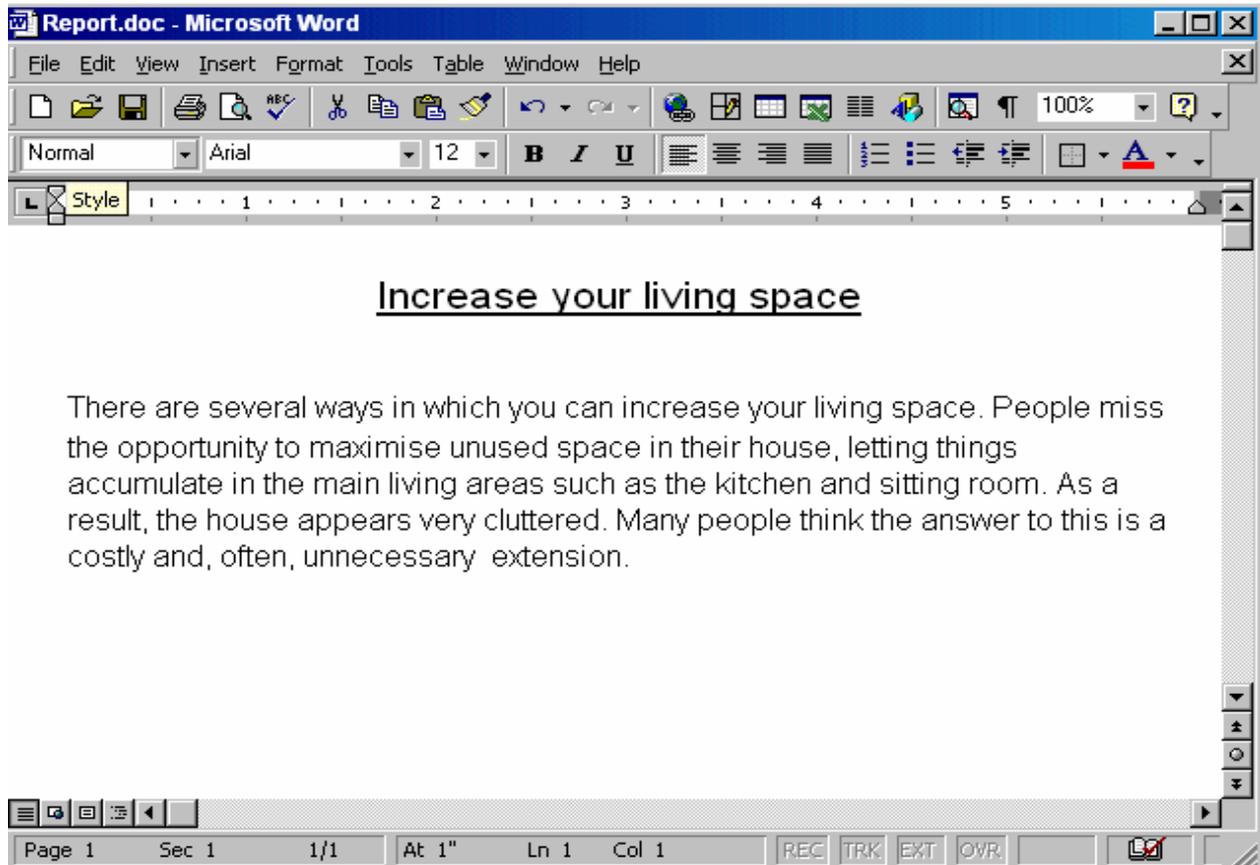


# ICDL Word Exams

ICDL  
Word Exams (v4)

(Question 1)



Save this document as a **Web Page**.

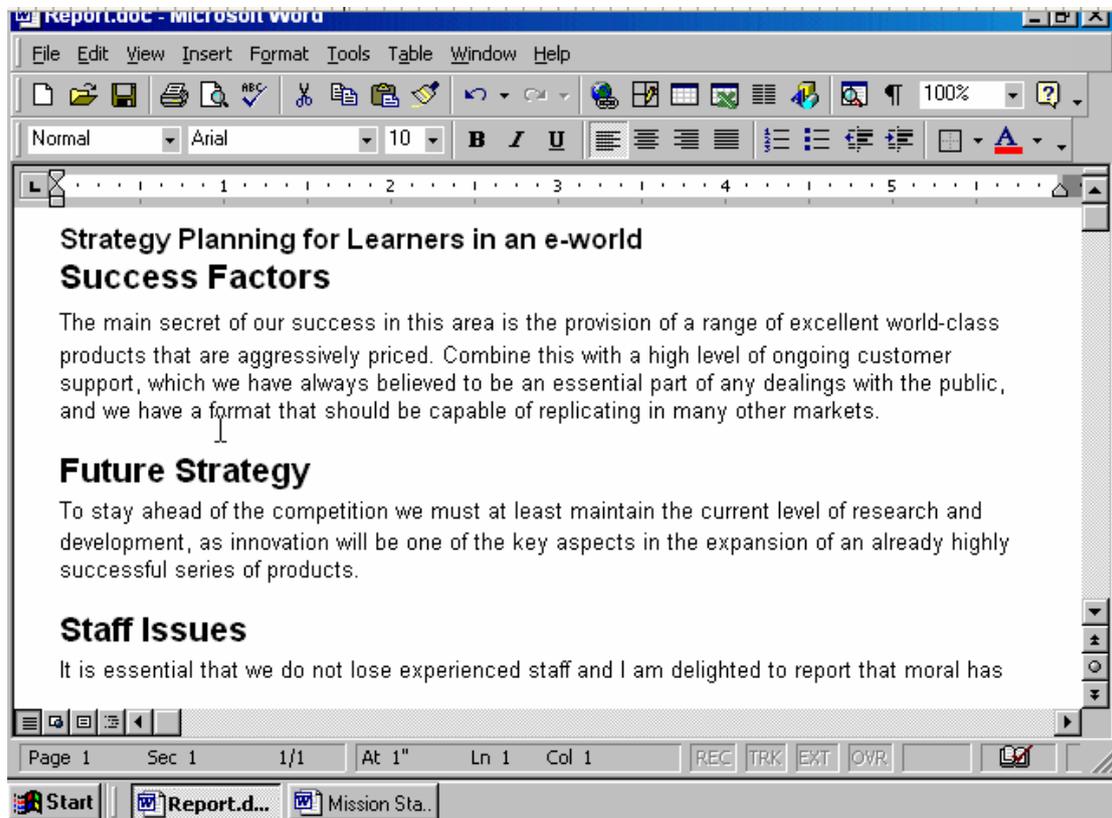
**Note:** Do not change the default file name or location.

**File** → **Save as Web Page** → **save**.

# ICDL

## Word Exams (v4)

### (Question 2)



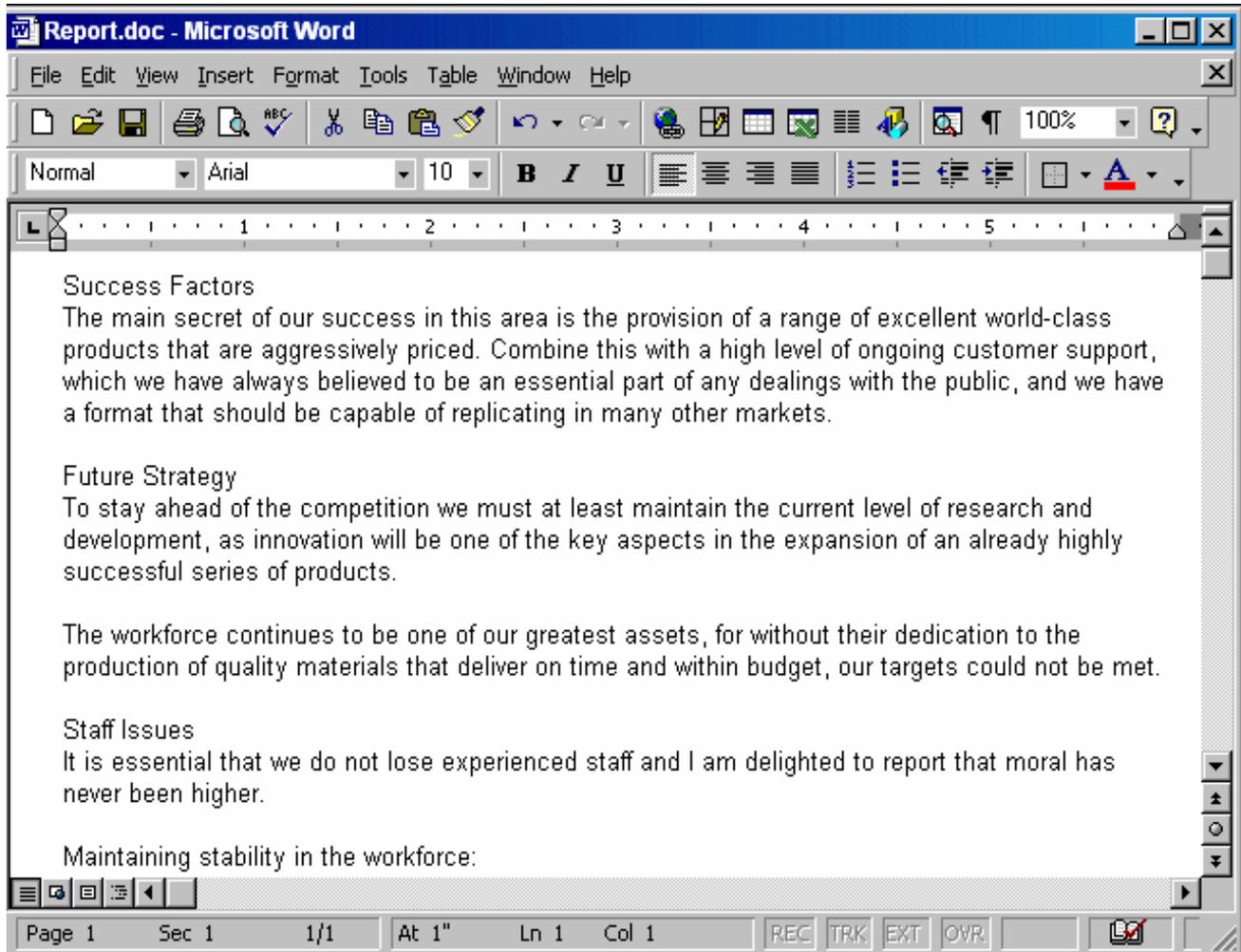
---

Switch to the other open document **Mission Statement**.

Click on the **Mission Statement** from the task bar

ICDL  
**Word Exams (v4)**

(Question 3)

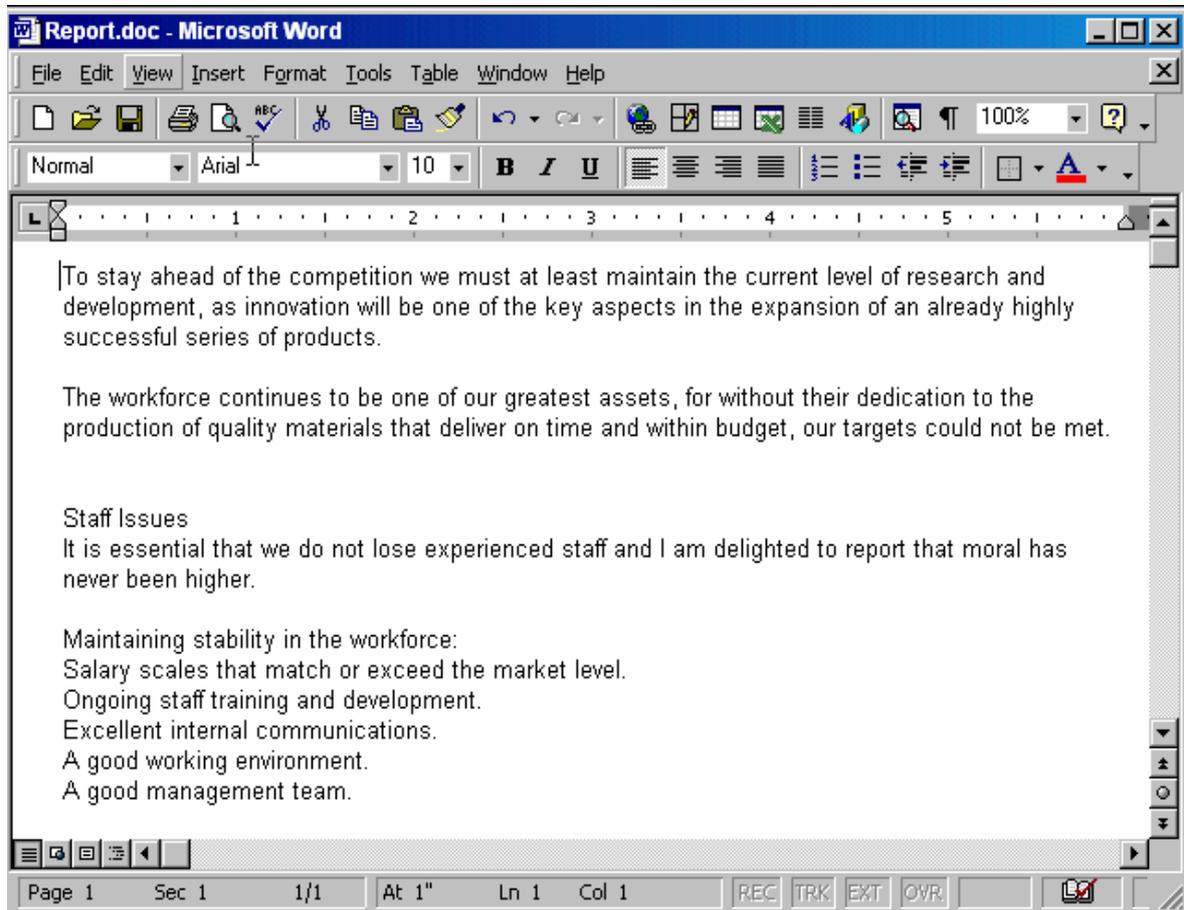


**Use Microsoft Word Help to access information on **Format Painter**.**

**Help → Microsoft word help → write the sentence format painter → click search**

ICDL  
Word Exams (v4)

(Question 4)

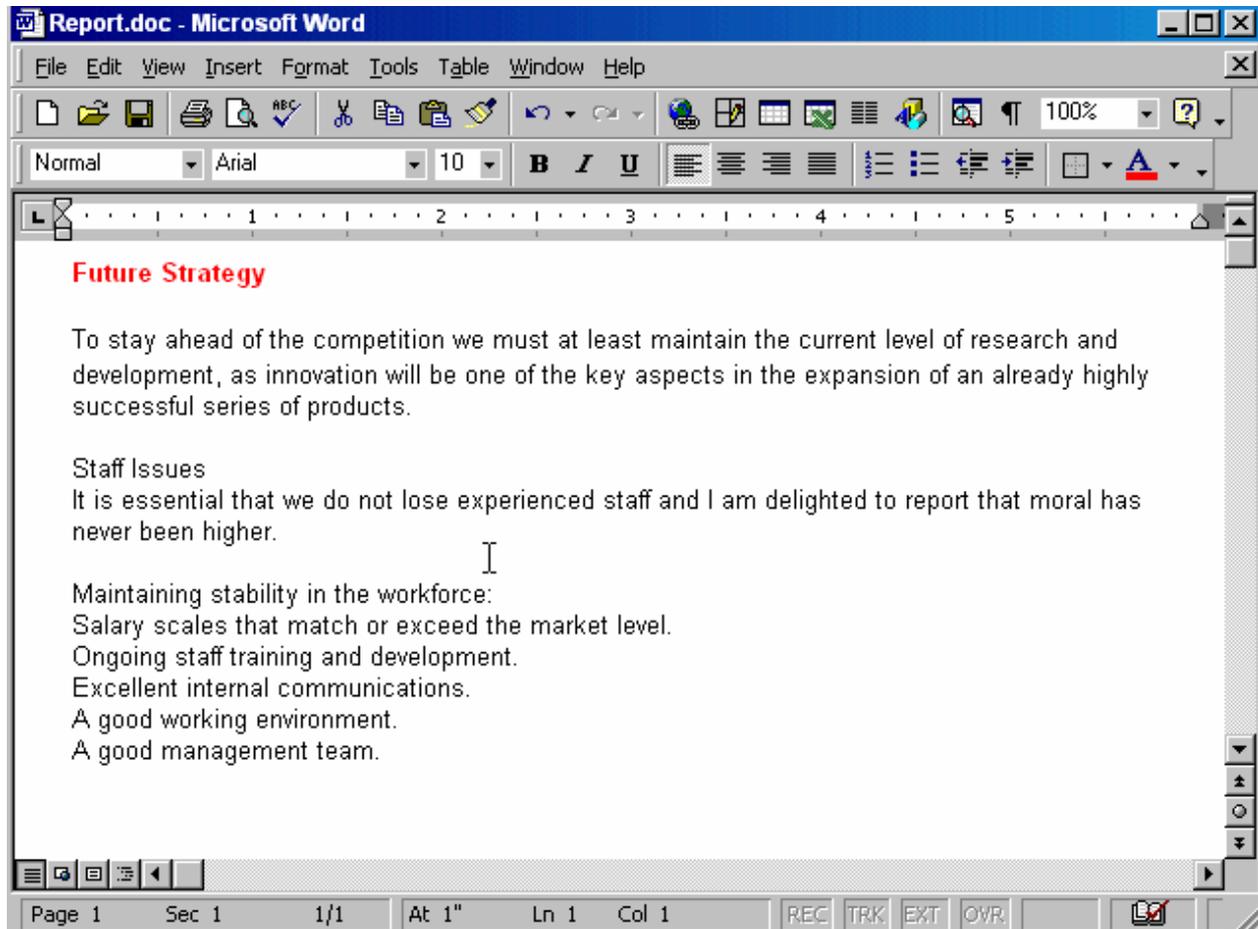


Change the view mode for this document to **Print Layout View**.

**View** → select print layout

ICDL  
Word Exams (v4)

(Question 5)

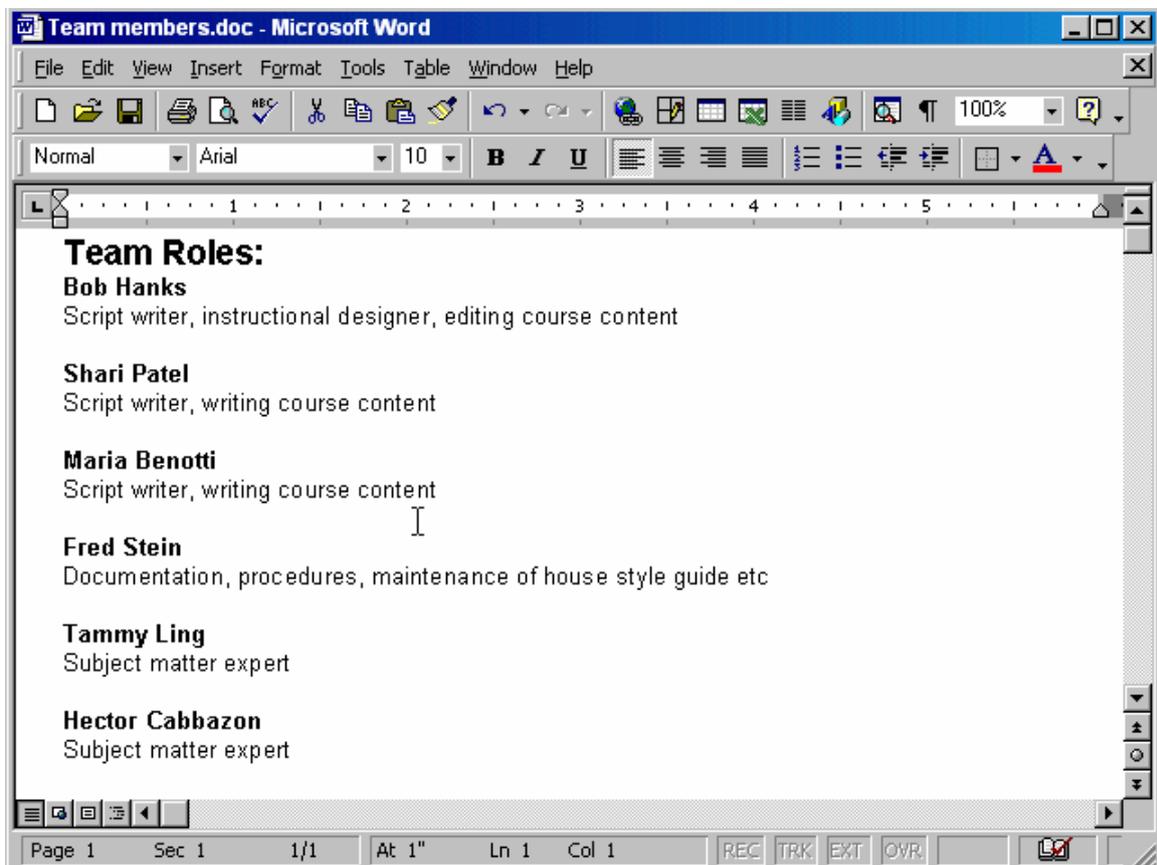


Remove the **Standard** toolbar from the Microsoft Word application window.

**Right click on any place in the toolbar → uncheck the standard**

ICDL  
**Word Exams (v4)**

(Question 6)



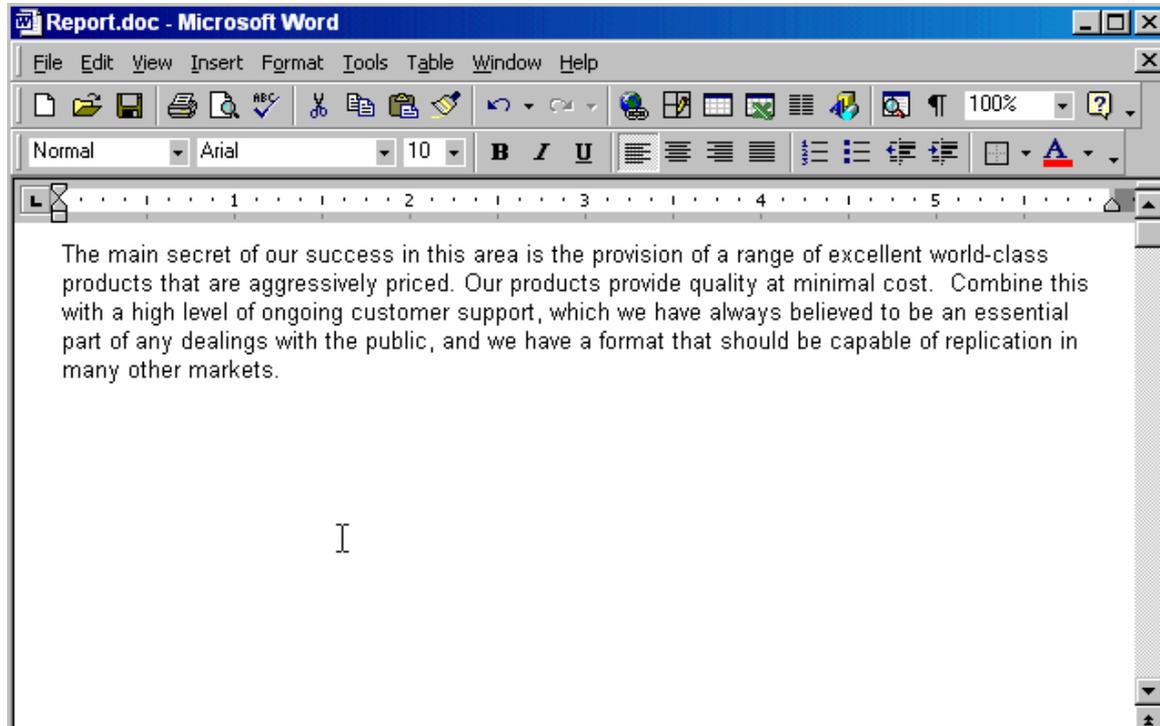
TM

**Insert the trademark symbol at the insertion point.**

**Insert → symbol → select the tm symbol → click insert → close**

ICDL  
Word Exams (v4)

(Question 7)

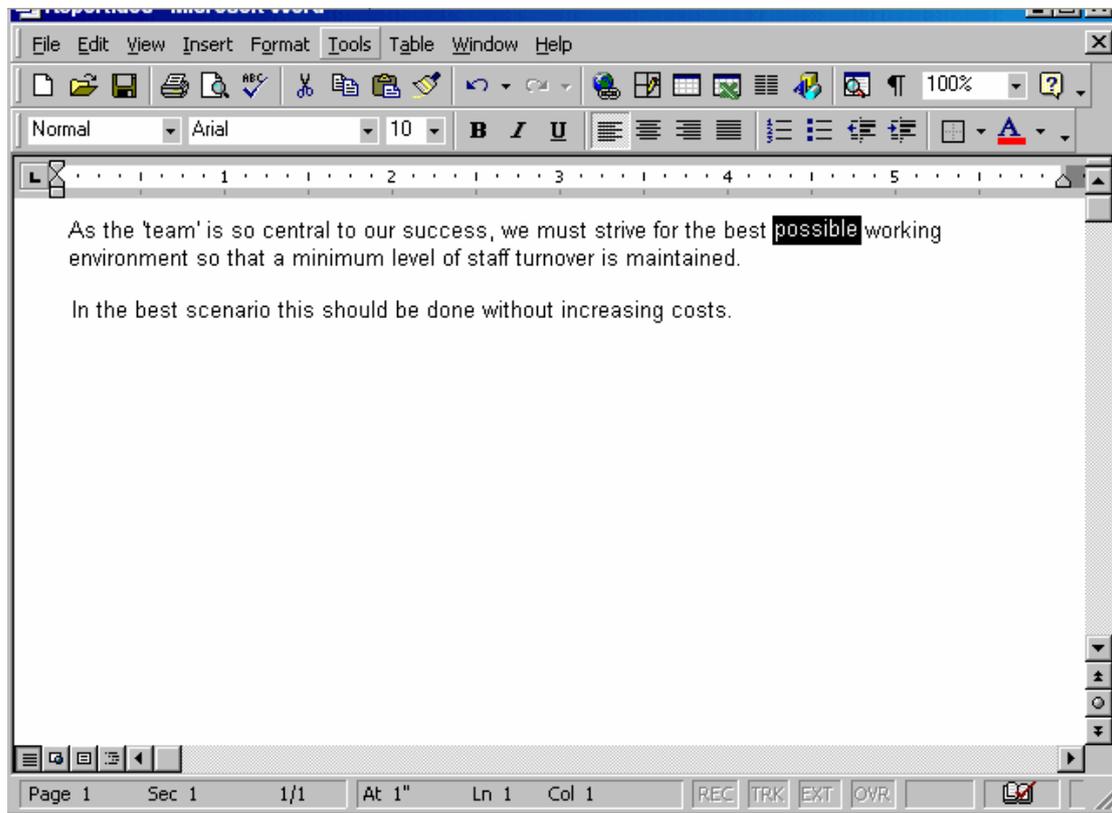


Select **ONLY** the 2nd sentence **Our products ...** in the above text.

Select the sentence **Our products provide quality at minimal cost.**

ICDL  
Word Exams (v4)

(Question 8)

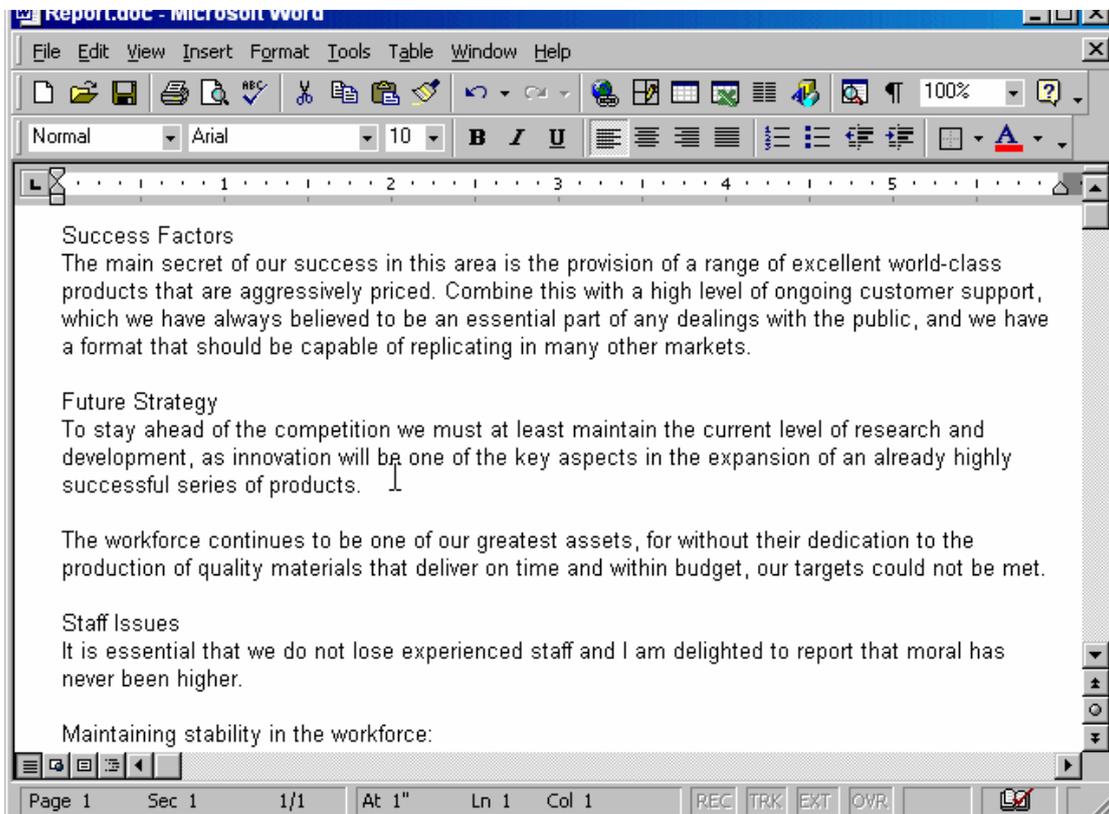


Cut the selected word **possible** and paste it between the words **best** and **scenario**.

**Click cut from the standard toolbar → put the cursor after the word best → click paste from the standard toolbar**

ICDL  
Word Exams (v4)

(Question 9)



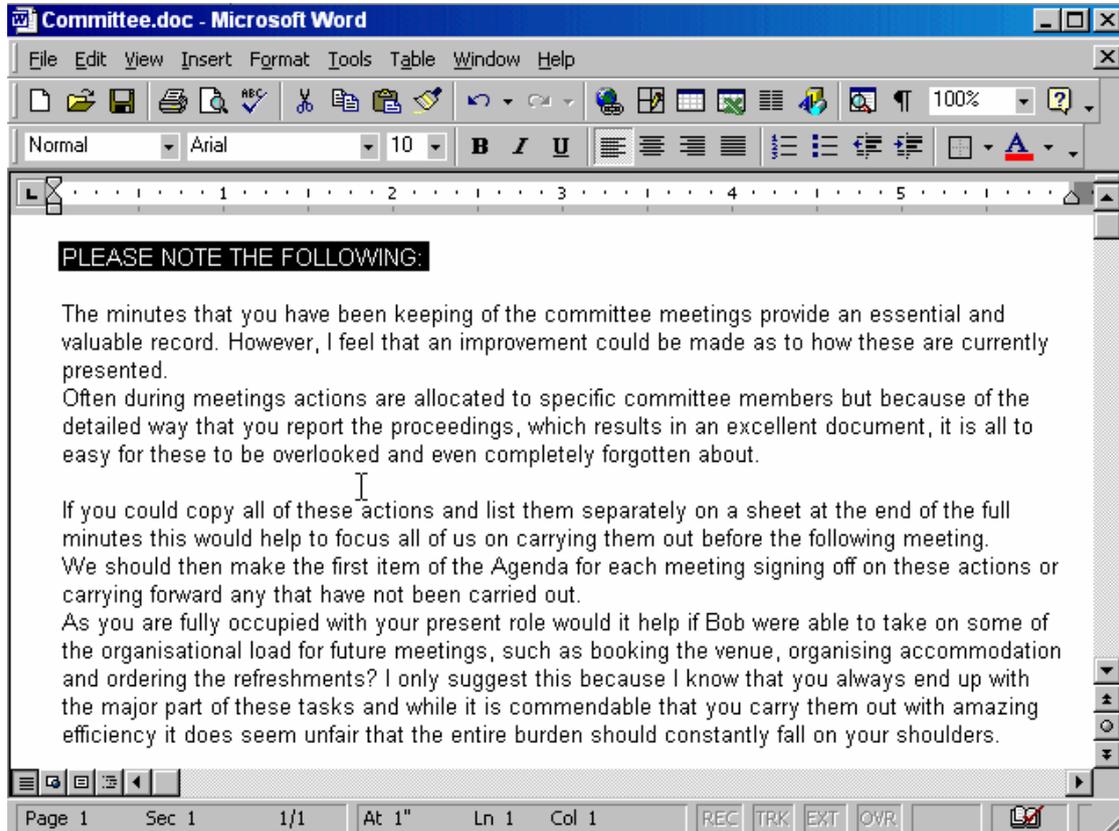
---

Use the **Find and Replace** dialog box to find the next instance of the word **area** in this document.

**Edit → find → type area in the find what box → find next**

ICDL  
**Word Exams (v4)**

(Question 10)

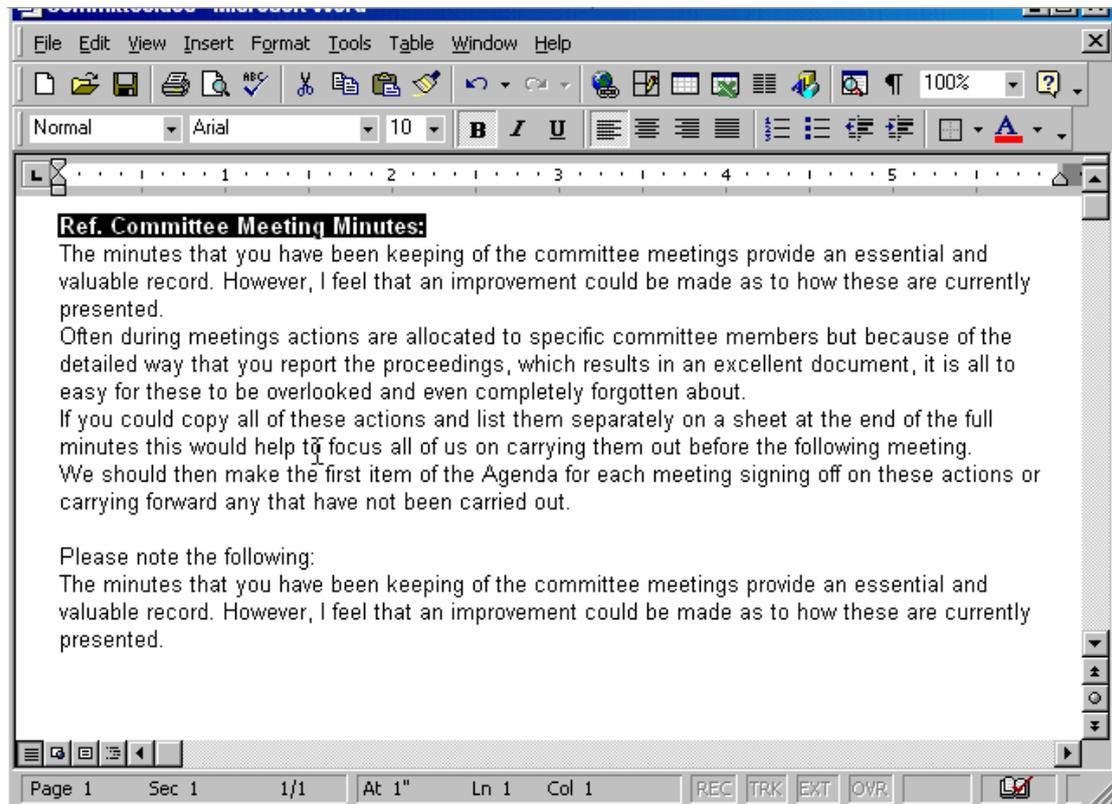


Use the **Change Case** dialog box to change the selected text to **Sentence case**.

**Format** → **change case** → **check the sentence case** → **ok**

# ICDL Word Exams (v4)

## (Question 11)

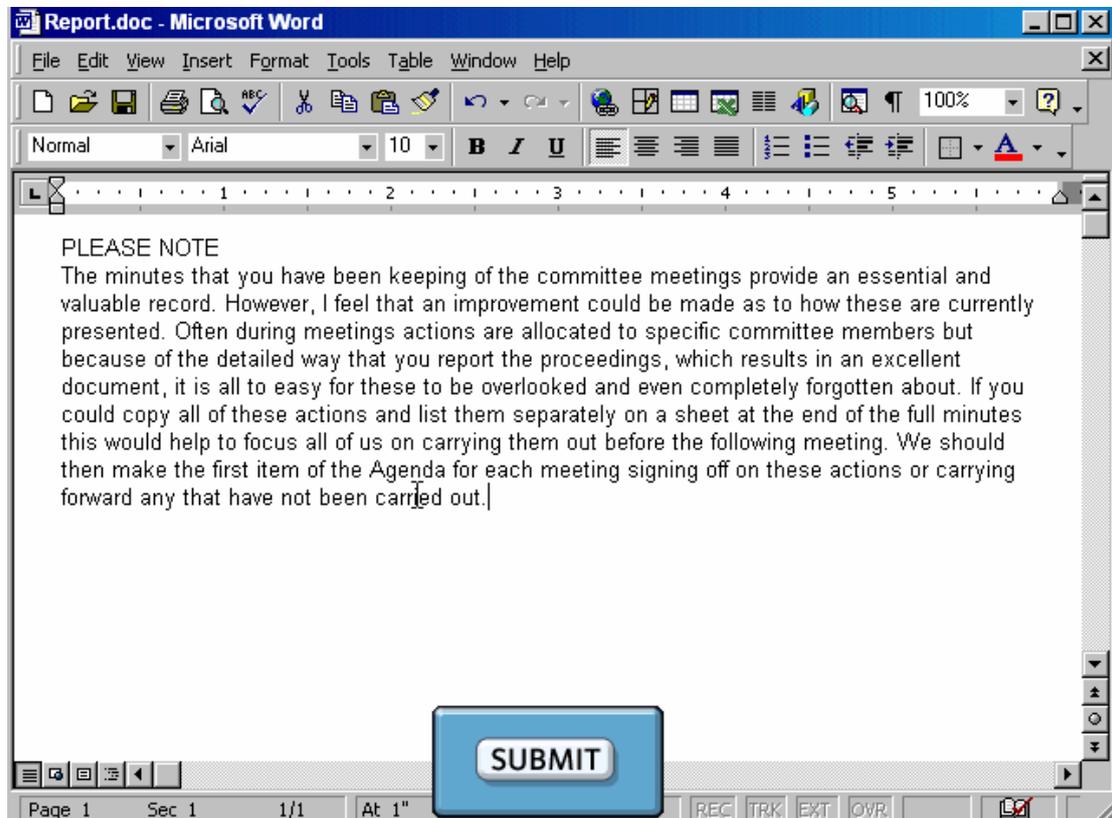


You wish to copy the format of the selected words **Ref. Committee Meeting Minutes:** and then apply that format to the words **Please note the following:**  
Click the **toolbar button** that would enable you to carry out this task.

**Click on the format painter tool from the standard toolbar**

ICDL  
Word Exams (v4)

(Question 12)



---

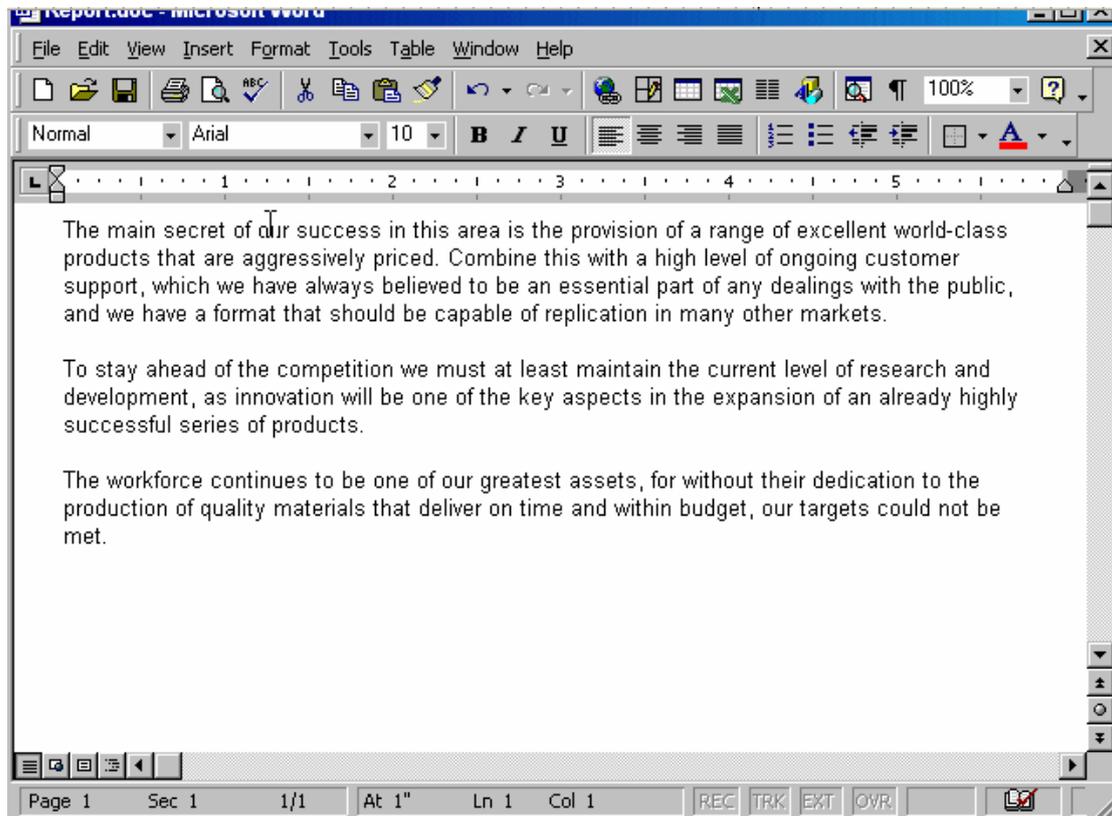
Create a **new paragraph** between the heading and the main body text in this document.

Click the **SUBMIT** button when you have finished.

**Put the cursor after please note → press enter from the keyboard → click submit**

ICDL  
Word Exams (v4)

(Question 13)

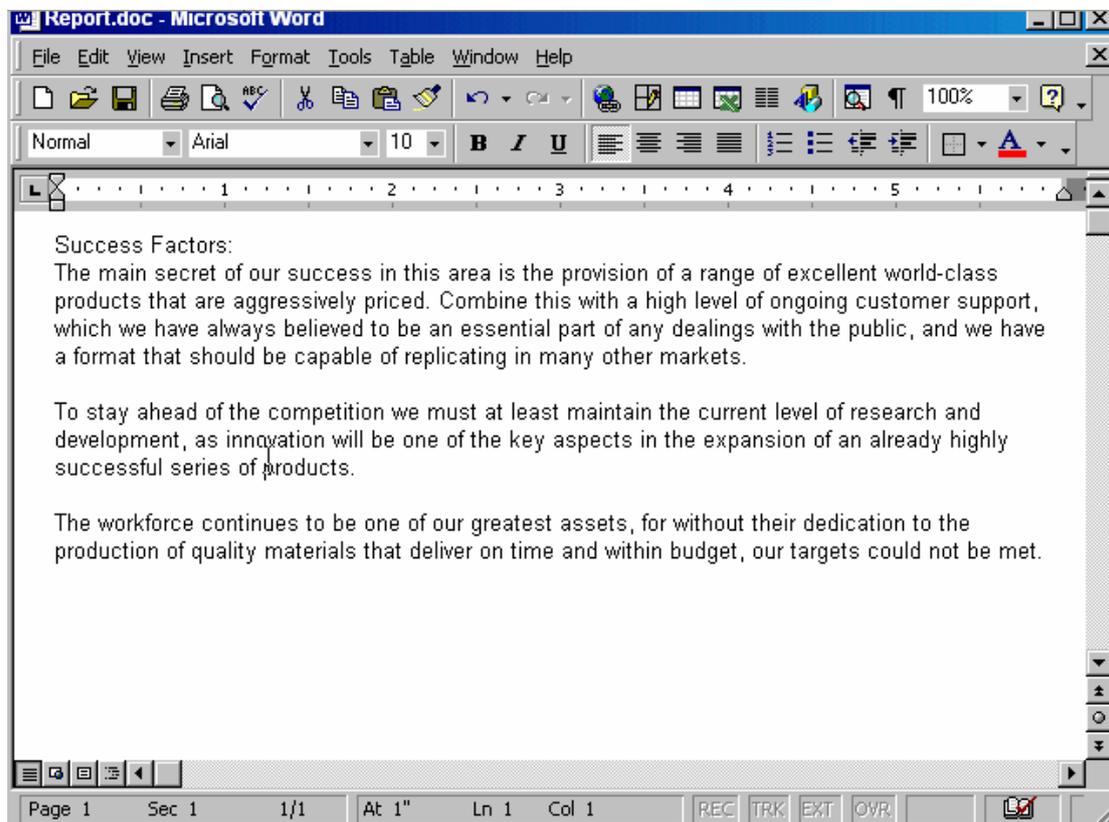


Apply a **Left Indent of 1"** to this paragraph.

**Format → paragraph → in the indentation section → in before text use the arrows to navigate to the 1"**

ICDL  
Word Exams (v4)

(Question 14)

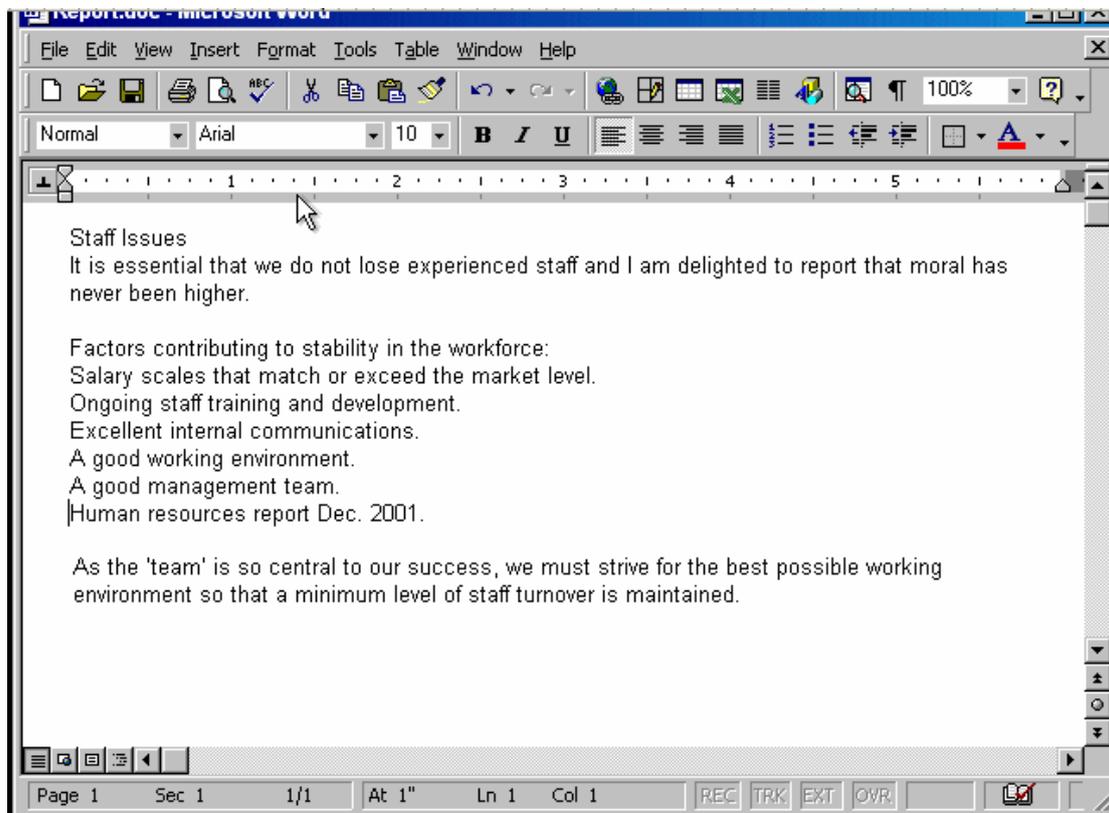


**Make spacing above this paragraph 12 points.**

**Format → paragraph → in the spacing → use the arrows to 12 pt**

# ICDL Word Exams (v4)

## (Question 15)



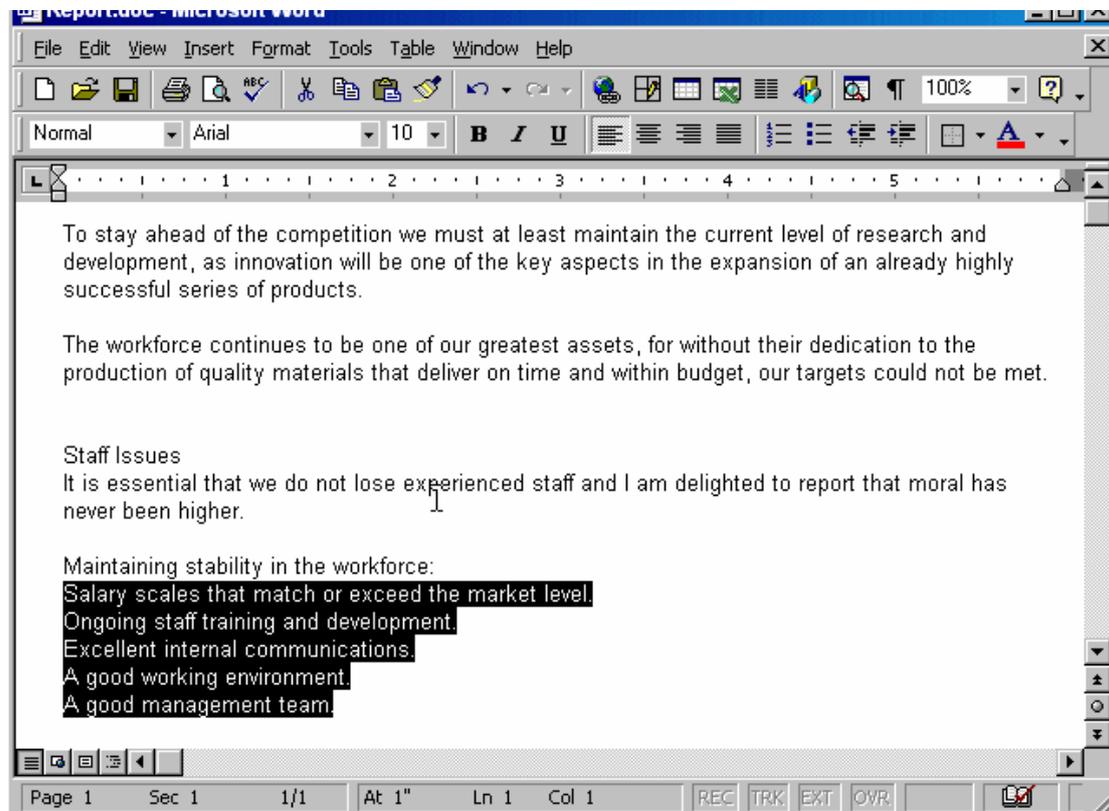
Add a **decimal tab stop** at **4"** on the ruler.

**Format → tabs → in the tab stop position write 4" →select decimal from alignment→ click the set button → click ok**

# ICDL

## Word Exams (v4)

### (Question 16)



---

Make the selected list into a **default** bulleted list.

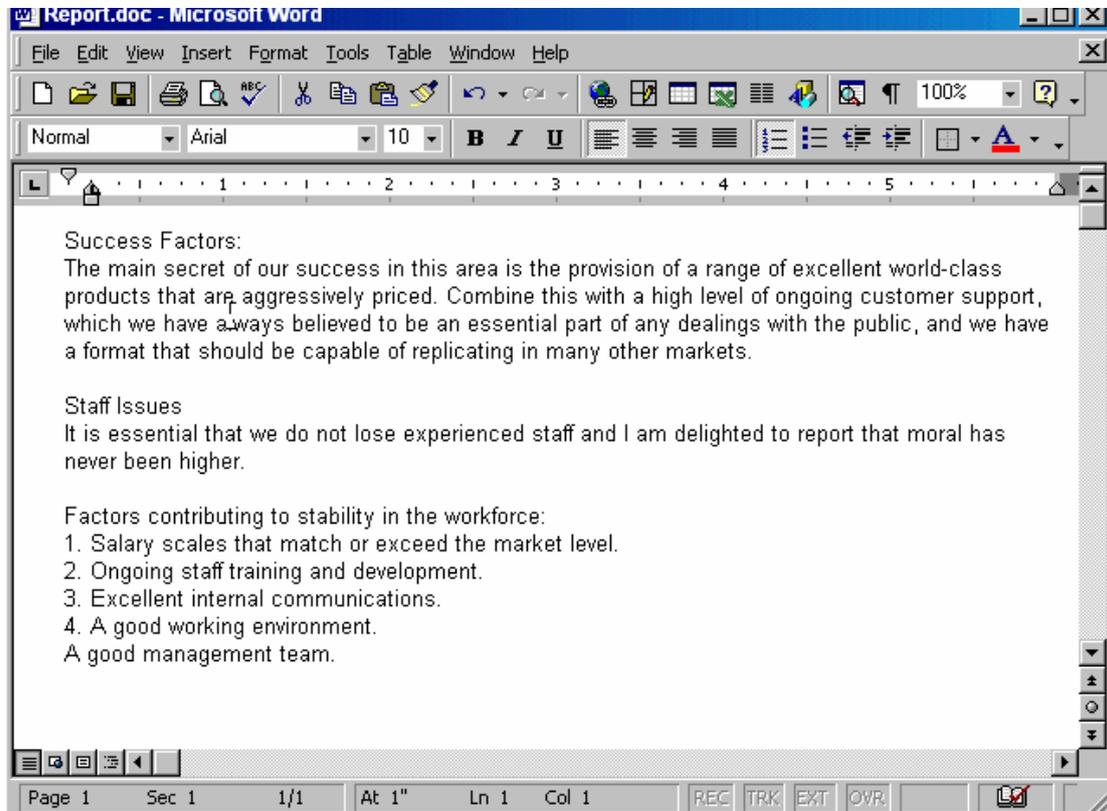
- \_\_\_\_\_

**Click on the bullets tool in the formatting tool bar**

# ICDL

## Word Exams (v4)

### (Question 17)



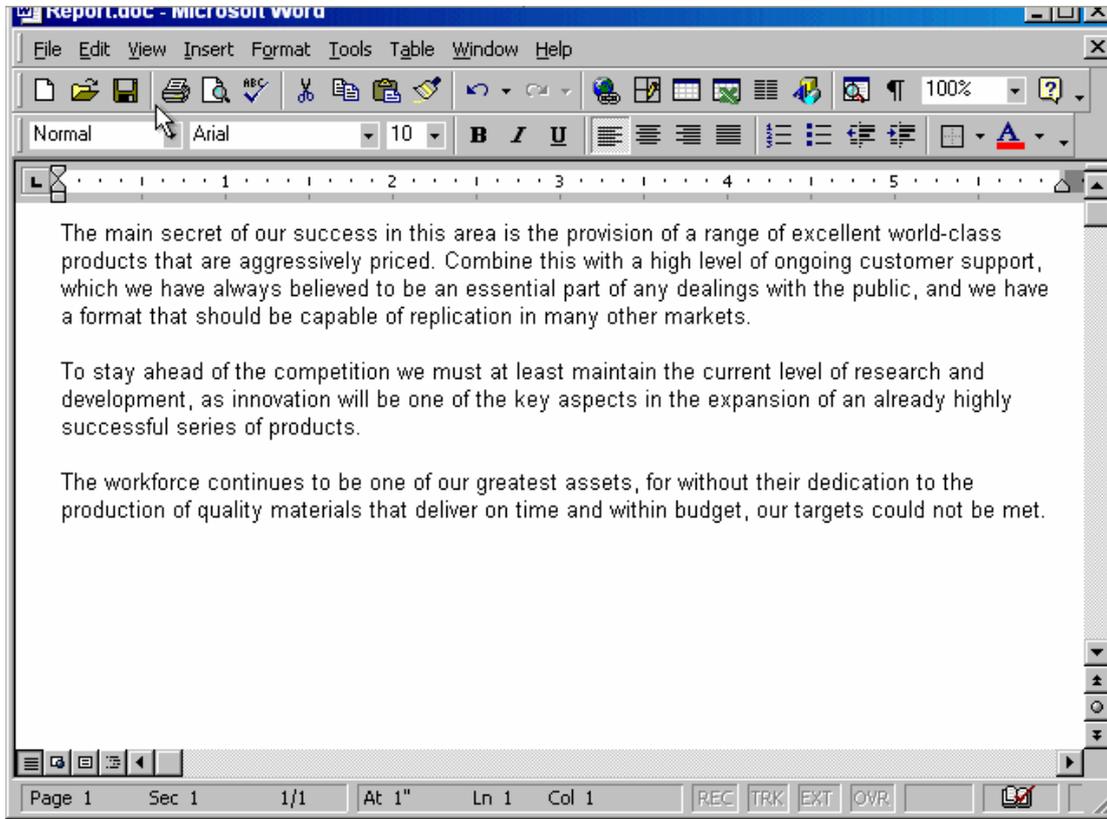
---

Add a **line break** (soft carriage return) at the insertion point.

**Press enter from the keyboard**

ICDL  
**Word Exams (v4)**

(Question 18)

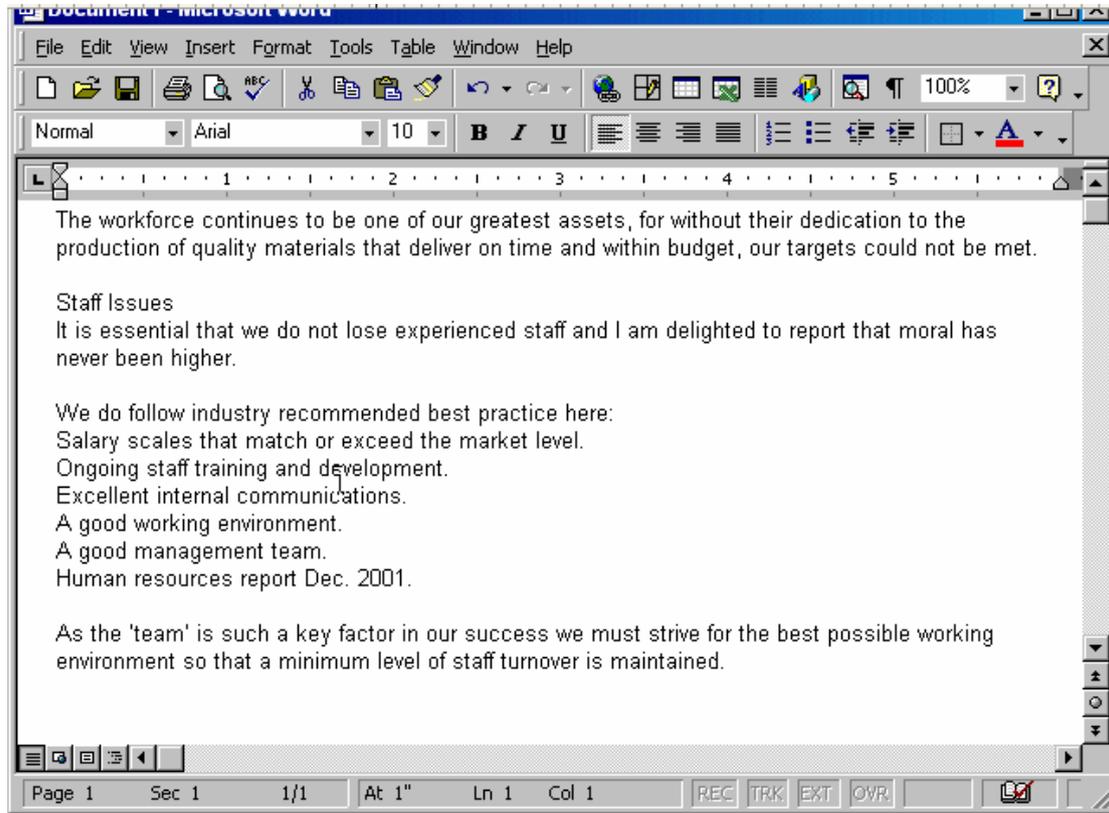


**Modify the top margin of this document to 1".**

**File → page setup → in the top margin enter 1"**

ICDL  
**Word Exams (v4)**

(Question 19)



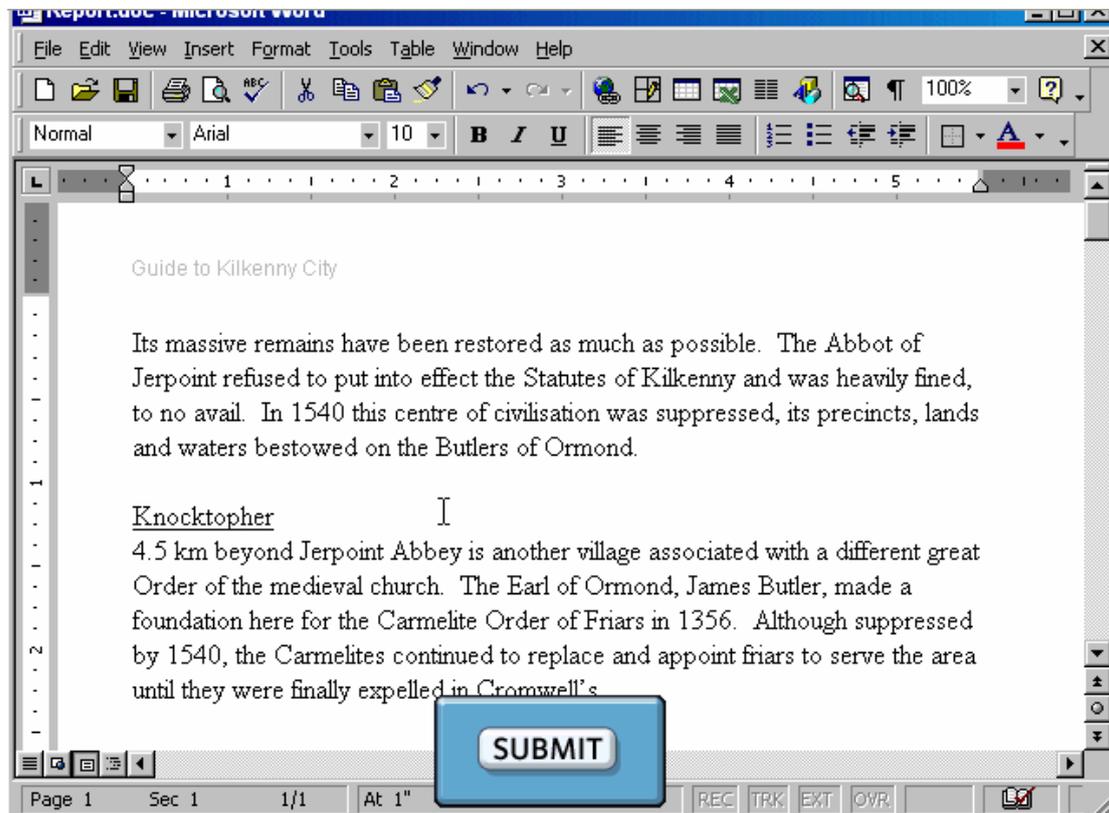
---

Insert a manual **page break** at the insertion point in the document.

**Press ctrl + enter from the keyboard**

ICDL  
Word Exams (v4)

(Question 20)



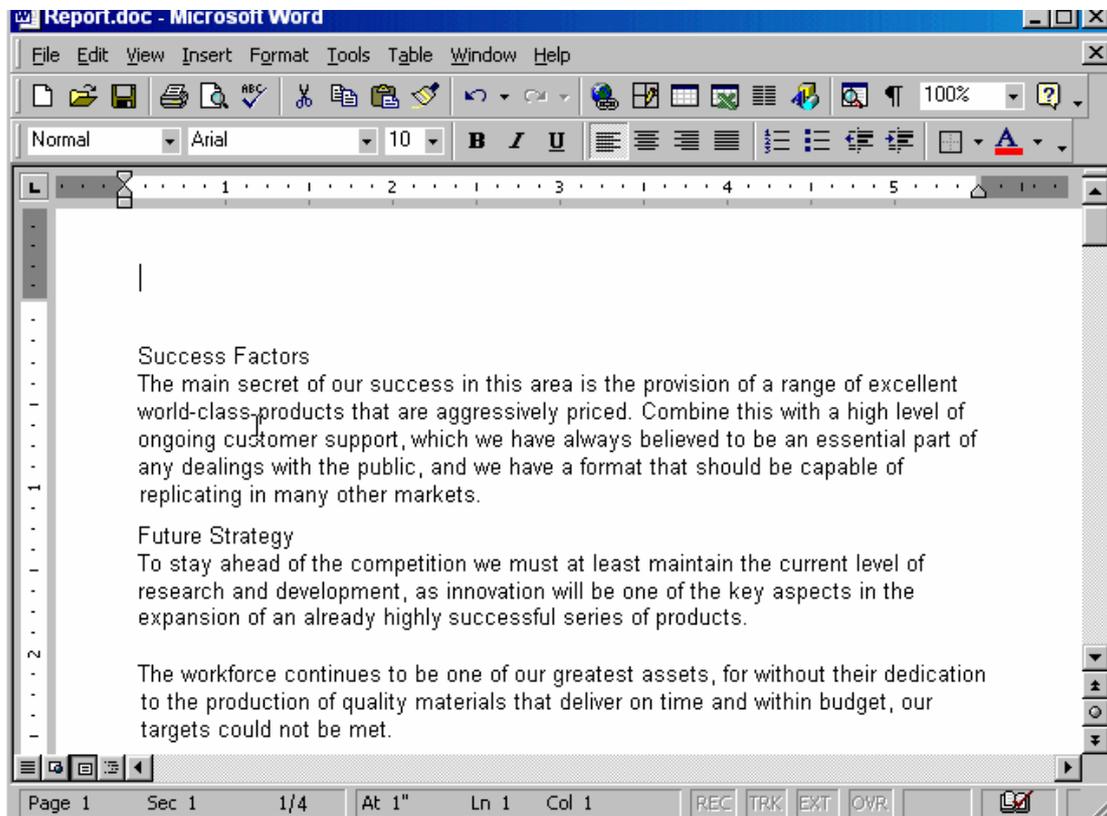
Change the text in the Header to **Guide to Kilkenny County**.

Click the **SUBMIT** button when you have finished.

**View → header and footer → delete the word city and write the word county**

ICDL  
**Word Exams (v4)**

(Question 21)



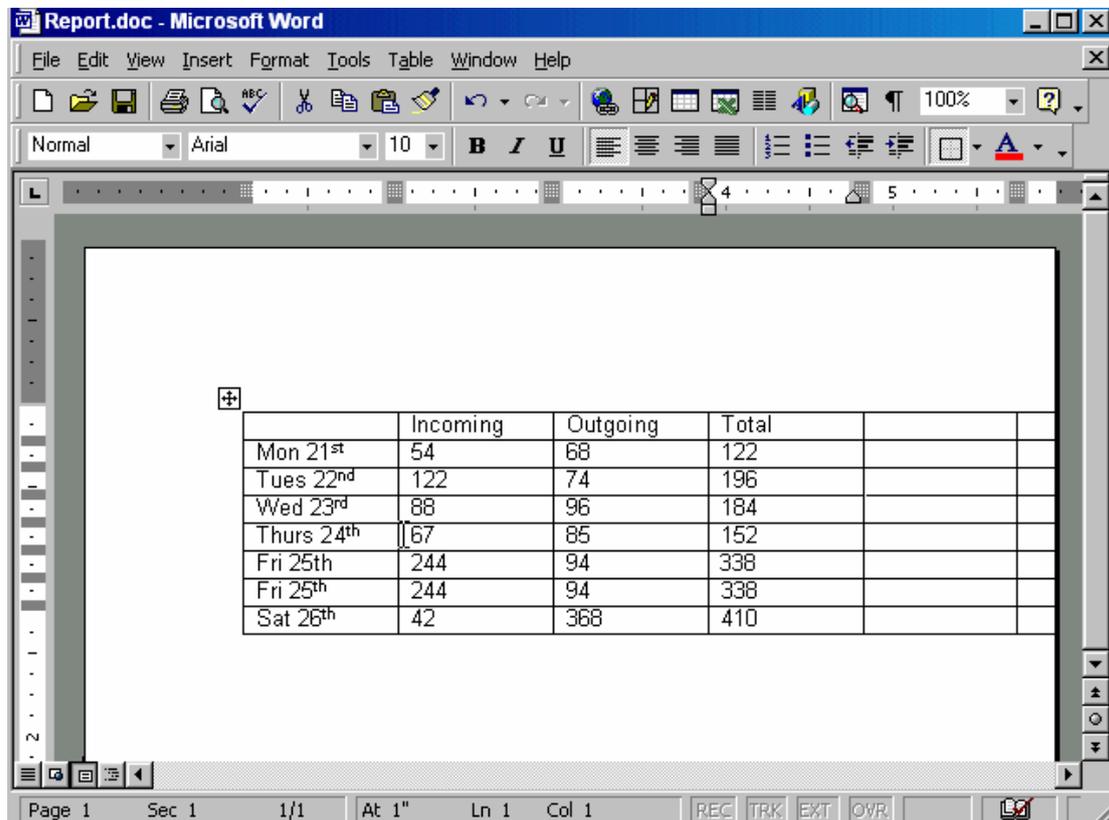
Insert a **current date field** in the top left header of this document.  
Use the default option for the date format.

**Note:** Do not type the date.

**Insert** → **date&time** → **insert**

# ICDL Word Exams (v4)

(Question 22)



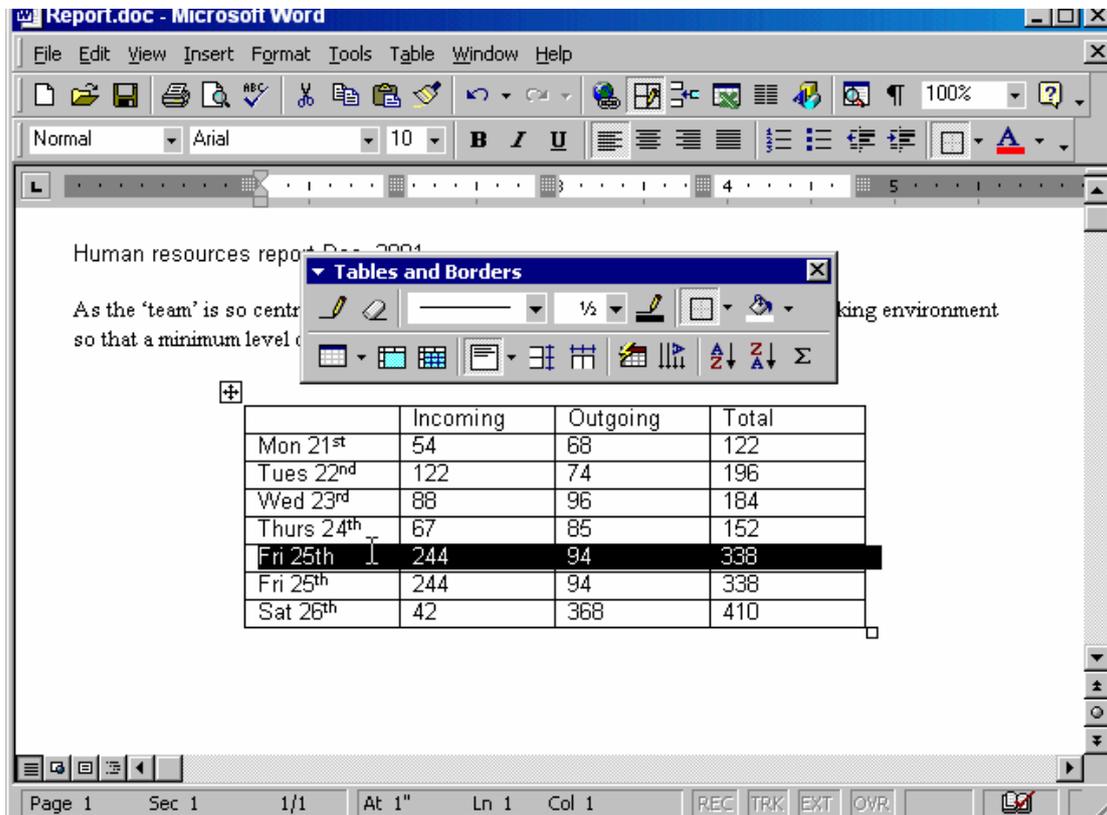
Select the entire table.

**Note:** Do not use **click-and-drag** for this exercise.

Click on the  symbol

# ICDL Word Exams (v4)

## (Question 23)



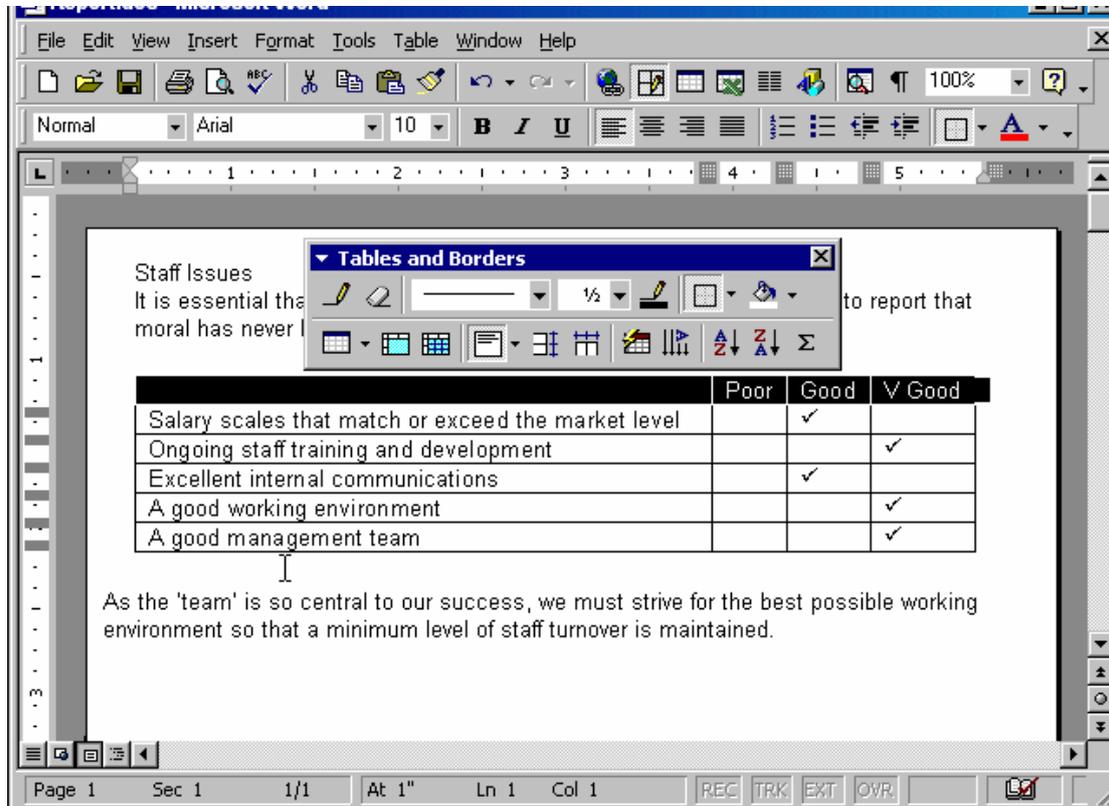
Delete the selected **row** and all of its contents.

**Note:** Do not deselect the selected cells or reselect any other cells.

**Table** → **delete** → **rows**

# ICDL Word Exams (v4)

## (Question 24)

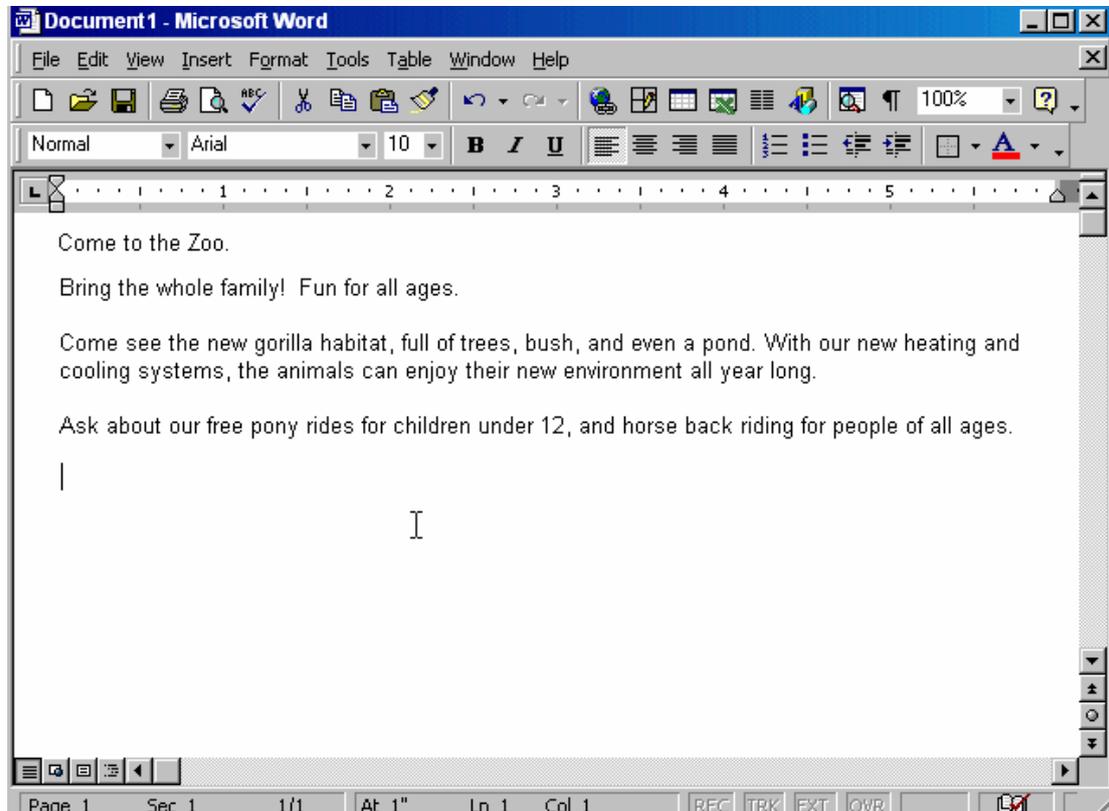


Modify the border style of the selected cells to **double lines**.

**Format**→border shading→border tab→select double line  
from style→ok

ICDL  
Word Exams (v4)

(Question 25)

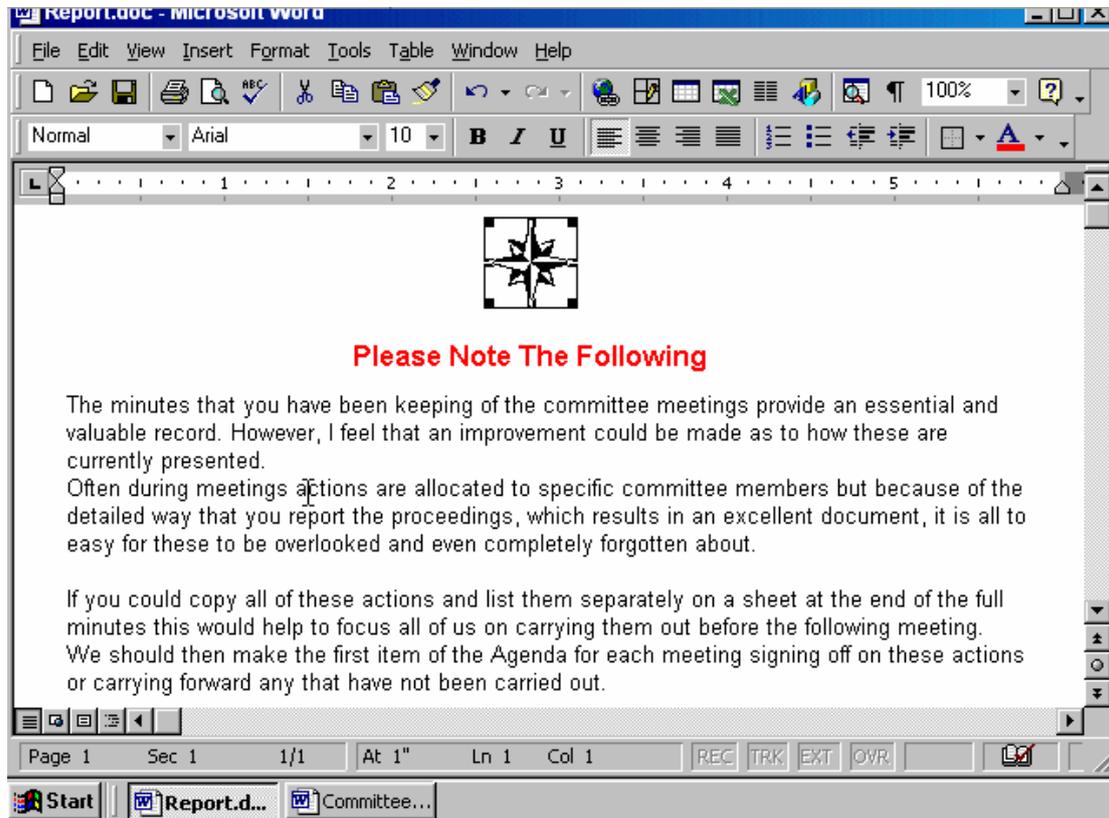


A graphic file named **giraffe.jpg** is stored in the current **My Pictures** folder on the hard disk of this computer.  
Insert this image into the document at the flashing insertion point.

***Insert → picture → from file → select giraffe. Jpg → insert***

ICDL  
Word Exams (v4)

(Question 26)



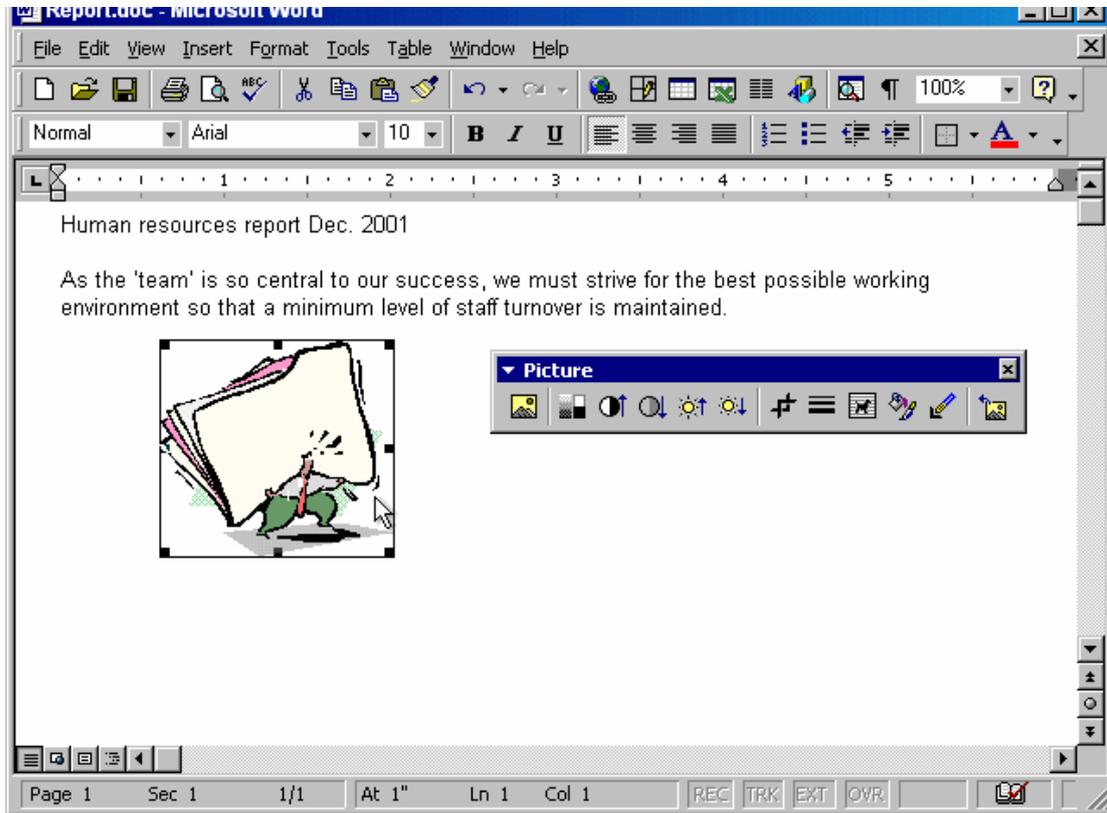
**Copy** the selected image from **Report** and paste it into **Committee**, which is already open.

**Note:** Drag and drop is not available in this exercise.

**Click the copy tool from the standard toolbar → from the task bar click the committee file → click on the paste tool from the standard toolbar**

# ICDL Word Exams (v4)

## (Question 27)



**Delete** the selected graphic on screen.

**Click delete from the keyboard**

ICDL  
Word Exams (v4)

(Question 28)

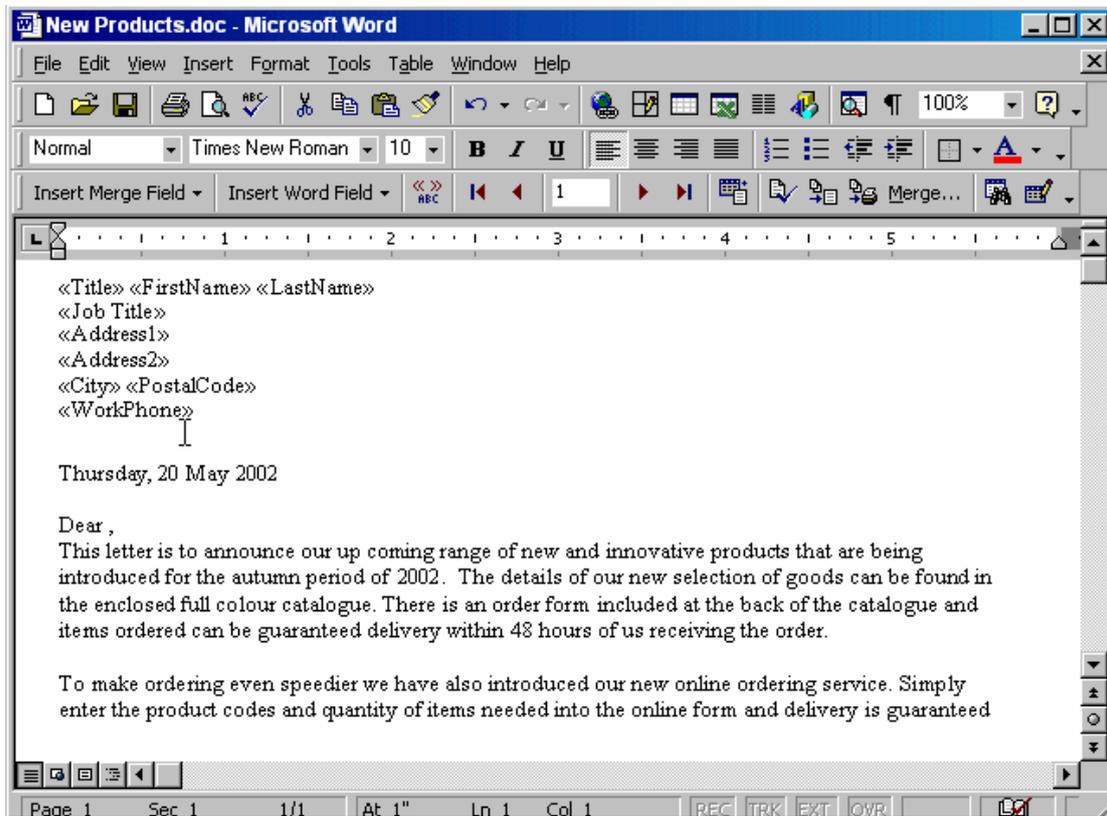
<p>Clotheshorse Boutiques Ltd. 3 Rundale Court Bocterstown Co. Dublin Ireland</p> <p>May 3, 1999 Dear Anna</p> <p>We are delighted to be able to offer you our new improved range of products for the Summer range 1999. As always our goods are guaranteed to be of the highest standards with the very latest in technology use to develop these new lines.</p> <p>A catalogue is enclosed with an order form in the back. Please send in our orders as soon as possible as it is likely that demand will far outstrip supply. Where goods are available delivery is guaranteed within 48 hours.</p> <p>Your Sincerely, _____ Frances Robinson, MD</p>	<p>May 3, 1999 Dear</p> <p>We are delighted to be able to offer you our new improved range of products for the Summer range 1999. As always our goods are guaranteed to be of the highest standards with the very latest in technology use to develop these new lines.</p> <p>A catalogue is enclosed with an order form in the back. Please send in our orders as soon as possible as it is likely that demand will far outstrip supply. Where goods are available delivery is guaranteed within 48 hours.</p> <p>Your Sincerely, _____ Frances Robinson, MD</p>	<table border="1"><thead><tr><th>FIRSTNAME</th><th>COMPANY</th><th>ADDRESS1</th></tr></thead><tbody><tr><td>Anna</td><td>Clotheshorse Boutiques Ltd.</td><td>3 Rundale Court</td></tr><tr><td>Marie</td><td>La Vie En Rose</td><td>12 Grafton St.</td></tr><tr><td>Herbert</td><td>Mens Tailoring House</td><td>3 Mandol Terrace</td></tr></tbody></table> <table border="1"><thead><tr><th>ADDRESS2</th><th>CITY</th><th>POSTCODE</th></tr></thead><tbody><tr><td>Bocterstown</td><td>Co. Dublin</td><td></td></tr><tr><td></td><td>Dublin</td><td>2</td></tr><tr><td></td><td>Cork</td><td></td></tr></tbody></table> <p>Country Ireland Ireland Ireland</p>	FIRSTNAME	COMPANY	ADDRESS1	Anna	Clotheshorse Boutiques Ltd.	3 Rundale Court	Marie	La Vie En Rose	12 Grafton St.	Herbert	Mens Tailoring House	3 Mandol Terrace	ADDRESS2	CITY	POSTCODE	Bocterstown	Co. Dublin			Dublin	2		Cork	
FIRSTNAME	COMPANY	ADDRESS1																								
Anna	Clotheshorse Boutiques Ltd.	3 Rundale Court																								
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Herbert	Mens Tailoring House	3 Mandol Terrace																								
ADDRESS2	CITY	POSTCODE																								
Bocterstown	Co. Dublin																									
	Dublin	2																								
	Cork																									

**Data Document      Main Document      Form Letter**

**The first page is the form letter**  
**The second page is the main document**  
**The third page is the data document**

ICDL  
Word Exams (v4)

(Question 29)

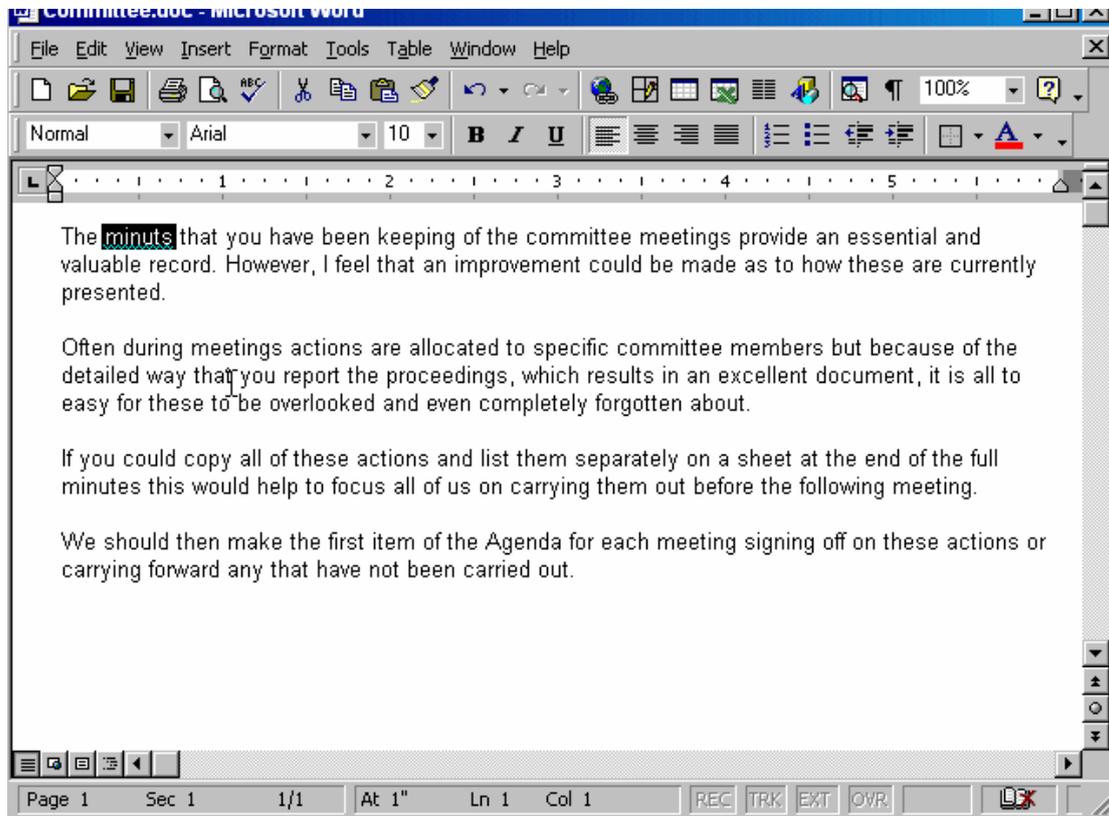


**Merge this Main Document with its Data Source to create a new merge document.**

**Click on the merge (start mail merge) button → select new document from merge to: → merge**

# ICDL Word Exams (v4)

## (Question 30)



---

Use Microsoft Word's **Spell Check** facility to correct the spelling of the selected word in the above document.

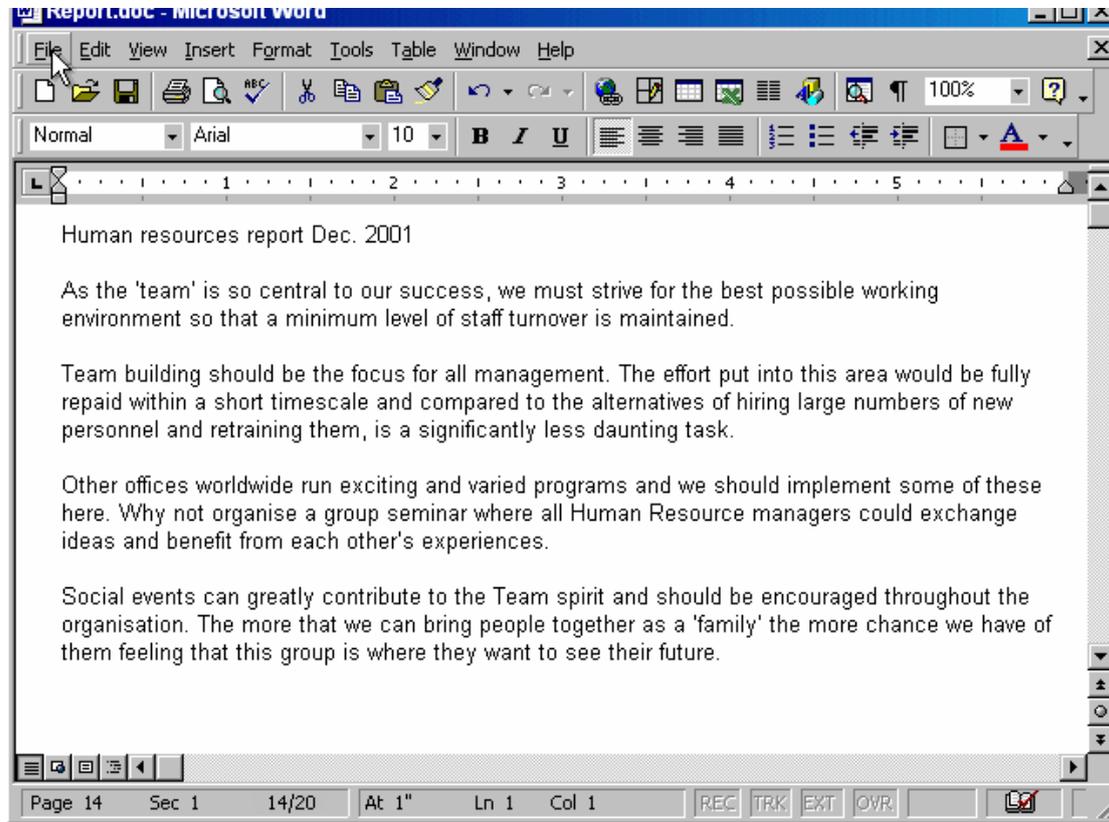
**Note:** The correct spelling of the word is **minutes**.

---

**R.click on the selected word → select minutes**

ICDL  
**Word Exams (v4)**

(Question 31)



---

**Print 5 copies of the current page of this document.**

**Note:** This is a simulation - you do not need to have a printer attached to your computer.

**File → print → select from page range current page → then type 5 in copies → ok**

ICDL  
**Word Exams (v4)**

(Question 32)

**Success Factors**

The main secret of our success in this area is the provision of a range of excellent world-class products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets.

Future Strategy

To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.

The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.

Staff Issues

It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.

Maintaining stability in the workforce:

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1

**Use the correct toolbar option to change the style of the selected text from Normal to Heading 2.**

**Heading 1** 14 pt

**Heading 2** 12 pt

Heading 3 12 pt

Normal 10 pt

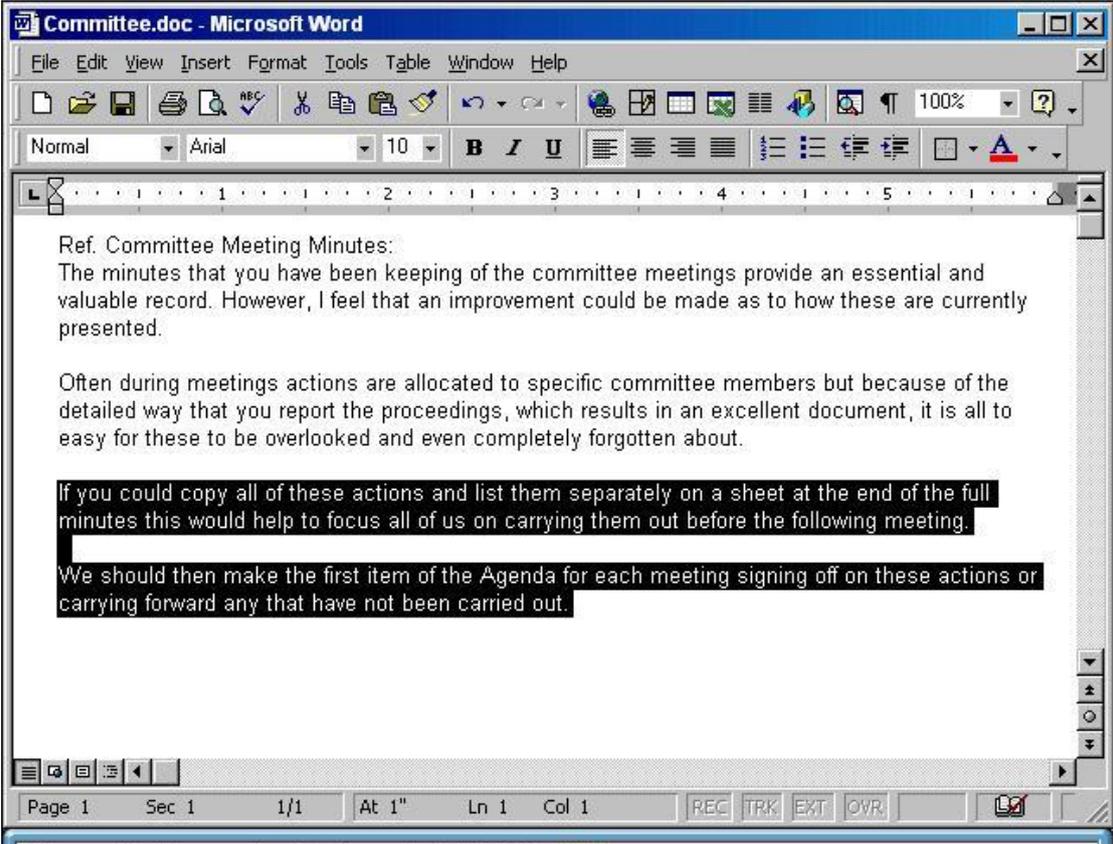
Default Paragraph Font 10 pt

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1

**Use the correct toolbar option to change the style of the selected text from Normal to Heading 2.**

# ICDL Word Exams (v4)

## (Question 33)



Committee.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal Arial 10 B I U

Ref. Committee Meeting Minutes:  
The minutes that you have been keeping of the committee meetings provide an essential and valuable record. However, I feel that an improvement could be made as to how these are currently presented.

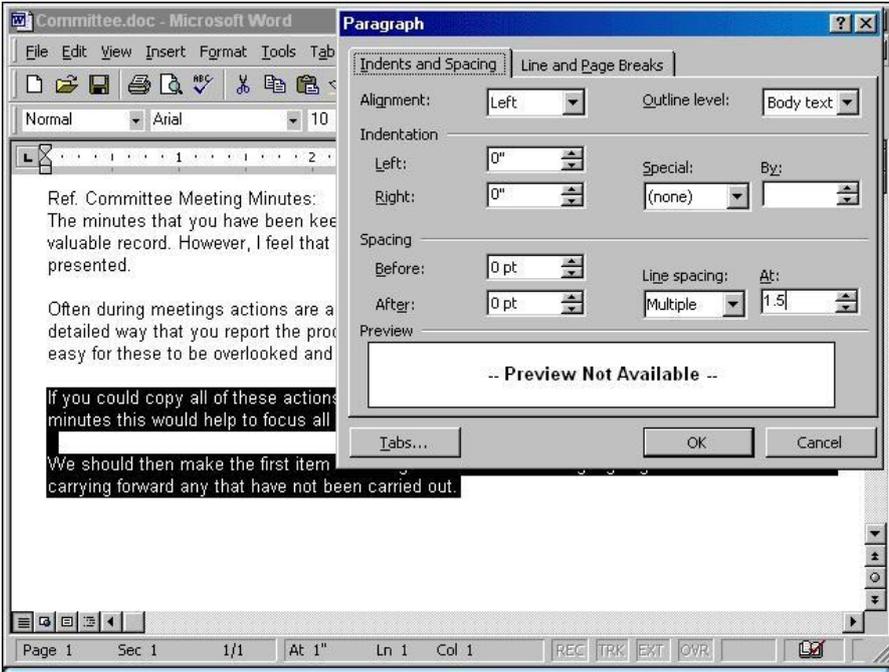
Often during meetings actions are allocated to specific committee members but because of the detailed way that you report the proceedings, which results in an excellent document, it is all too easy for these to be overlooked and even completely forgotten about.

If you could copy all of these actions and list them separately on a sheet at the end of the full minutes this would help to focus all of us on carrying them out before the following meeting.

We should then make the first item of the Agenda for each meeting signing off on these actions or carrying forward any that have not been carried out.

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

**Change the line spacing for the selected text to 1.5 lines.**



Committee.doc - Microsoft Word

File Edit View Insert Format Tools Tab

Normal Arial 10

Ref. Committee Meeting Minutes:  
The minutes that you have been keeping of the committee meetings provide an essential and valuable record. However, I feel that an improvement could be made as to how these are currently presented.

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Paragraph

Indents and Spacing | Line and Page Breaks

Alignment: Left Outline level: Body text

Indentation

Left: 0" Special: (none) By: 0"

Right: 0"

Spacing

Before: 0 pt Line spacing: Multiple At: 1.5

After: 0 pt

Preview

-- Preview Not Available --

OK Cancel

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

**Change the line spacing for the selected text to 1.5 lines.**

ICDL  
Word Exams (v4)

1. Create a **new column** to the left of selected column

**Table menu→insert→column to the left**

2. Change the default user name for this application to **Tom**

**Tool→option→user information→type Tom→ok**

3. Which two of the following statements about proofreading are **true**?

**Carrying out a spell check means you don't have to proofread a document.**

**Print preview lets you see how text and graphics will look when printed.**

4. Insert **first Name** merge field after the word **Dear** in this letter.

**Click on the insert merge field in the mail merge bar→select the first Name field.**

5. Use the formatting option that would make the selected text look like this: **50<sup>0</sup> C**

**Format menu→font→check superscript→ok.**

6. Display the non-printing point on this document  
**Click on the showhide buttons on the stander bar**

7. Change the **selected row** height to be **2,5** “

**Table menu→table properties→row→type 2,5”**

8. **Automatic hyphenate** this document

**Tools→Language→Automatically hyphenate document.**

9. Change this selected paragraph to be coordinator on the **two sides**

**Format→paragraph→Aliment→select justify→ok**