



**Vendor:** ICDL

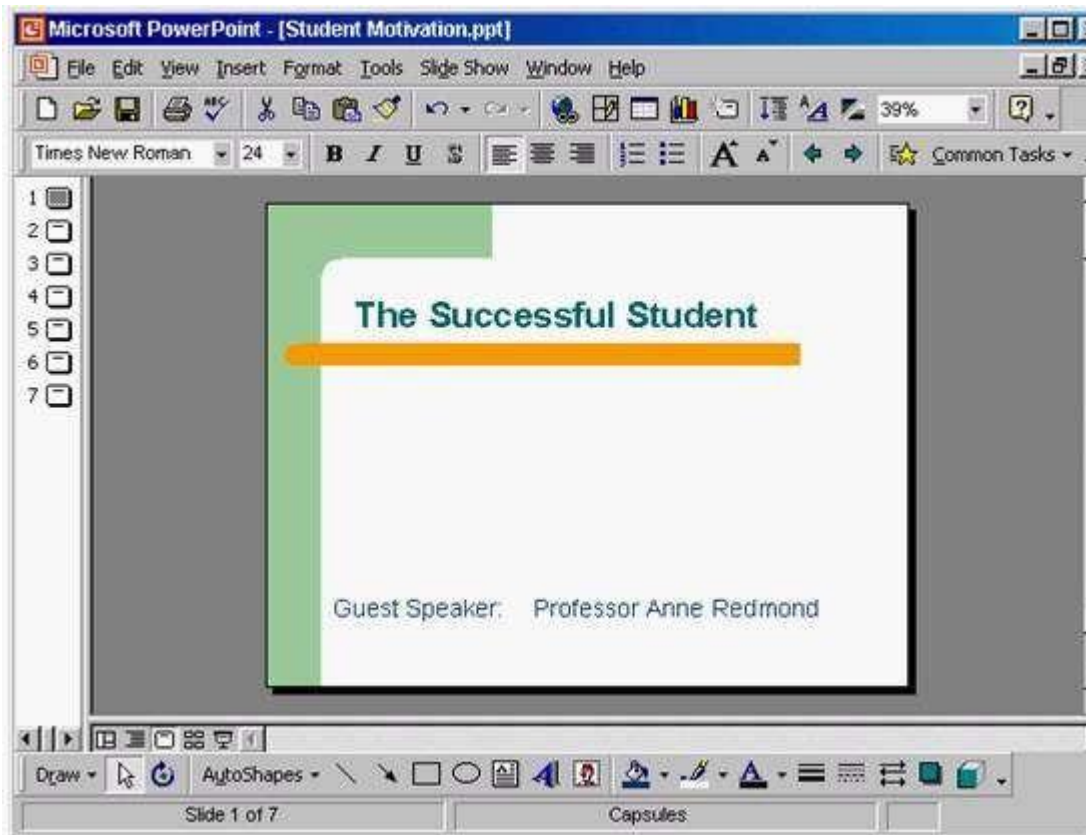
**Exam Code:** ICDL-Powerpoint

**Exam Name:** ICDL Powerpoint Exam

**Version:** DEMO

### QUESTION 1

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

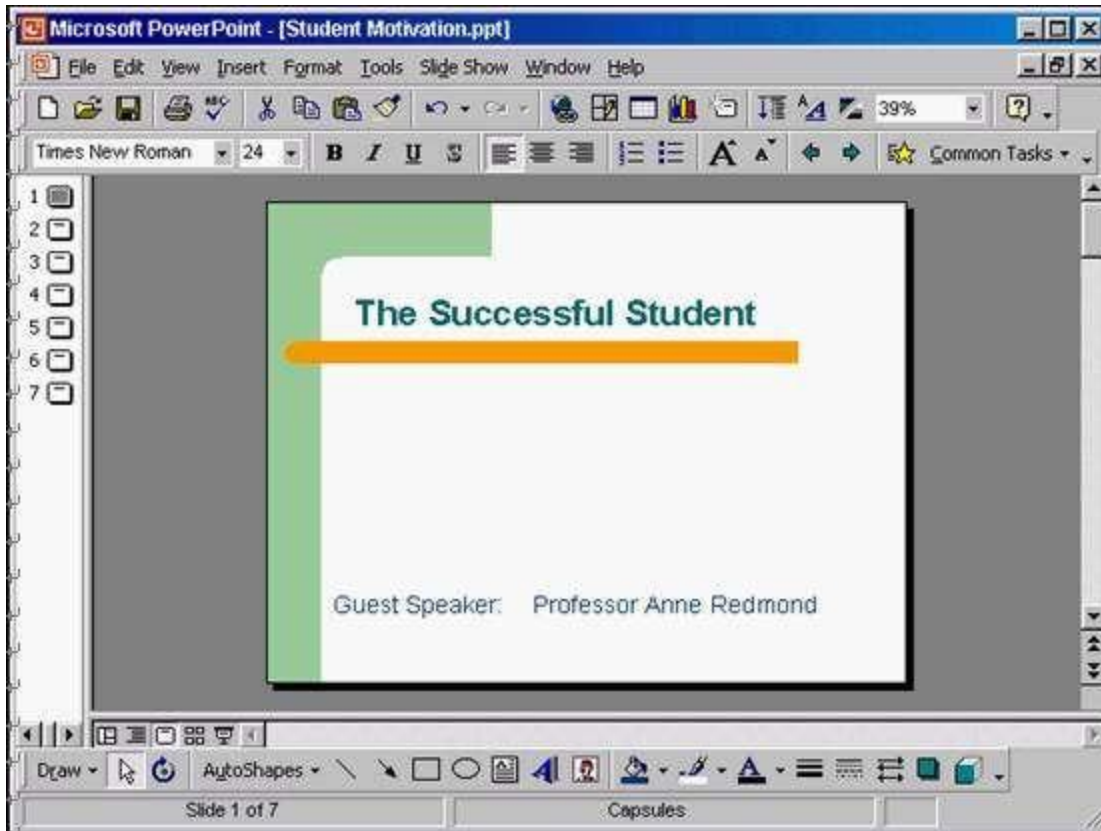


A. Click on open tool ->click on my documents -> select Training.ppt ->open

**Answer: A**

### QUESTION 2

Create a new blank presentation.

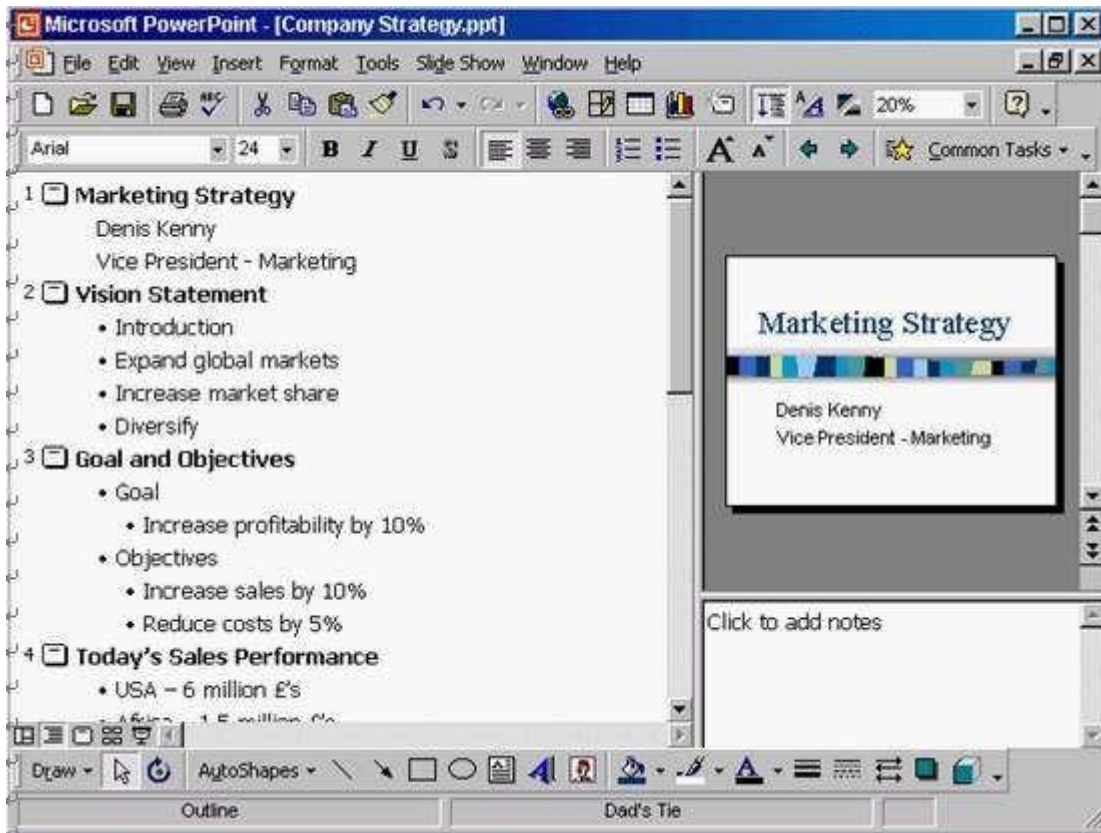


A. Click on the new tool from the standard toolbar

**Answer: A**

### QUESTION 3

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

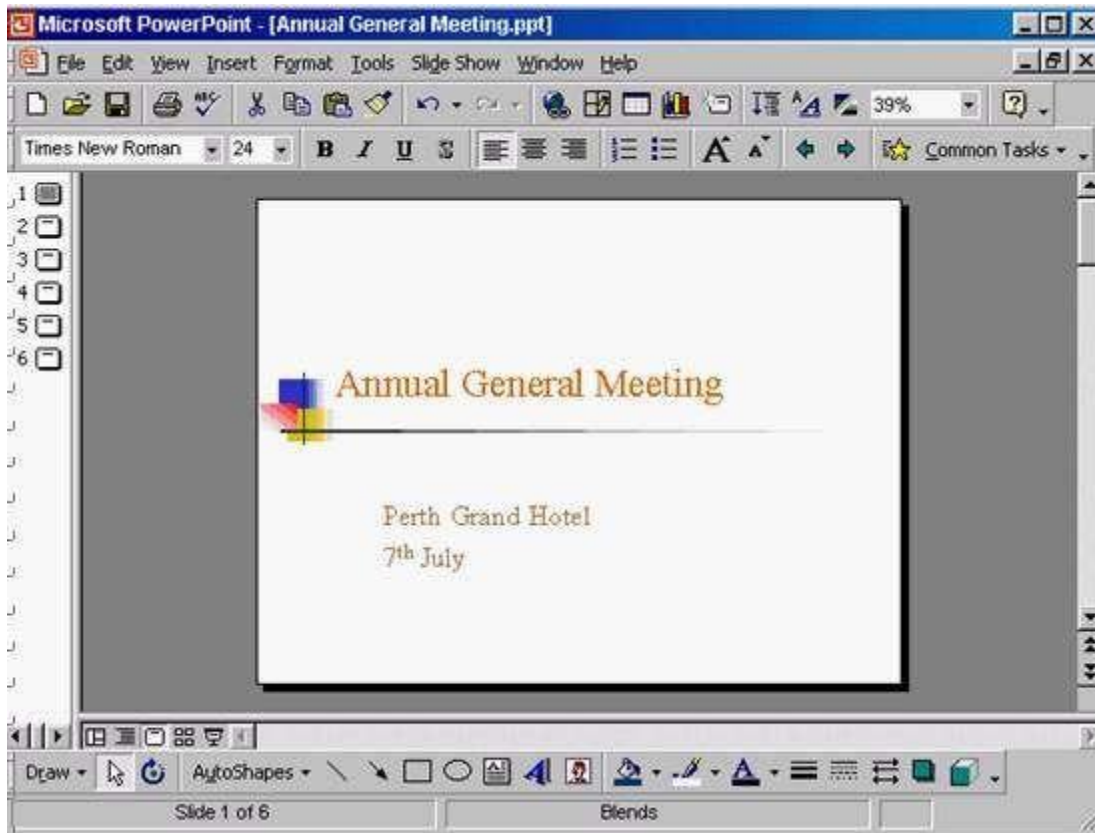


- A. File -> save as -> use the drop down list in the save as type box and select outline/RTF-> save

**Answer: A**

#### **QUESTION 4**

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

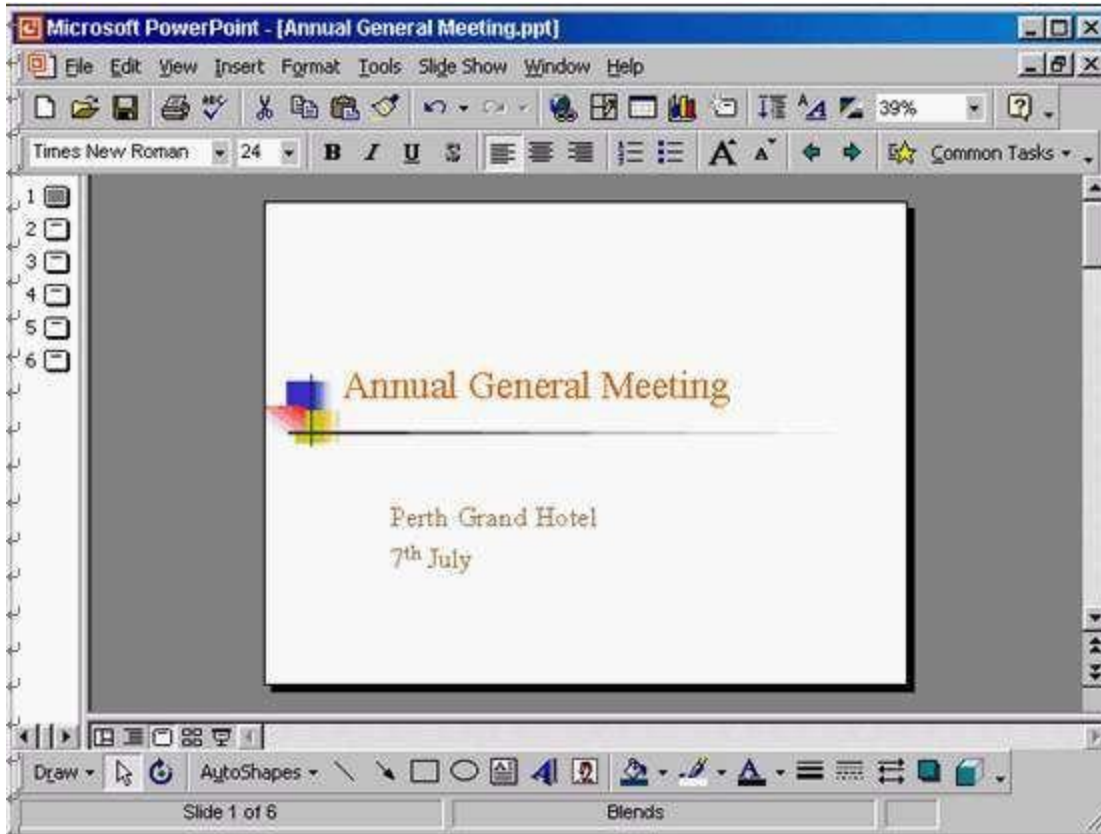


A. Tools -> options -> General tab -> in the name box delete msingh -> type Lee Smith

**Answer: A**

#### **QUESTION 5**

Switch to Slide Sorter View.

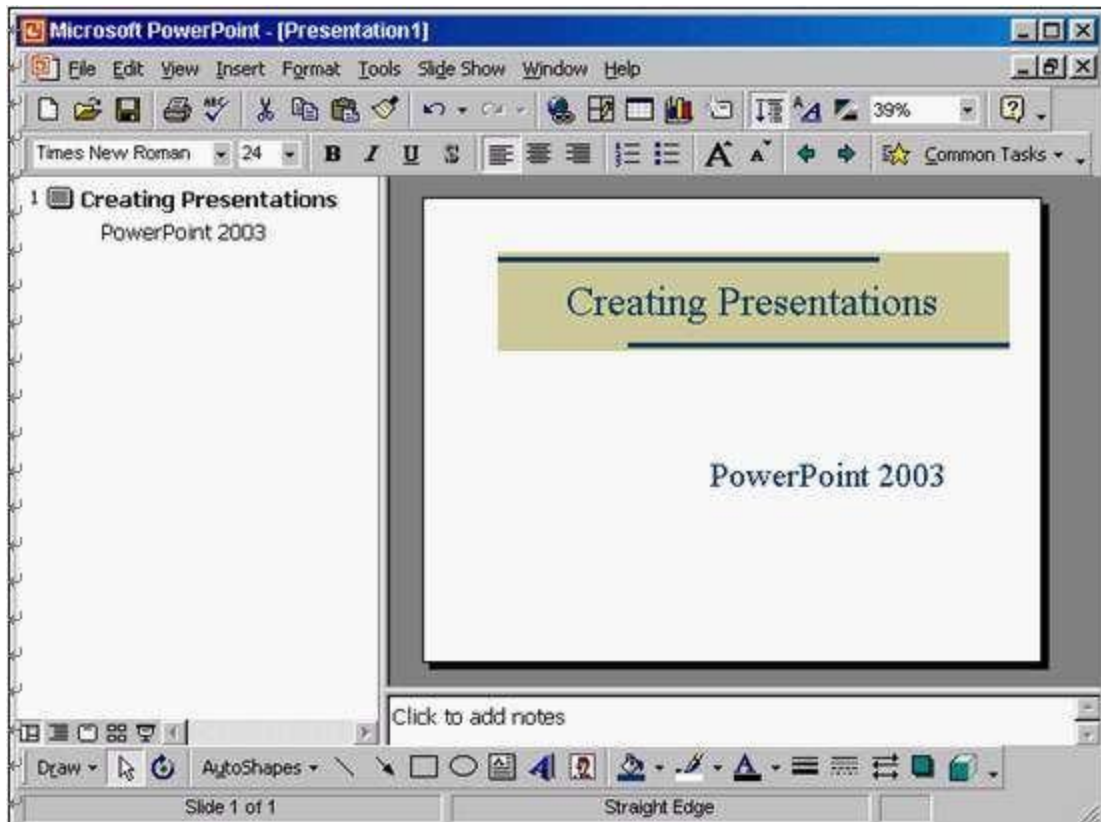


A. View -> select slide sorter

**Answer: A**

### **QUESTION 6**

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

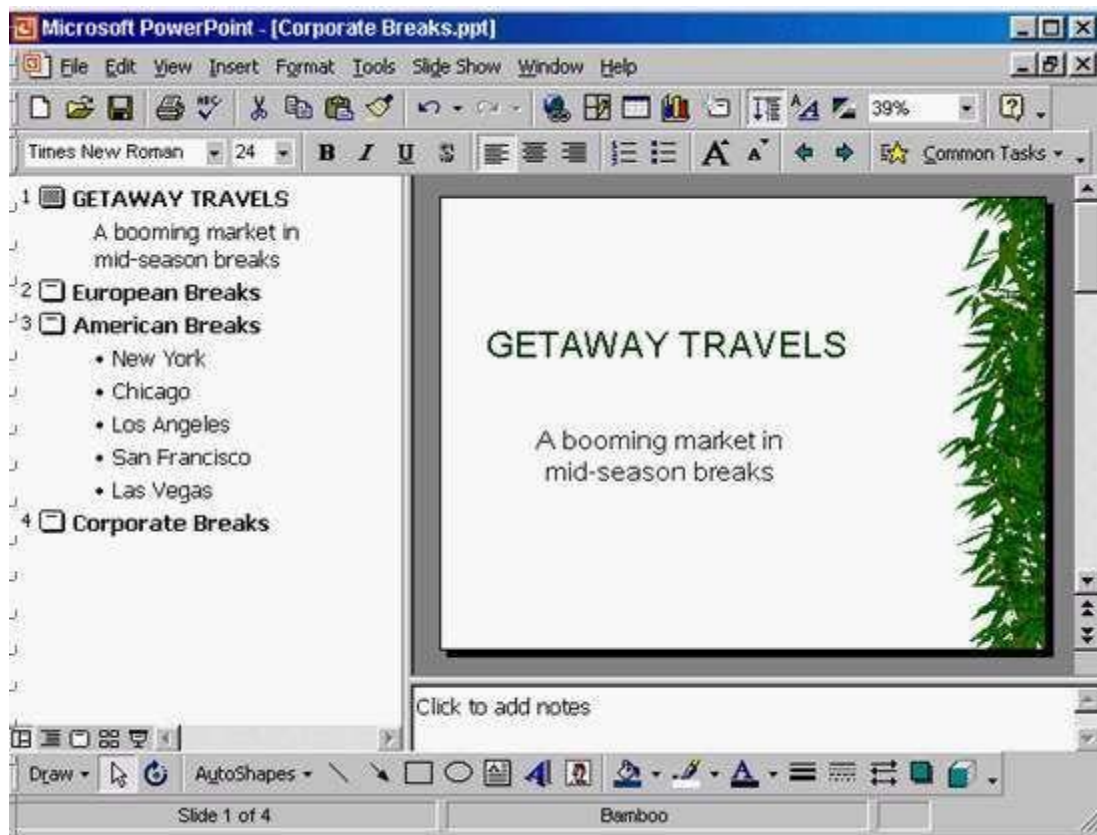


A. Insert -> new slide -> select the title slide

**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**



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