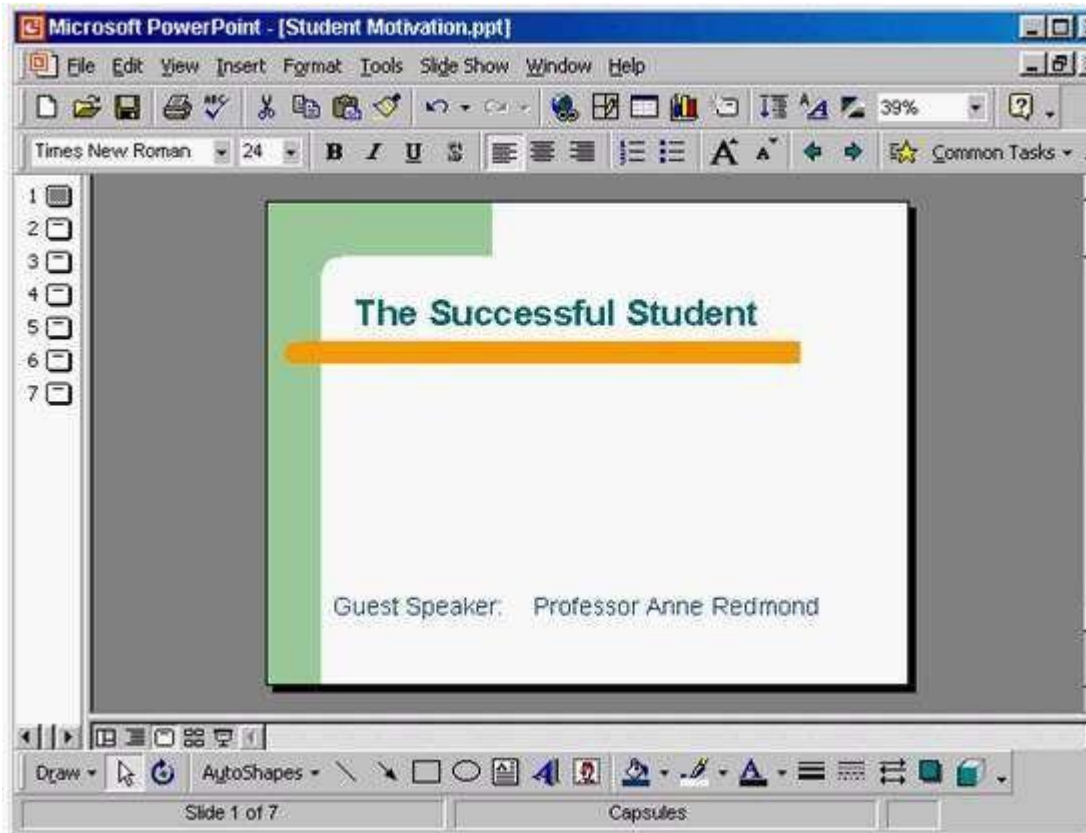**Vendor:** ICDL

Exam Code: ICDL-Powerpoint

Exam Name: ICDL Powerpoint Exam

Version: DEMO

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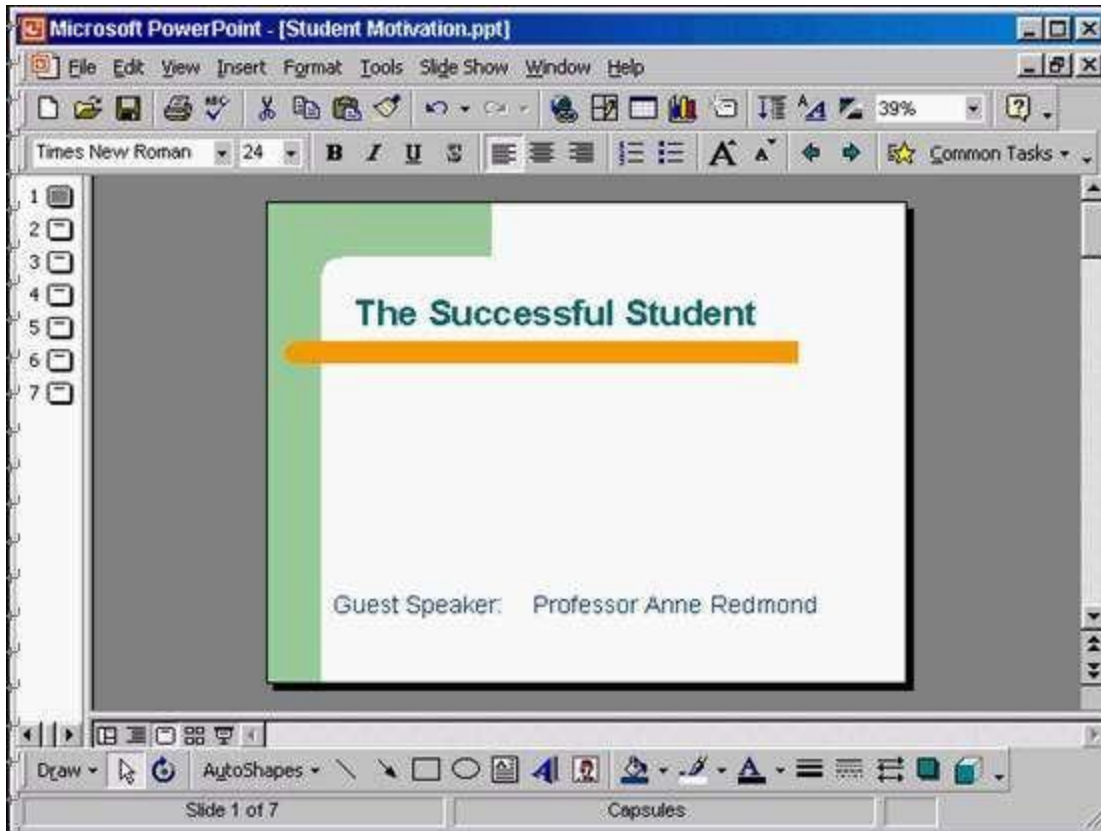Open the presentation named Training.ppt, which is in the My Documents folder.

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

Answer: A

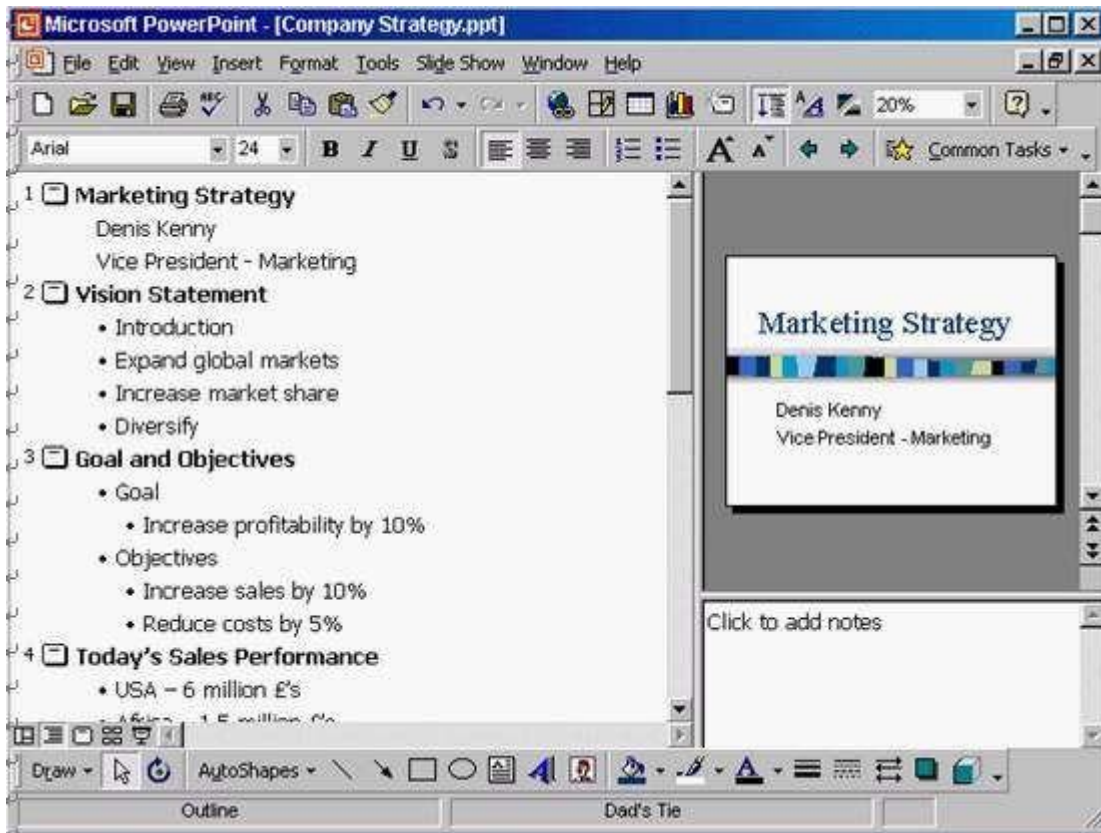**QUESTION 2**
Create a new blank presentation.

A. Click on the new tool from the standard toolbar

Answer: A

QUESTION 3
Save the Company Strategy presentation as an Outline/RTF file.
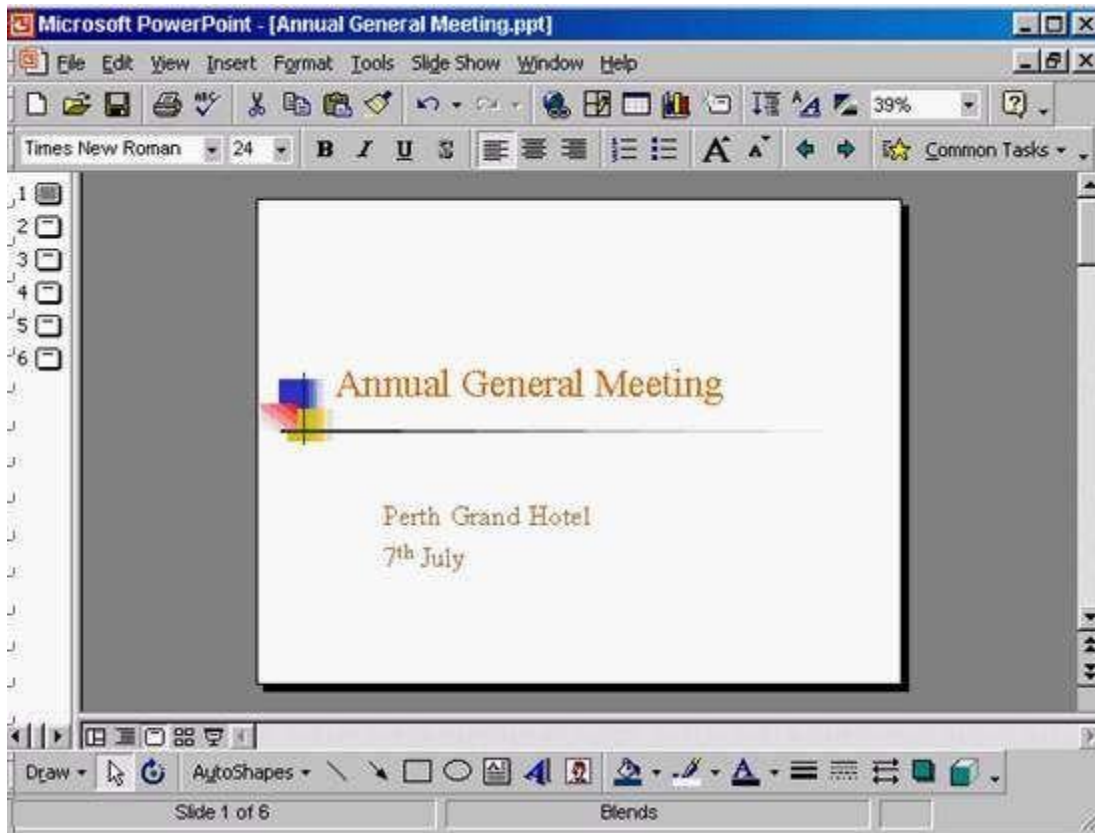You don't need to change the file location.

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

Answer: A

QUESTION 4
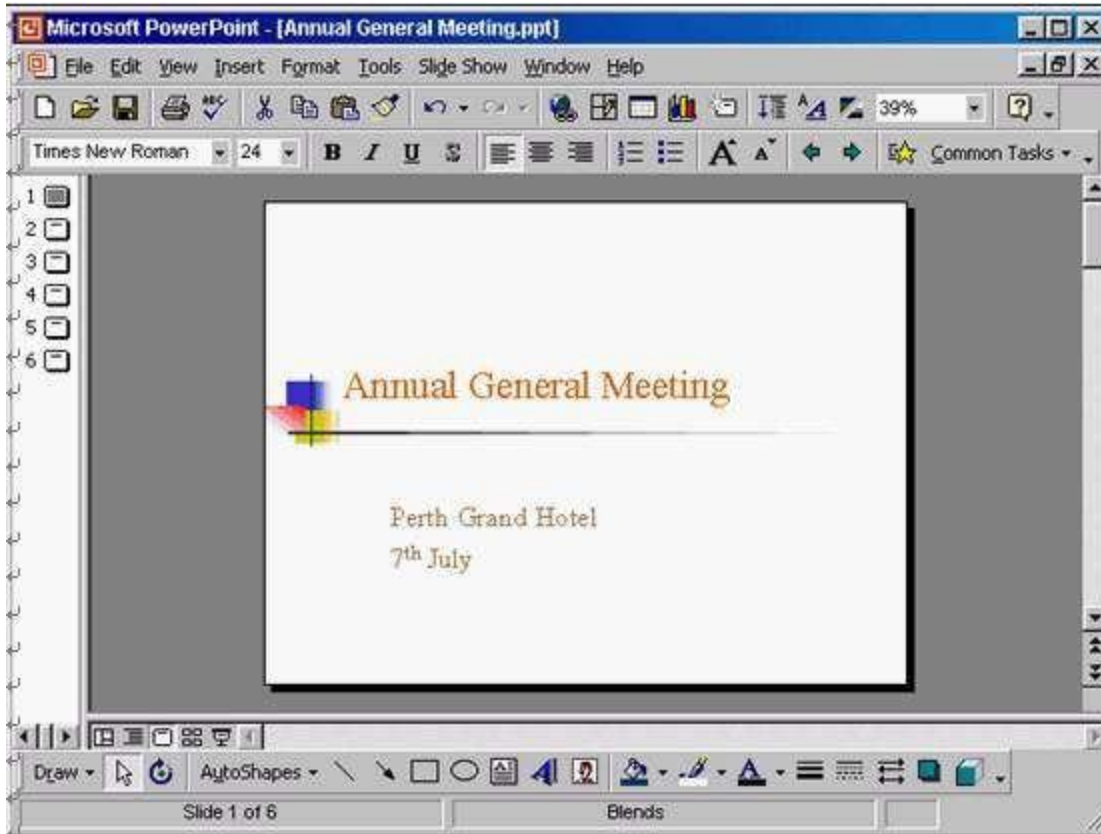Change the default user name for this application to Lee Smith.

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

Answer: A

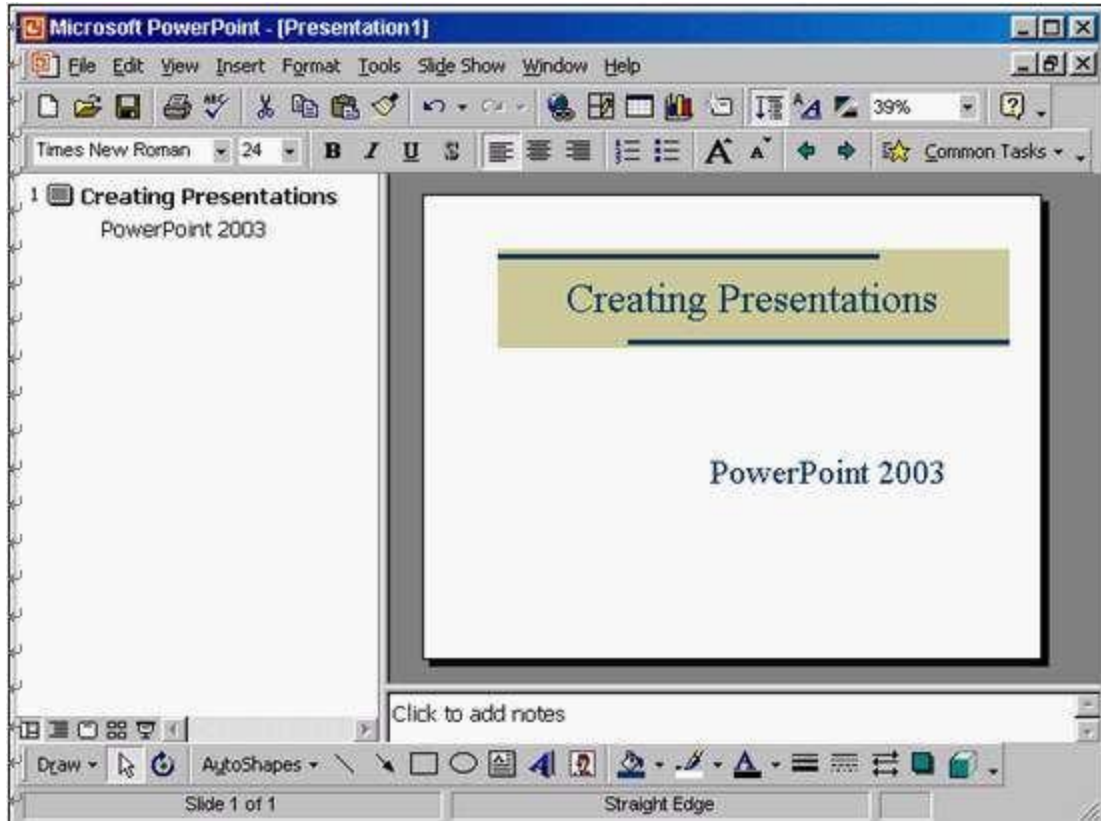**QUESTION 5**
Switch to Slide Sorter View.

A. View -> select slide sorter

Answer: A

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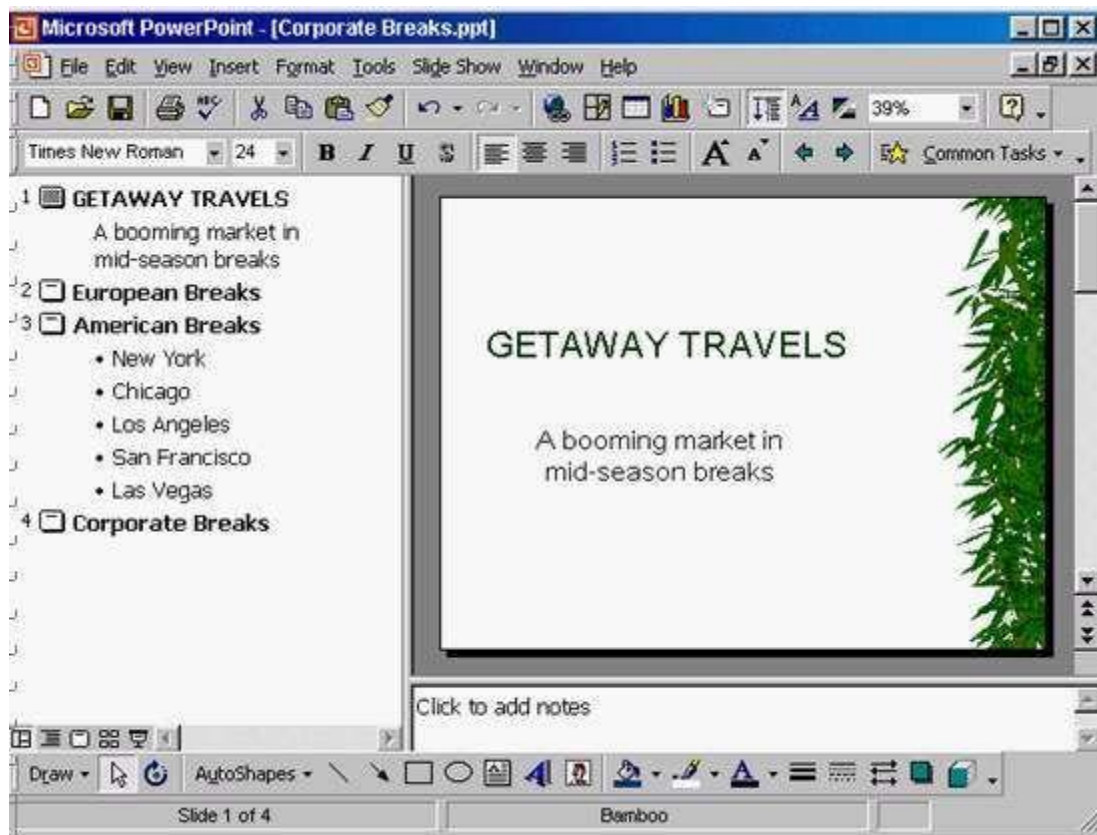Create a Title Slide, with placeholders for both a title and a sub-title.

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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