



CERTSWARRIOR

# ICDL

## ICDL-PowerP

### The ICDL L4 PowerPoint Exam

Questions&AnswersPDF

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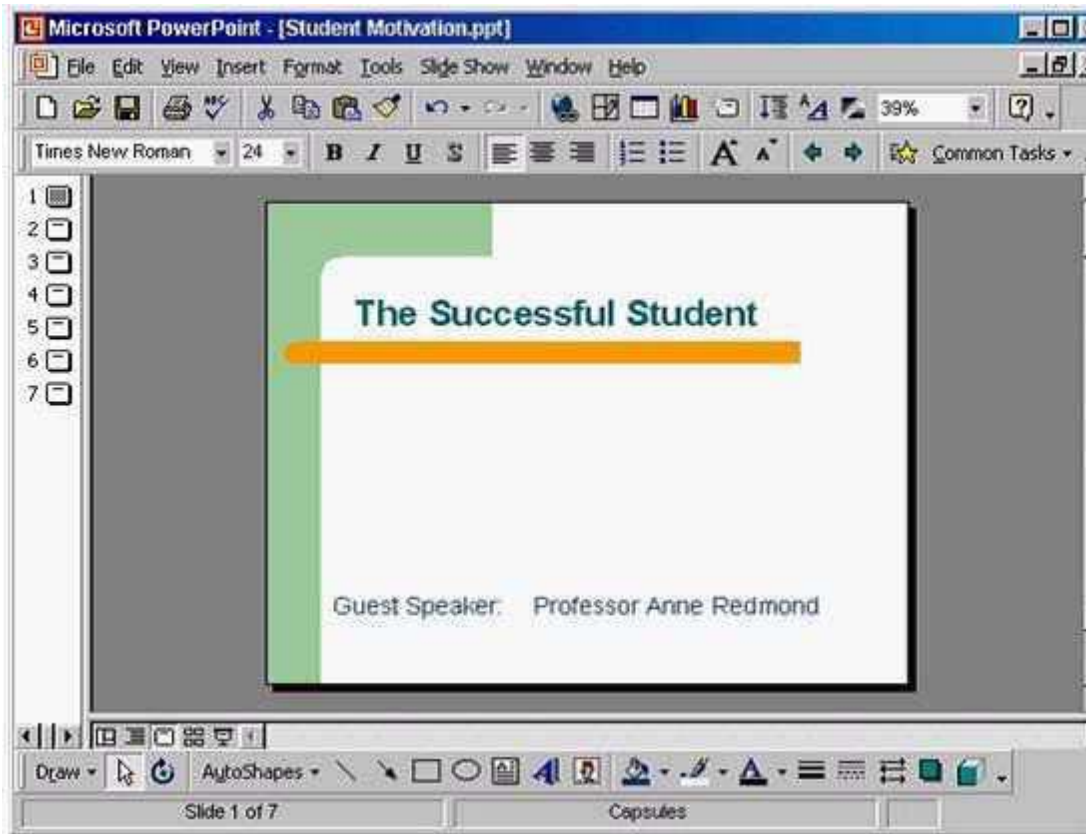
## Features:

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## Latest Version: 6

### Question: 1

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

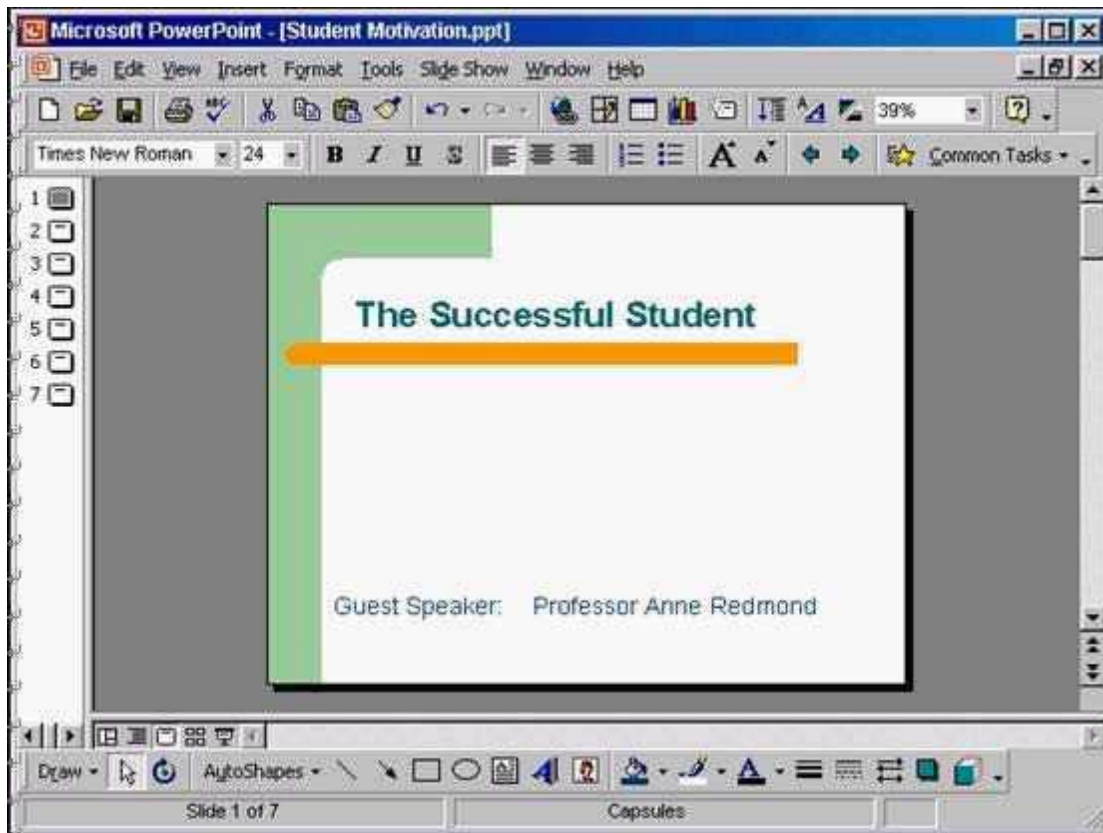


A. Click on open tool -> click on my documents -> select Training.ppt -> open

**Answer: A**

### Question: 2

Create a new blank presentation.

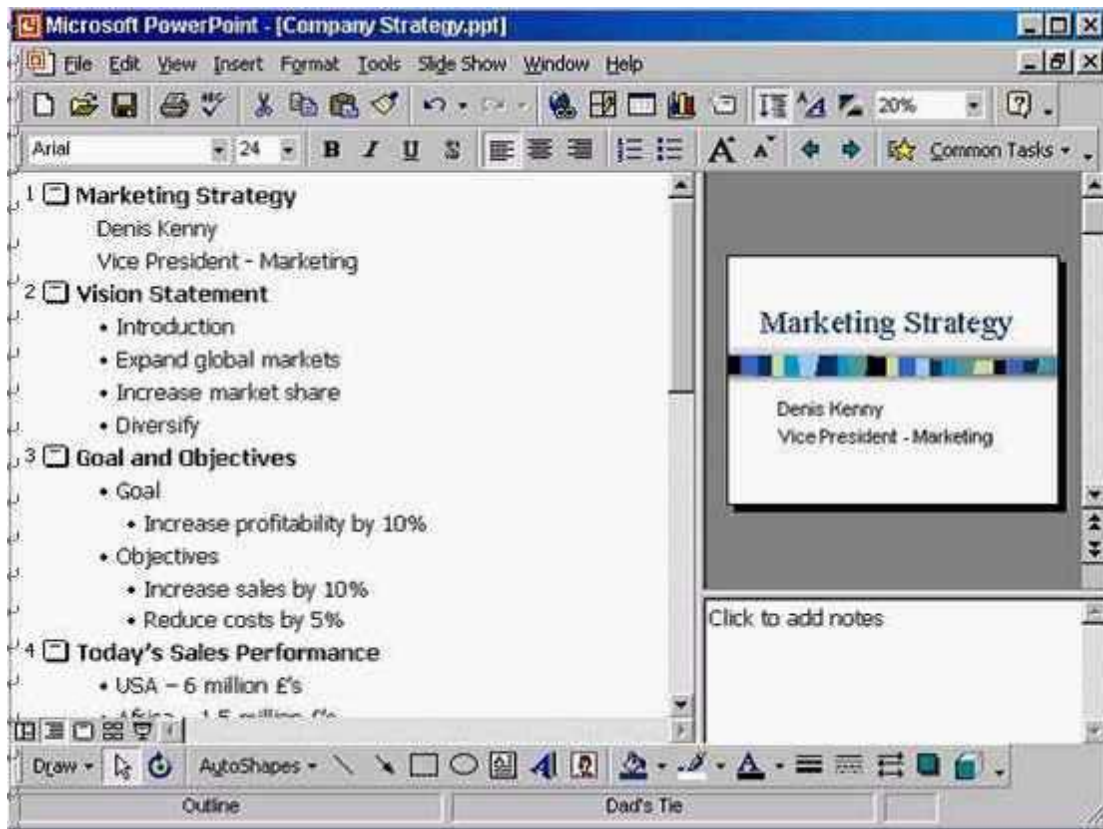


A. Click on the new tool from the standard toolbar

**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.

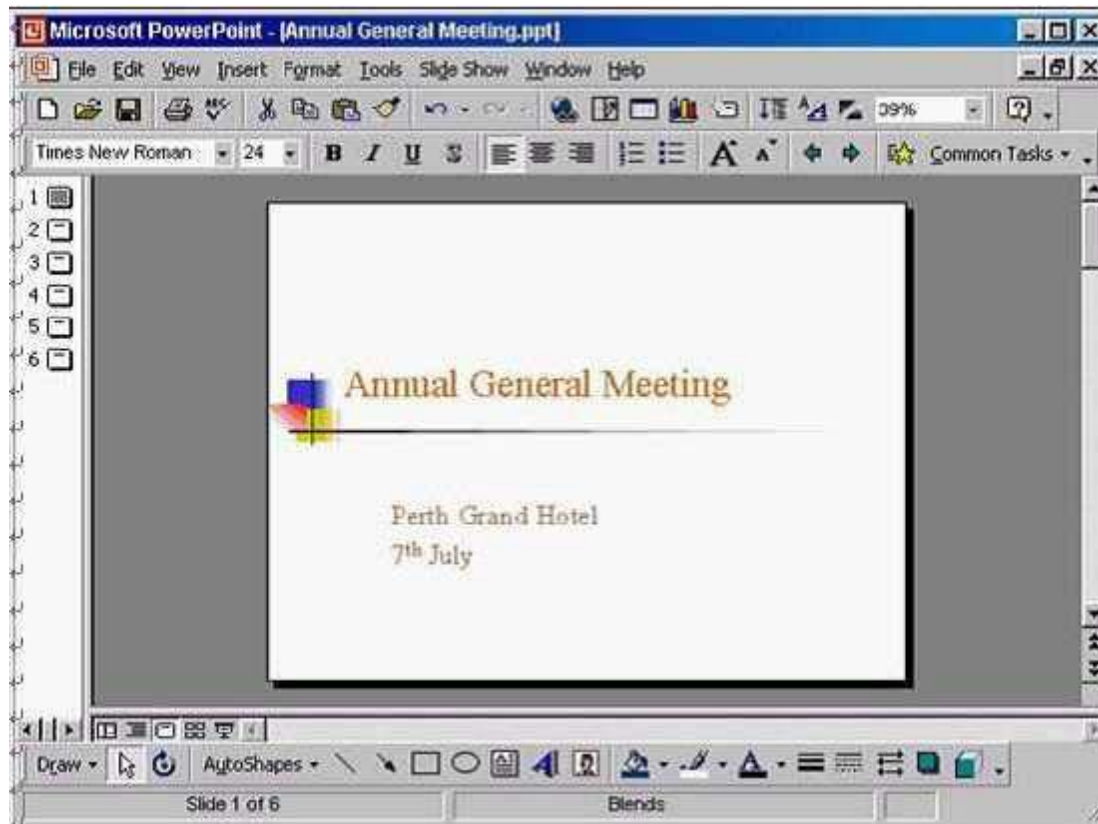


A. Tools -> options -> General tab -> in the name box delete msingh -> type Lee Smith

**Answer: A**

## Question: 5

Switch to Slide Sorter View.

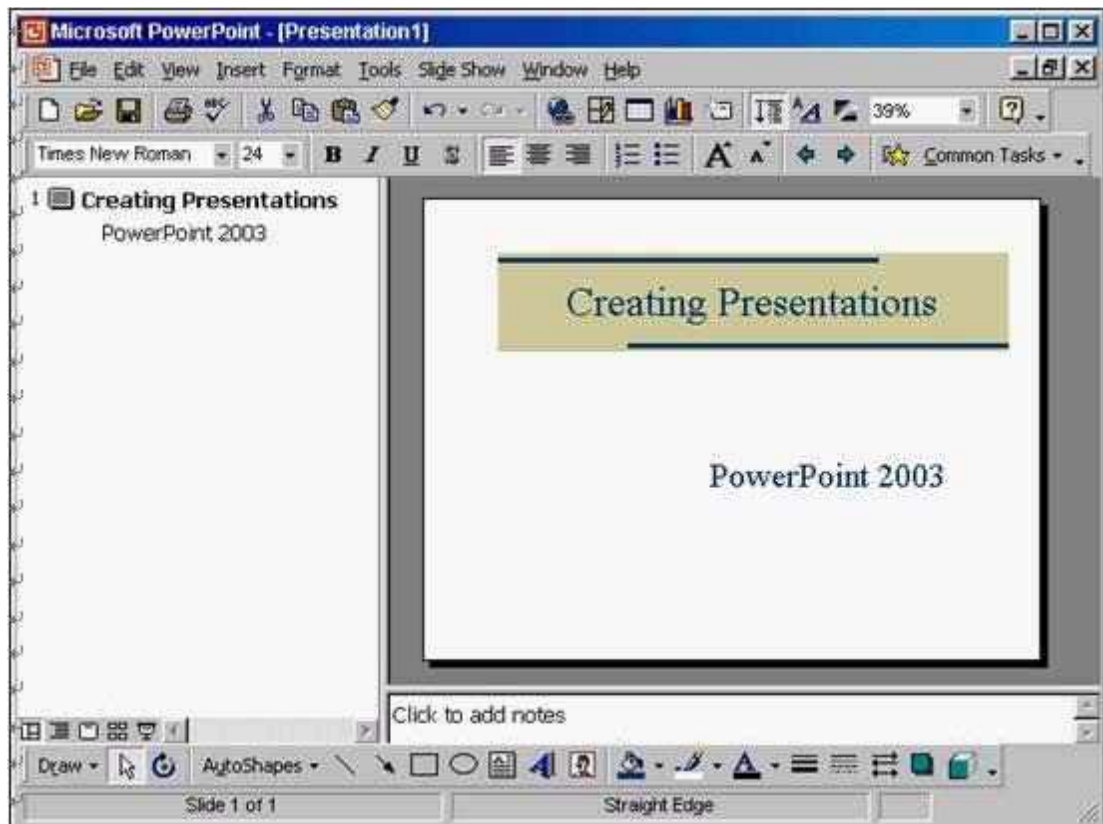


A. View -> select slide sorter

**Answer: A**

## Question: 6

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



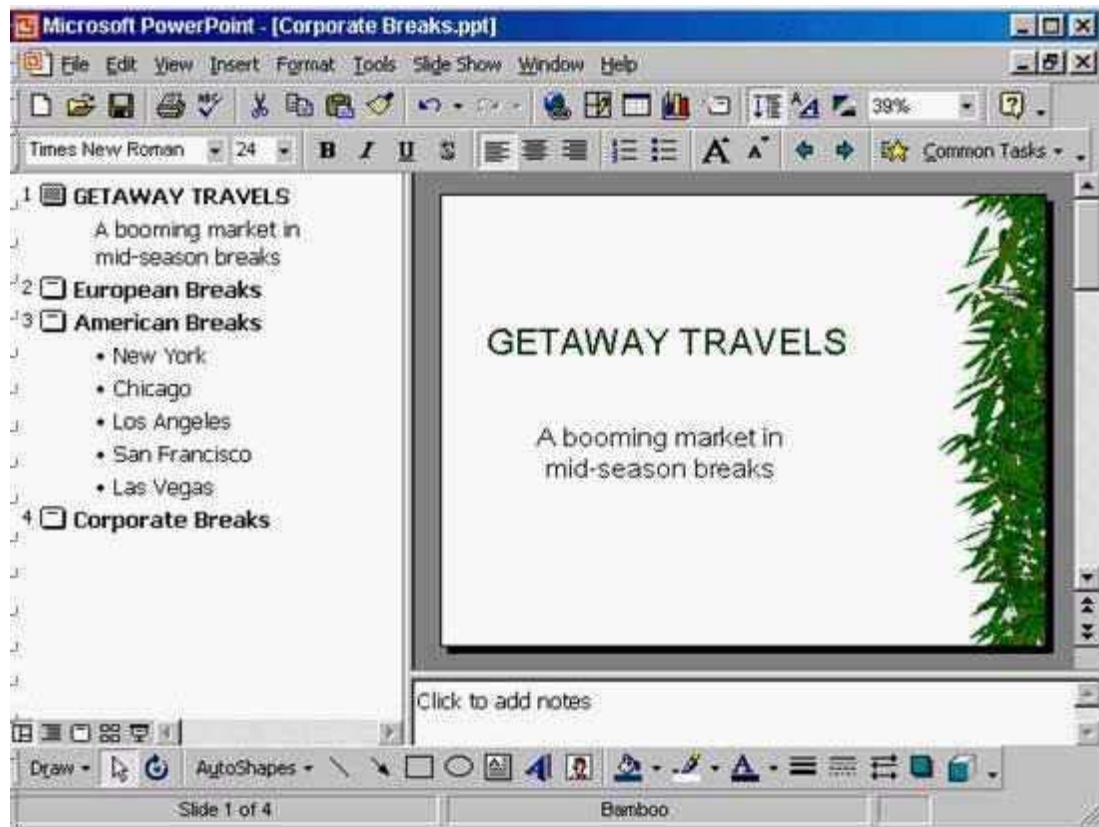
A. Insert -> new slide -> select the title slide

**Answer: A**

## Question: 7

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





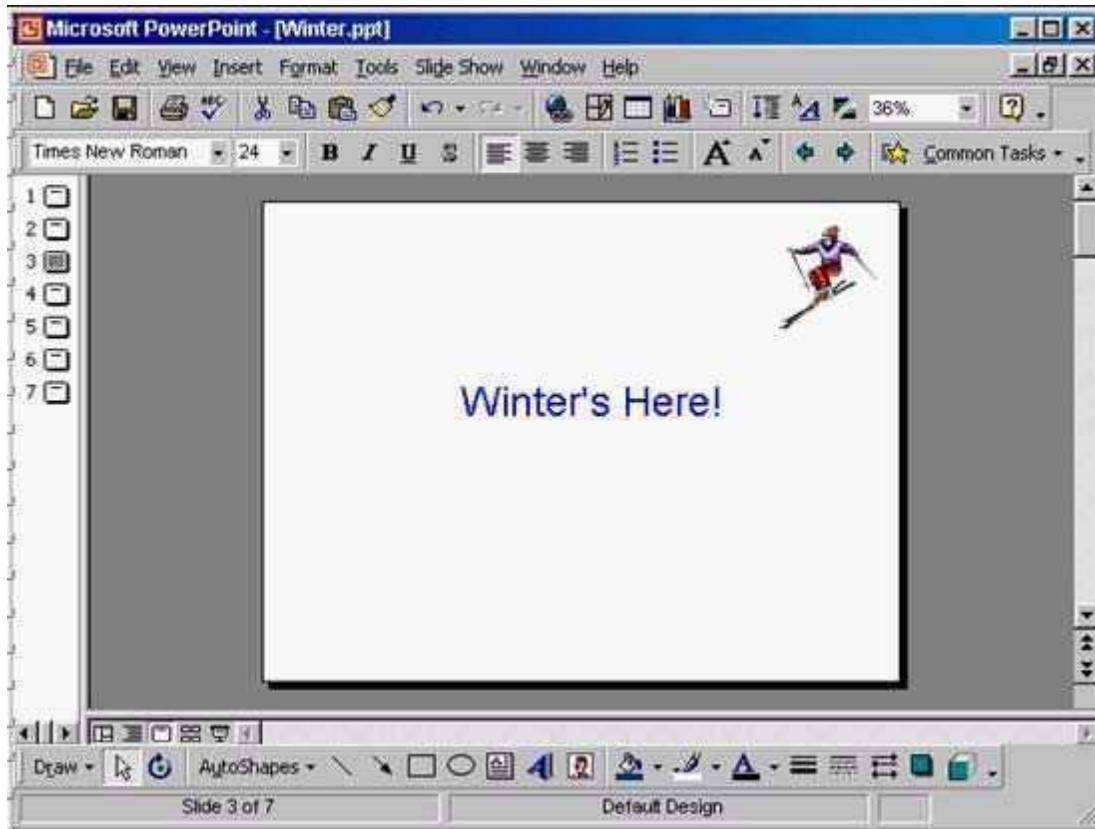
A. Format -> apply design template -> select Sunny Days -> Apply

**Answer: A**

## Question: 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**



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