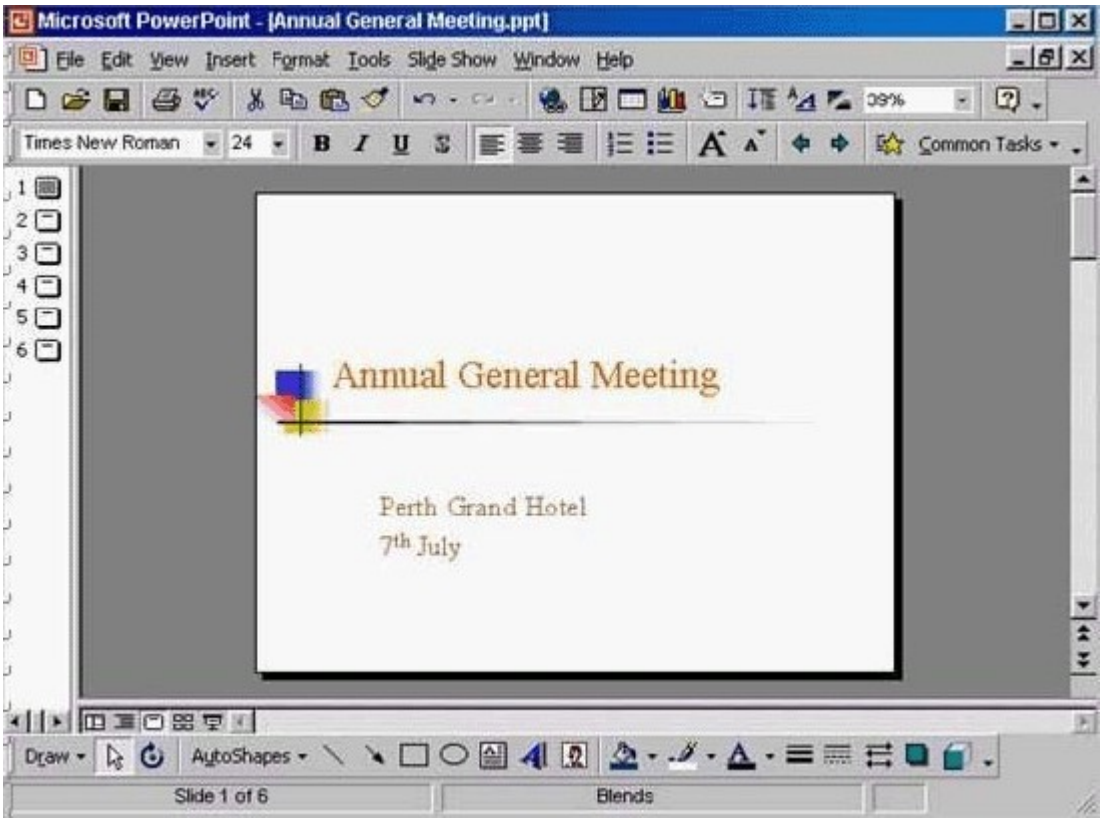
**Answer:** A

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

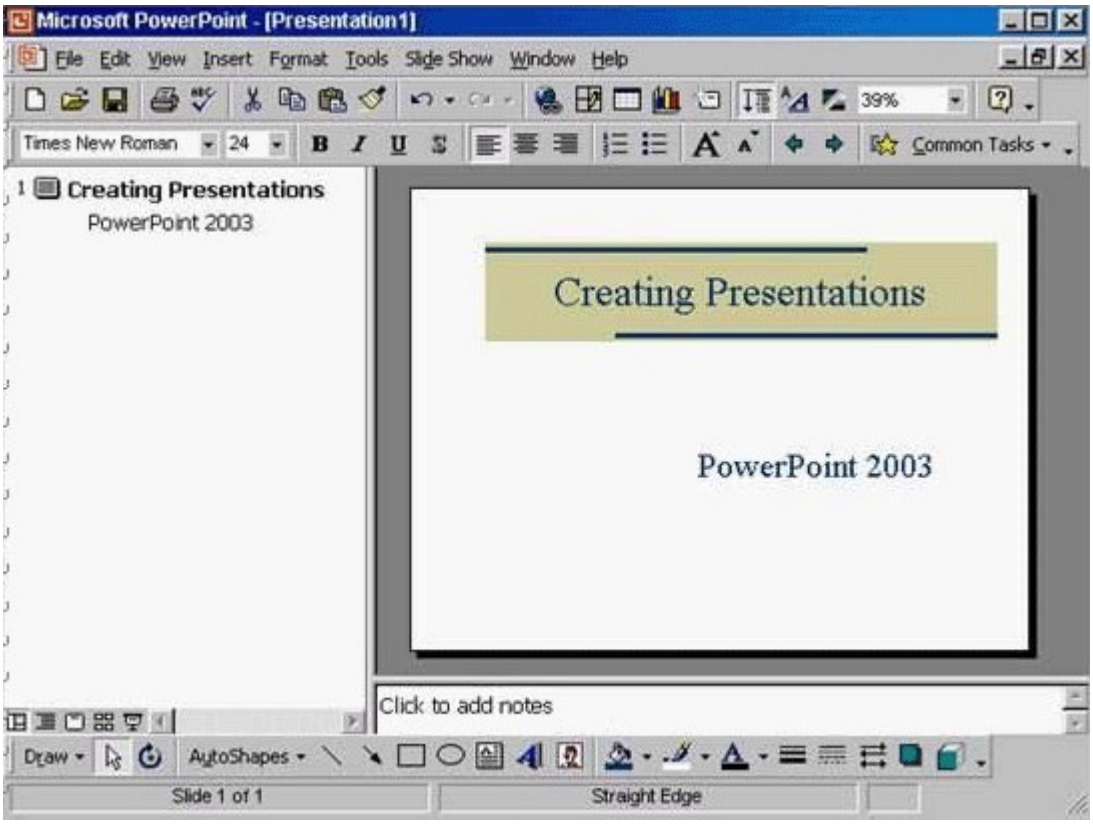
5.Switch to Slide Sorter View.




A. View -> select slide sorter

**Answer:** A

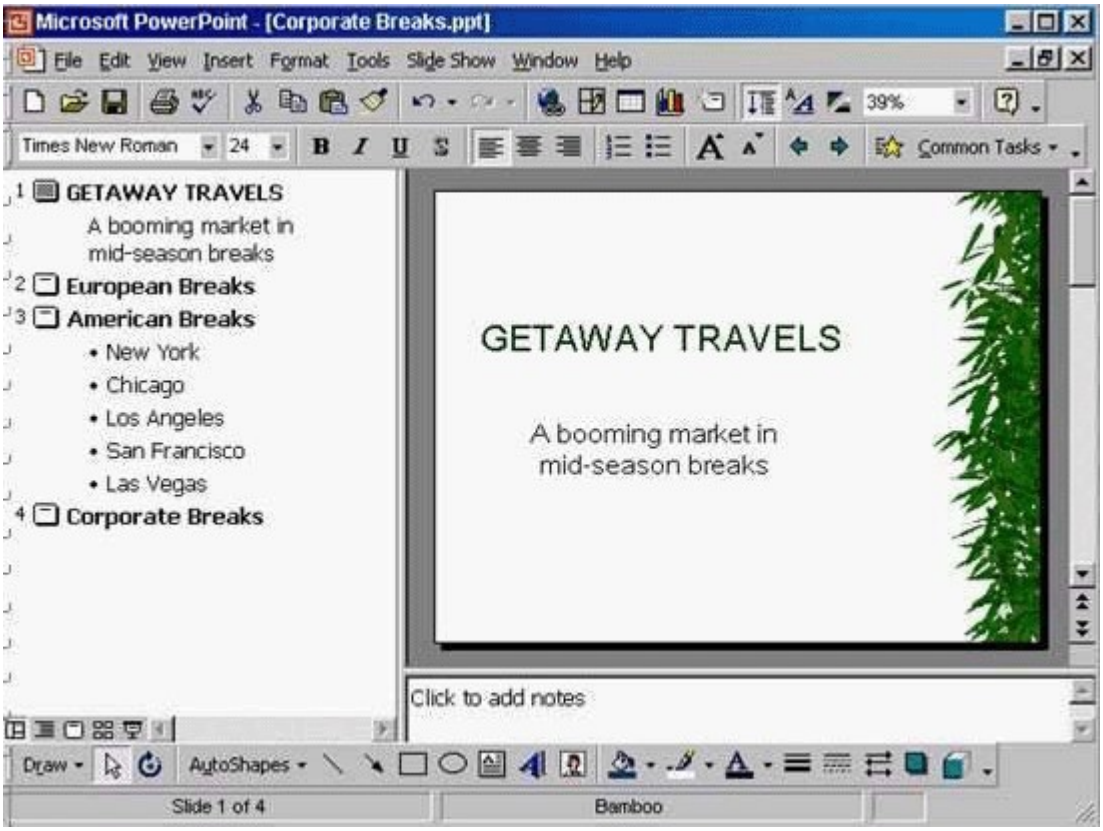
6.Create a Title Slide, with placeholders for both a title and a sub-title.



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

**Answer:** A

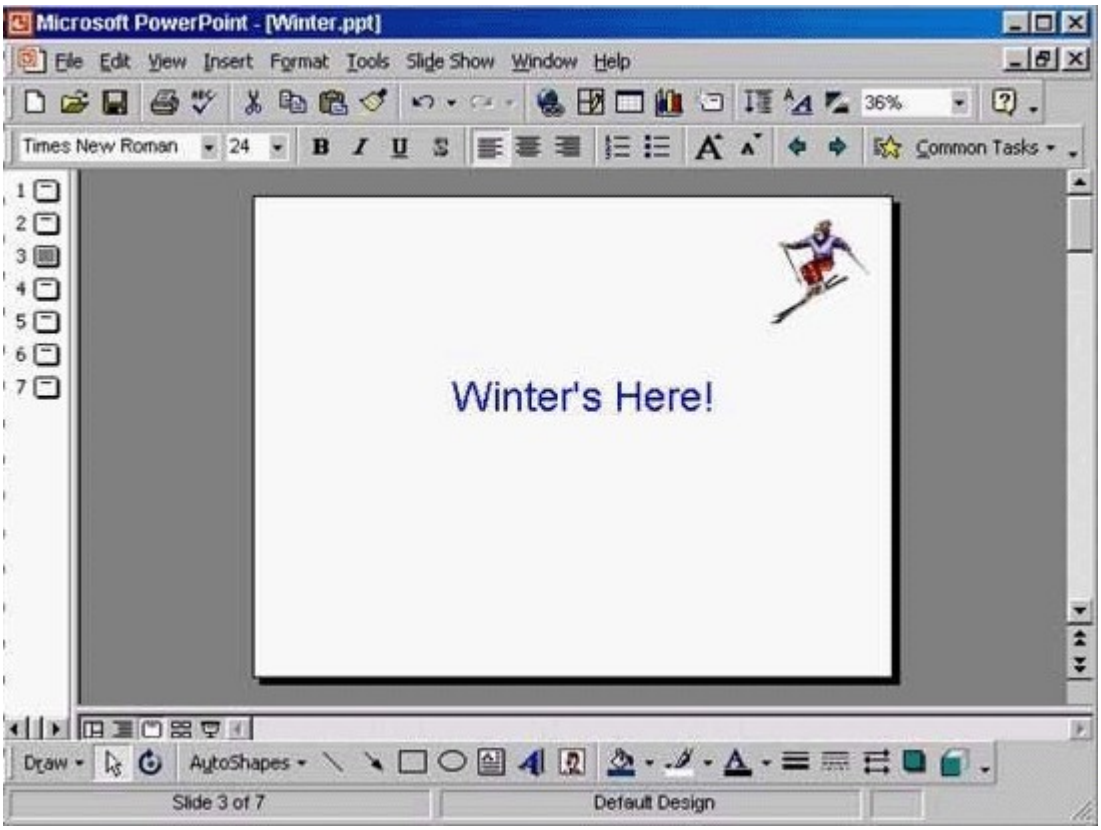
7.This travel company uses an approved range of corporate templates. Apply the design template Sunny Days to this presentation.




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

**Answer:** A

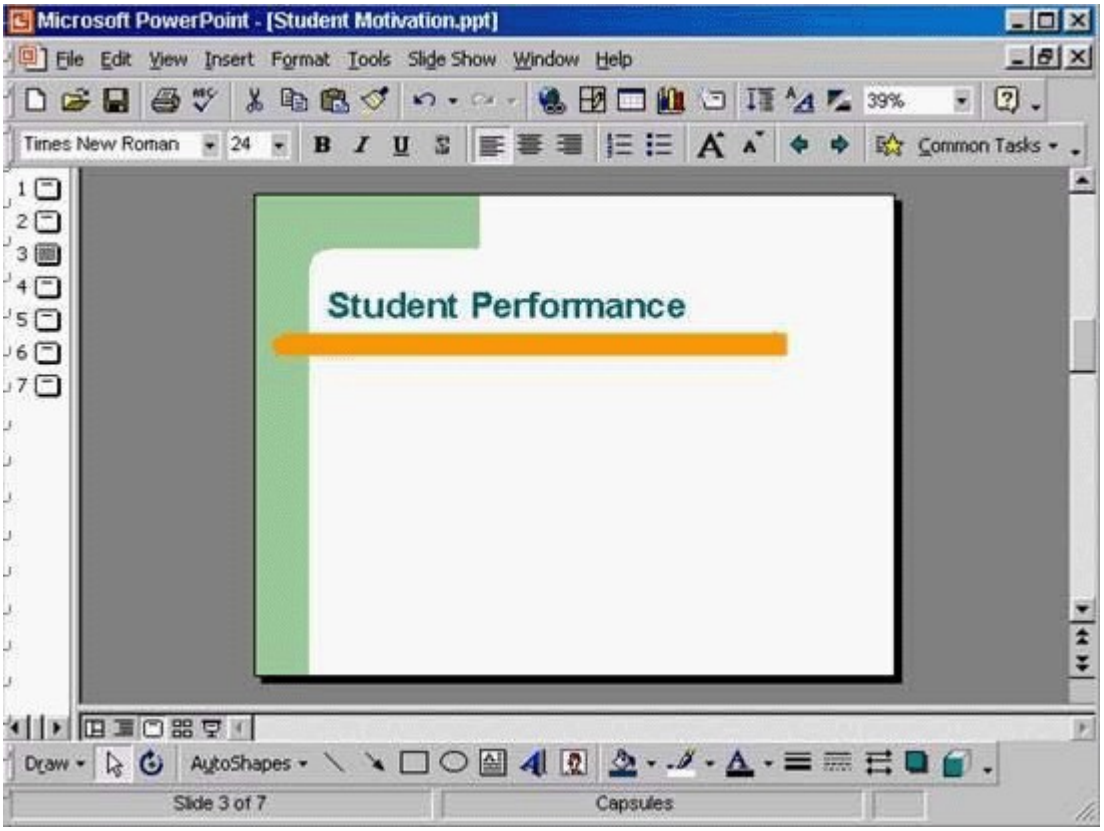
8.Access the Slide Master, and remove the graphic of the skier.




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

**Answer:** A

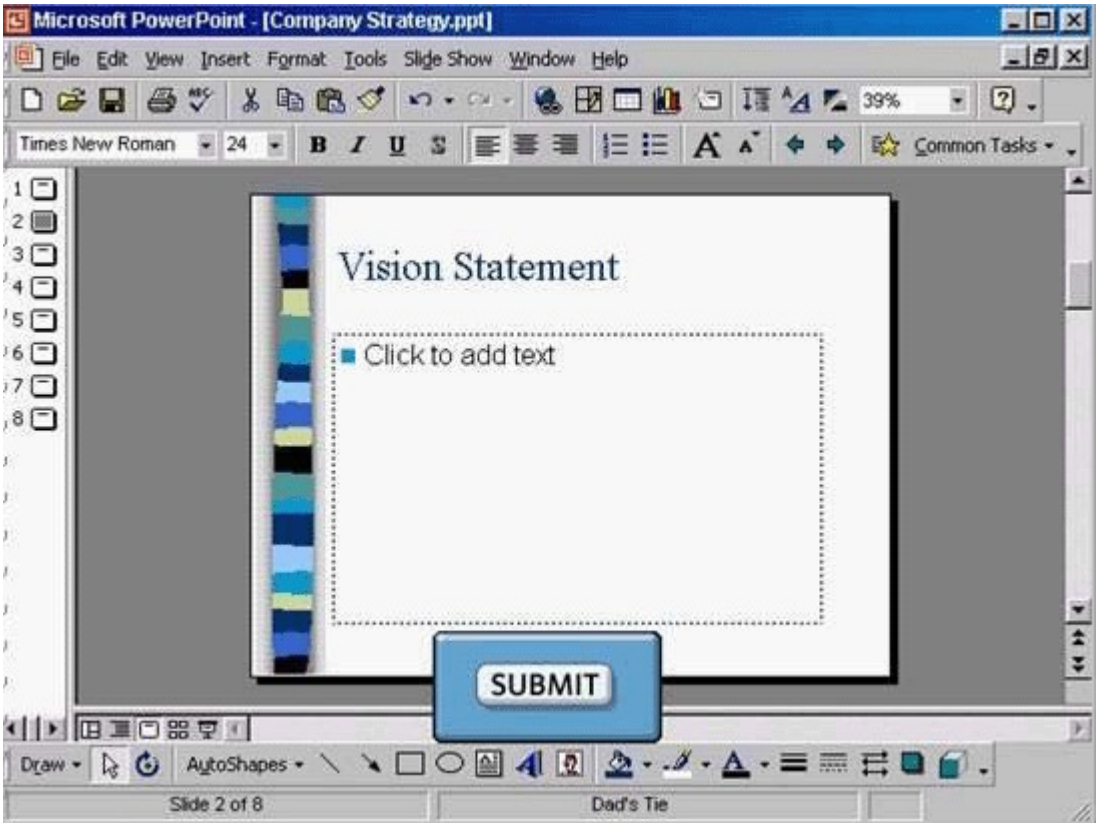
9.Access the Header and Footer dialog box and add slide numbers to all slides except for the title slide of this presentation.




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

**Answer:** A

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




A. Put the cursor on click to add text -> type Introduction

**Answer:** A