



ICDL-Powerpoint

ICDL Power point Exam

Q&A

DEMO Version

Important Note Please Read Carefully

For demonstration purpose only, this free version Chinatag study guide contains **10** full length questions selected from our full version products which have more than **200** questions each.

This Study guide has been carefully written and compiled by Chinatag certification experts. It is designed to help you learn the concepts behind the questions rather than be a strict memorization tool. Repeated readings will increase your comprehension.

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Study Tips

This product will provide you questions and answers along with detailed explanations carefully compiled and written by our experts. Try to understand the concepts behind the questions instead of cramming the questions. Go through the entire document at least twice so that you make sure that you are not missing anything.

Latest Version

We are constantly reviewing our products. New material is added and old material is revised. Free updates are available for 90 days after the purchase. You should check the products page on the <http://www.chinatag.com> website for an update 3-4 days before the scheduled exam date.

Please tell us what you think of our products. We appreciate both positive and critical comments as your feedback helps us improve future versions. Feedback on specific questions should be send to feedback@chinatag.com.

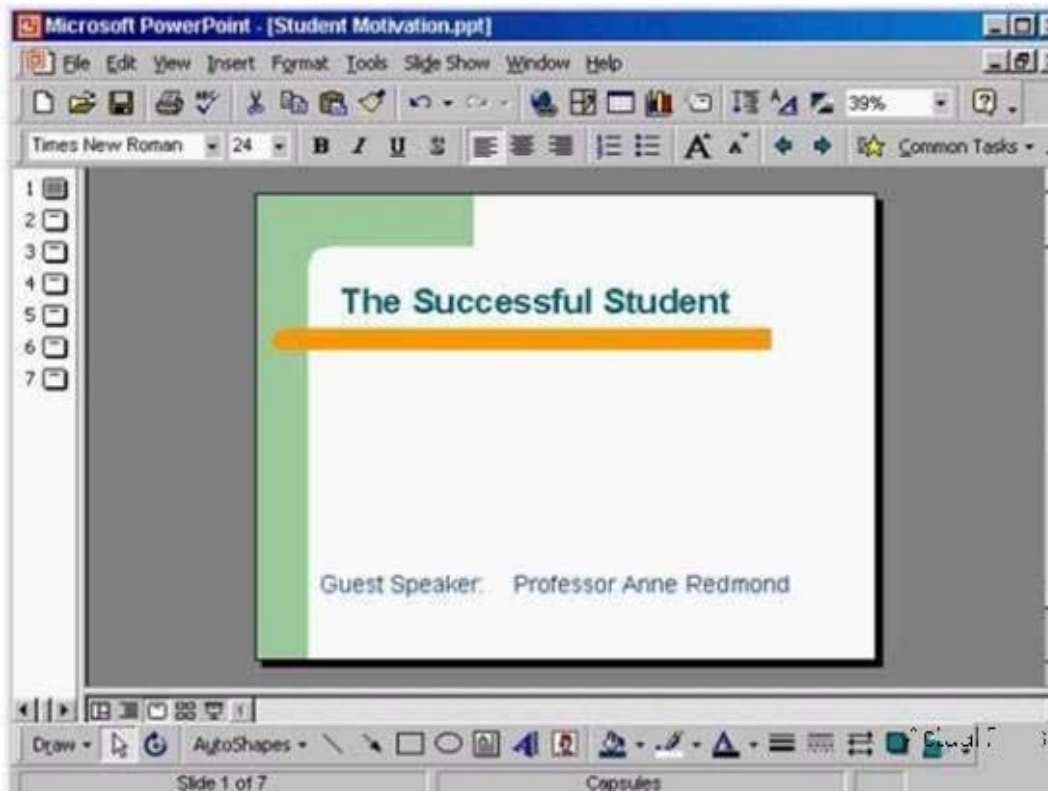
Thanks for purchasing our products and look forward to supplying you with all your Certification training needs.

Good studying!

Technical and Support Team
Chinatag LLC.

QUESTION NO: 1

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

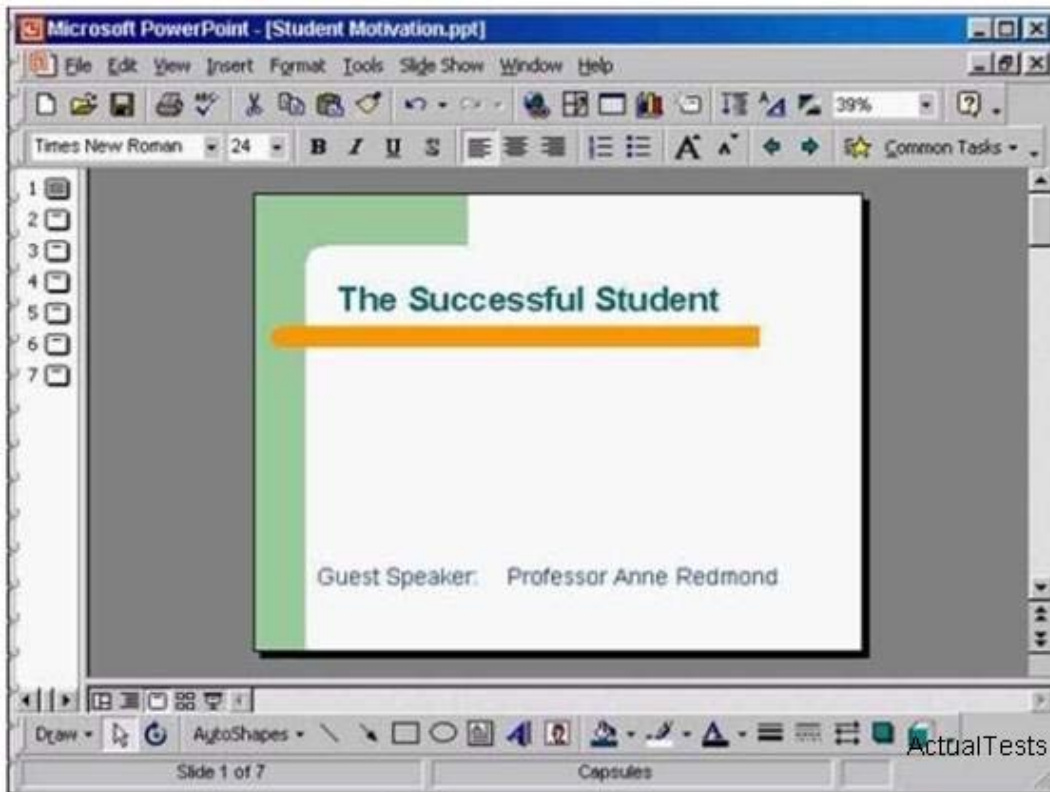


A. Click on open tool ->click on my documents -> select Training.ppt ->open

Answer: A

QUESTION NO: 2

Create a new blank presentation.

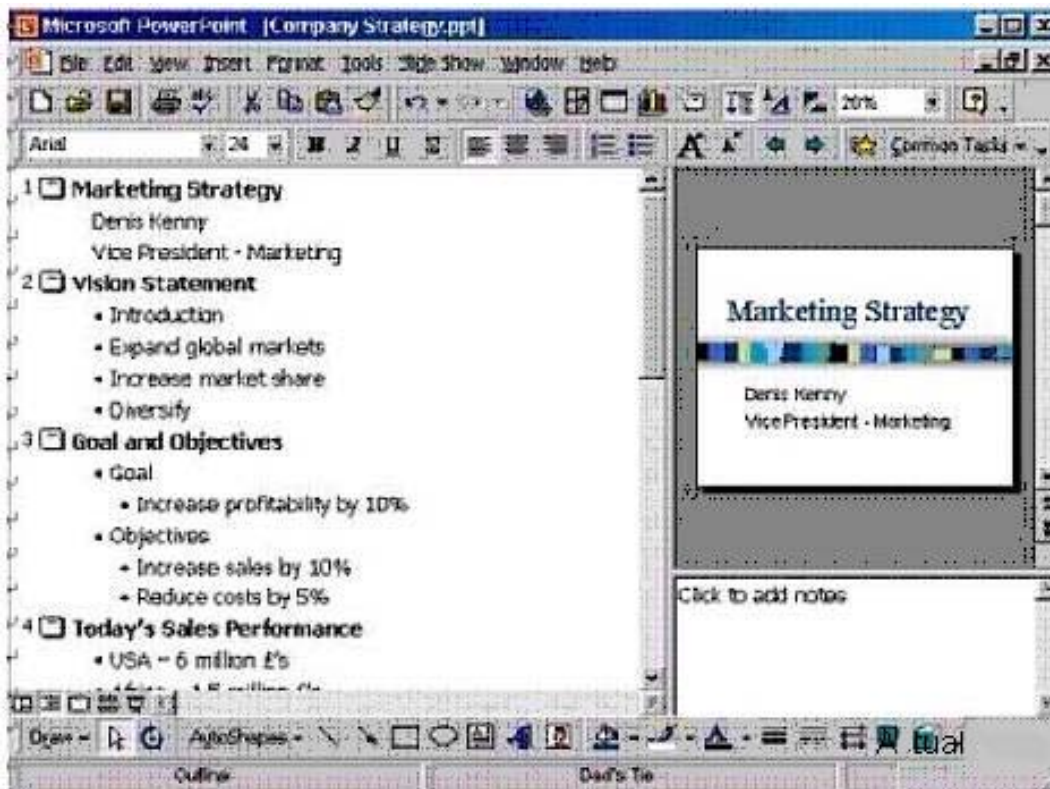


A. Click on the new tool from the standard toolbar

Answer: A

QUESTION NO: 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 NO: 4

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

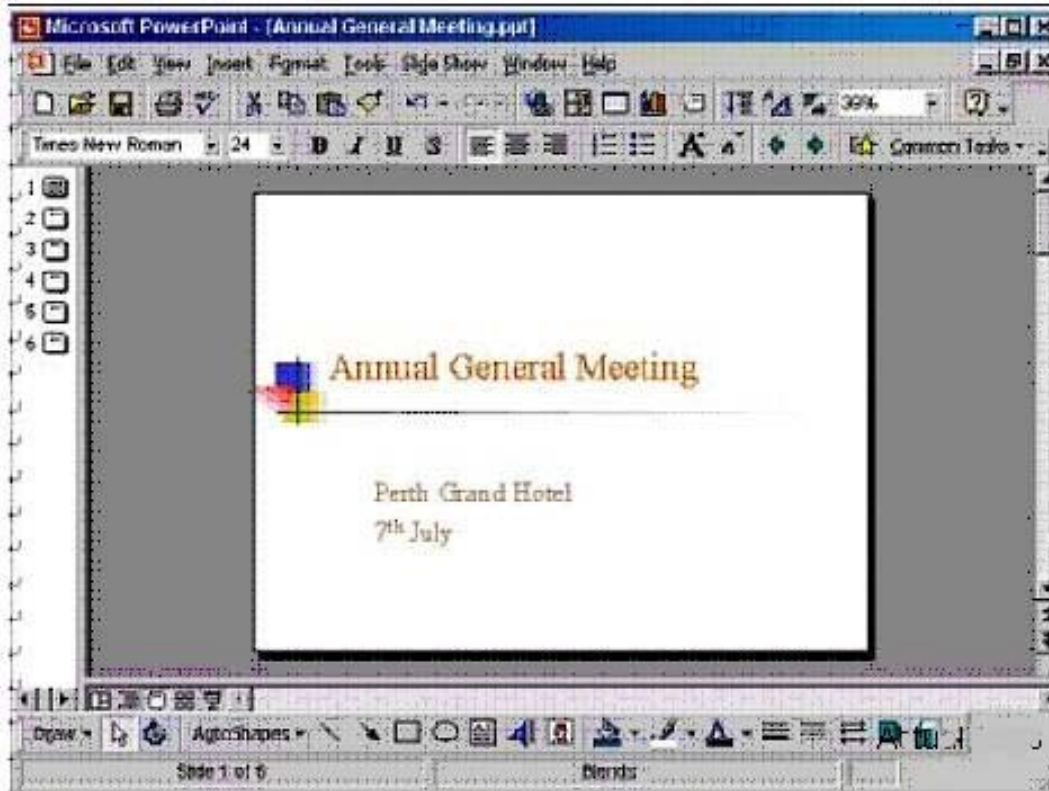


A. Tools -> options -> General tab -> in the name box deletemsingh -> type Lee Smith

Answer: A

QUESTION NO: 5

Switch to Slide Sorter View.

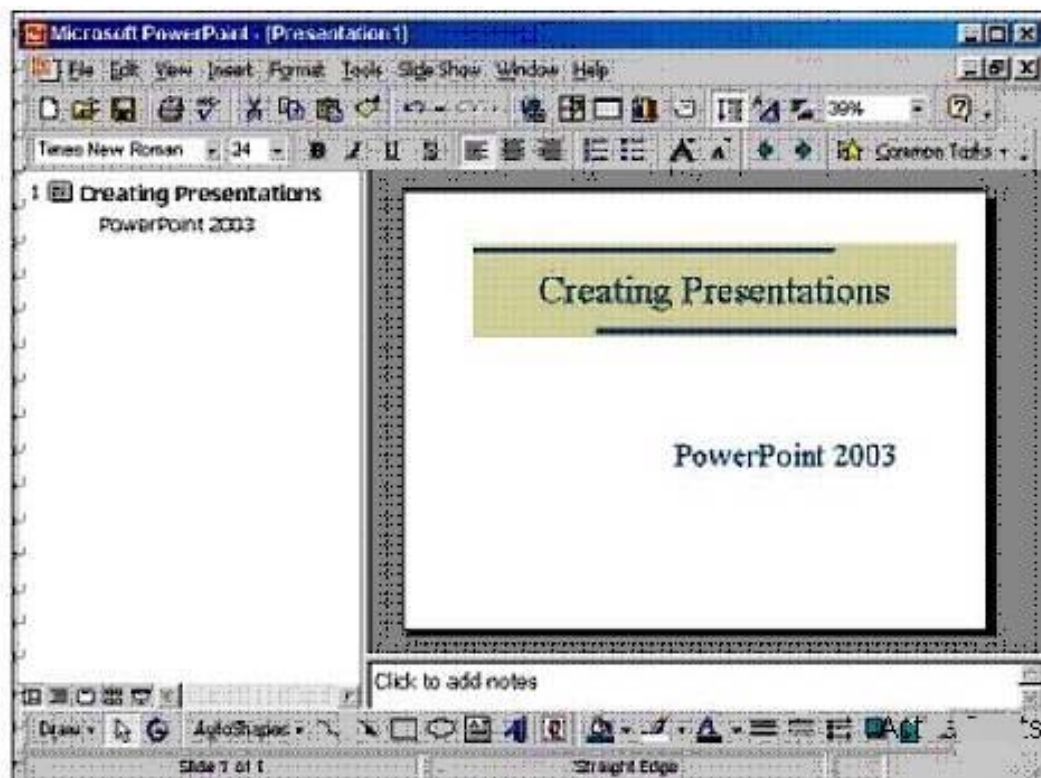


A. View -> select slide sorter

Answer: A

QUESTION NO: 6

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

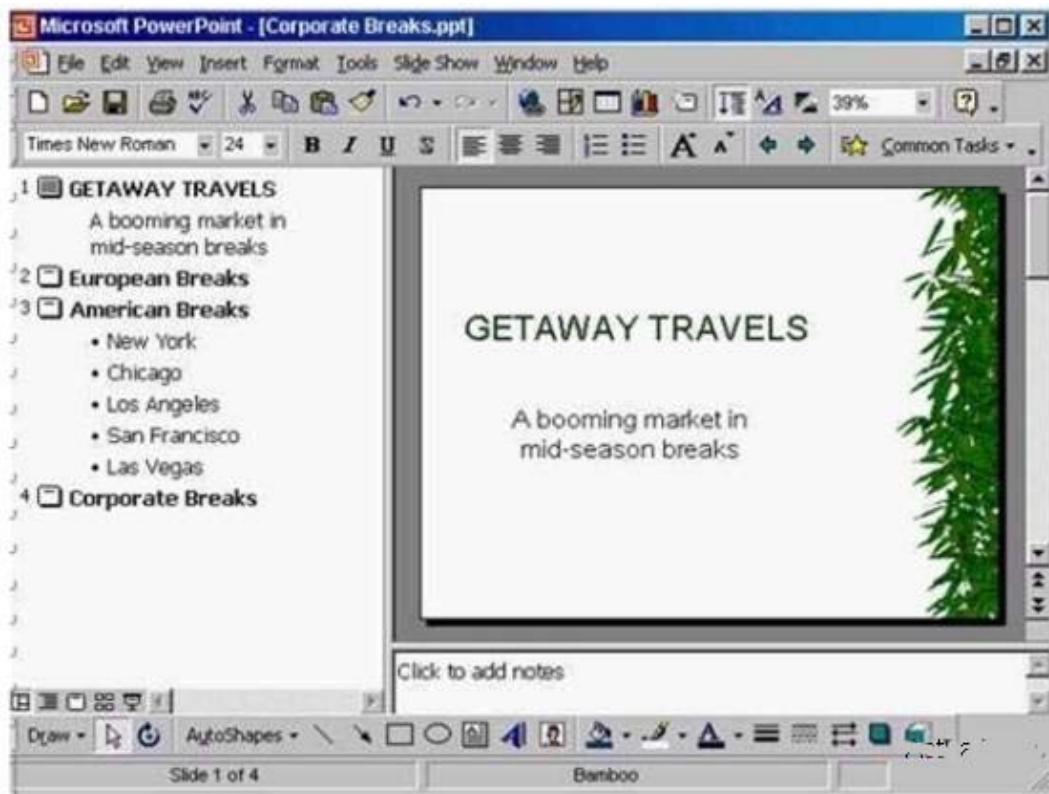


A. Insert -> new slide ->select the title slide

Answer: A

QUESTION NO: 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

QUESTION NO: 8

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

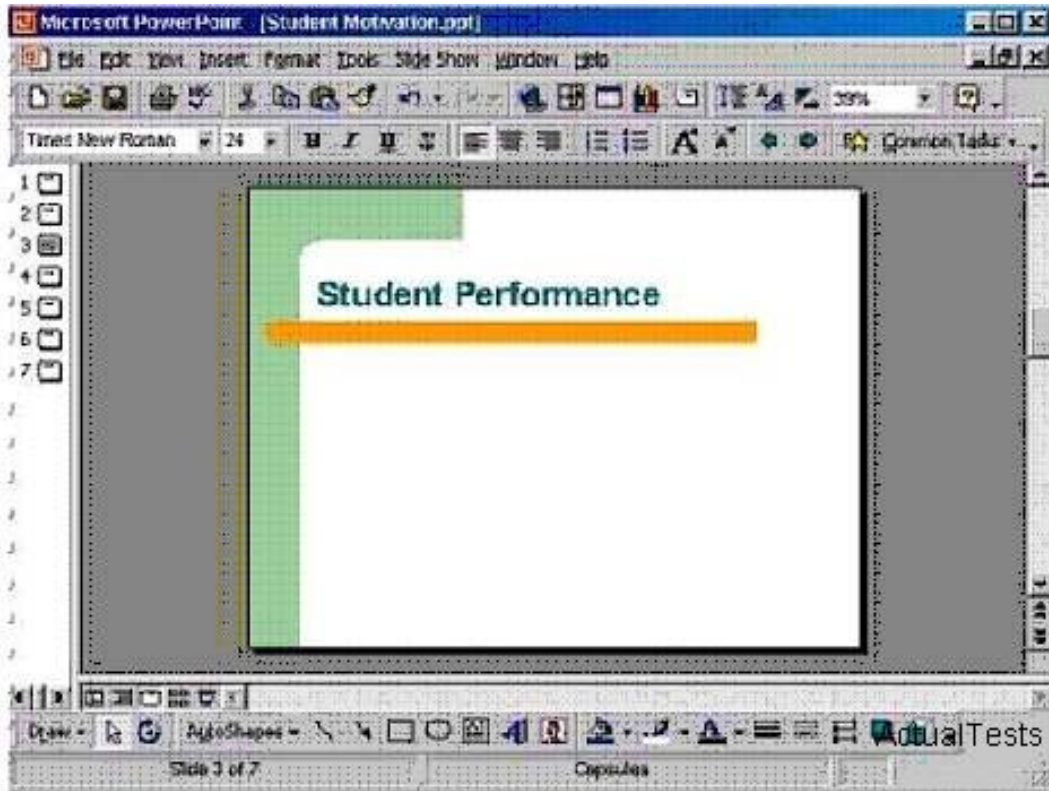


A. View -> master -> slide master -> select the graphic -> press delete from the keyboard

Answer: A

QUESTION NO: 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

QUESTION NO: 10

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



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

Answer: A