ICDL PowerPoint Exams



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

Click on open tool \rightarrow click on my documents \rightarrow select Training.ppt $\rightarrow open$

Microsoft PowerPoint - [Student Motivation.ppt]
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Guest Sneaker: Professor Anne Redmond
Slide 1 of 7 Capsules

Create a new blank presentation.

Click on the new tool from the standard toolbar

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2 🗔 Vision Statement	
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 Increase market share 	- Dania Kannu
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3 🗔 Goal and Objectives	
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Outline Dad's	s Tie

Save the Company Strategy presentation as an Outline/RTF file.

You don't need to change the file location.

File \to save as \to use the drop down list in the save as type box and select outline/RTF \to save

<u>ICDL</u> PowerPoint Exams (v4)



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

Tools \rightarrow options \rightarrow General tab \rightarrow in the name box delete msingh \rightarrow type Lee Smith



Switch to Slide Sorter View.

 $\textit{View} \rightarrow \textit{select slide sorter}$



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

Insert \rightarrow new slide \rightarrow select the title slide



This travel company uses an approved range of corporate templates.

Apply the design template Sunny Days to this presentation.

Format \rightarrow apply design template \rightarrow select Sunny Days \rightarrow Apply



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

View \rightarrow master \rightarrow slide master \rightarrow select the graphic \rightarrow press delete from the keyboard



Access the Header and Footer dialog box and add slide numbers to all slides except for the title slide of this presentation.

View \to header and footer \to check the slide number \to check don't show on title slide \to apply to all

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Slide 2 of 8	Dad's Tie	

Add the word Introduction as the first item in the bulleted list on this slide.

Click SUBMIT when you have finished.

Put the cursor on click to add text \rightarrow type Introduction



Change the second bullet on this slide from Bonanza sale to Mammoth sale. Click anywhere outside the bulleted list placeholder when you have finished.

Delete the name Bonanza sale and type Mammoth sale



Without retyping, make all of the letters in the selected word upper-case.

Format \rightarrow change case \rightarrow select upper-case \rightarrow ok

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Slide 2 of 7 Capsules	1.

Add an image of a Lion to this slide from the Animals category of Microsoft's Clip Art gallery.

Double click on the clip art icon \rightarrow select animals \rightarrow select the lion \rightarrow apply



Move the graphic to Slide 7 in this presentation.

Right click on the graphic \rightarrow cut \rightarrow select slide number 7 \rightarrow right click paste

ICDL **PowerPoint Exams** (v4) Microsoft PowerPoint - [Student Motivation.ppt] _ 🗆 🗵 _ 8 × Eile Edit View Insert Format Tools Slide Show Window Help 🗋 🚅 🔚 🎒 🖤 👗 🛍 🛍 ダ 🗠 • 🗠 - 🍓 🛃 🗔 🛍 🖄 III ⁄ 🖉 39% - 🛛 -Times New Roman 🔹 24 🔹 🖪 👖 🗓 💲 📰 冨 🏣 冨 🏣 🏣 🗮 🖾 🖌 🔺 🌩 🙀 Common Tasks 🔹 1 🗀 2 🗖 з 🗖 4 🗖 Student Activities 5 🎆 6 🗖 7 🗖 п Ŧ * Þ Draw - 🔖 🚯 AutoShapes - 🔨 🔌 🗆 🔿 🔛 🥠 🛃 🧟 - 🥖 - 🚣 - 🚍 🧮 🔂 🕤 -Slide 5 of 7 Capsules

If you wished to change the height of the tortoise graphic without changing its width, where would you click to begin?



Put the cursor here

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Slide 1 of 1	Default Design ///		

Access the chart AutoLayout feature, change the value in cell B1 from 27.4 to 50.3.

Press the Enter key when you have finished.

Double click on the add chart \rightarrow select the cell b1 and type 50.3 \rightarrow press enter from the keyboard



Change the type of this chart from a column to a bar chart.

Click on the chart type tool from the standard toolbar \rightarrow from the drop down list select bar chart

Microsoft PowerPoint - [Company Presentation.ppt]	×
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Slide 2 of 4 Blends	/1.

Sam Elliot is the head of this organisation. Open the organisation chart in this slide and add the details showing <u>Sam Elliot</u> as <u>Chairperson</u>. Click any of the sub-ordinate boxes when you have finished. (You don't need to add comments)

Double click on the organisation chart \rightarrow in the first box \rightarrow select the type name here and type Sam Elliot \rightarrow select type title here and type Chairperson \rightarrow click on any box from the below

If Maria were deleted from this organisation chart, which one of the following statements would be True?



Miguel and Lee would report directly to Alexandra 0





Draw a rectangle within the red square.

Click on the rectangle tool from the drawing toolbar \rightarrow put the cursor in the red square and drag



Add an arrow head of your choice to the beginning of the selected line.

Click on the arrow style tool from the drawing toolbar \rightarrow select any line with arrow



Add any shadow of your choice to the green triangle on this slide.

Select the triangle \rightarrow select the shadow tool from the drawing toolbar \rightarrow select any shadow



We would like all the words on this textbox to fit onto a single line, so that no words spill onto $\boldsymbol{\epsilon}$ second line.

Where would you click to begin to resize this textbox?





Duplicate the selected autoshape to slide 7 in this presentation.

Right click on it and select copy \rightarrow select slide 7 \rightarrow right click and select paste



Apply the preset animation effect called Flying to the selected bullet placeholder in this slide.

Slide show \rightarrow preset animation \rightarrow select flying

<u>ICDL</u> PowerPoint Exams (v4)			
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Apply the slide transition effect, Box In, to just slide 1.

Set the speed of transition to medium.

Slide show \rightarrow slide transition \rightarrow in the effect section select from the drop down list box in \rightarrow select medium \rightarrow apply



You wish to produce handouts of this presentation on A4 sized paper.

File \rightarrow page setup \rightarrow from the slide size for select A4 paper \rightarrow ok



Add a note to this closing slide saying: Presentation available online.

Click anywhere when you have finished.

Click on the click to add note \rightarrow type Presentation available online \rightarrow click any where



Copy slide number 2 and paste it as slide number 4 in this presentation.

Right click on slide number 2 select copy \rightarrow right click after slide 3 select paste

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Slide 1 of 6	Blends	

Run this entire presentation as an onscreen slide show.

Slide show \rightarrow view show



Use the Microsoft Office Assistant to find help on 35mm slides.

$\text{Help} \rightarrow \text{Microsoft}$ PowerPoint help \rightarrow type 35 mm slides \rightarrow search

ICDL **PowerPoint Exams** (v4) Microsoft PowerPoint - [Annual General Meeting.ppt] _ 🗆 🗵 _ 8 × 📴 File Edit View Insert Format Tools Slide Show Window Help 🗋 🚅 🔚 🎒 🖤 👗 🖻 🛍 🝼 🗠 - 🗠 - 🍓 📝 🗔 🛍 🖄 🏣 ½ 💋 36% - 🕐 -Times New Roman 🔹 24 🔹 🖪 🖌 👖 🖇 📰 🖉 🚍 🧮 🗮 🛱 🖌 👗 💠 🎲 Common Tasks 🔹 1 💹 Annual General Meeting Perth Grand Hotel 7th July 2 🗖 Company Structure 3 🗖 Annual Sales 4 🗖 One Year Plan Annual General Meeting • Increase Sales Implement Restructuring Change Stock Control Mechanism Perth Grand Hotel 5 🗖 Picture This 7th July 6 🗖 The Target Values * * * Thanks to all for attending. [] = [] :: [] Ŧ Þ Slide 1 of 6 Blends

Access the menu option you would use to preview how this slide and its speaker's note will print.

 $\textit{View} \rightarrow \textit{notes page}$



Change the built-in layout for this slide to one that also includes a placeholder for a second bulleted list.

Format \rightarrow slide layout \rightarrow select 2 columns text \rightarrow reapply

<u>ICDL</u> PowerPoint Exams (v4)



Access the Header and Footer dialog box and add the word Draft to the Footer of the current slide.

View \rightarrow header and footer \rightarrow in the footer box type Draft \rightarrow apply



Access the Header and Footer dialog box and add the fixed date 04/05/03 to all slides in this presentation.

View \rightarrow header and footer \rightarrow in the fixed box type 04/05/03 \rightarrow apply all



Change the colour of the selected text to purple, as shown in the following sample.

From the font color tool in the drawing tool bar select the purple color



Increase the line spacing after each of the selected bullet points to 0.2 lines.

Format \rightarrow line spacing \rightarrow in the after paragraph section select 0.2 \rightarrow ok

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Slide 5 of 7 Capsules	11.

If you wanted to **resize** this picture while maintaining its **original proportions** where would you click to begin?





Select the data series West and change the colour of this series from blue to yellow.

From the chart objects drop down list select series west \rightarrow from the fill color tool in the standard tool bar select yellow



Use the basic Line tool to draw a line from dot X to dot Y.

Click on the line tool from the drawing toolbar \rightarrow draw the line from x to y

ICDL **PowerPoint Exams** (v4) G Microsoft PowerPoint - [Student Motivation.ppt] - 🗆 × Eile Edit View Insert Format Tools Slide Show Window Help _ 🖻 🗵 🗋 😂 🖬 🎒 🖤 👗 🛍 🛍 🝼 🗠 - 🗠 - 🍓 🖪 📰 🛍 🖄 🎞 💆 💴 33% - 🛛 -Times New Roman 🔹 24 🔹 🖪 🖌 💆 💲 📰 🚍 🗮 🗄 🗄 🖌 🖌 🔺 🌩 🔛 Common Tasks 🔹 1 🗀 2 🗖 з 🗖 4 🗖 Student Activities 5 🎆 6 🗖 7 🗖 Ŧ ‡ ¥ Þ Draw - 🔖 🚯 🛛 AutoShapes - 🔪 🔪 🖸 🖓 🛃 🧟 - 🥖 - 🦾 - 🚍 🧮 🚍 😭 -Slide 5 of 7 Capsules

Select the auto-shape of the U-turn arrow and rotate it precisely 90 degrees to the right.

(Do not use free rotate for this task).

Select the auto-shape \to select draw from the drawing toolbar \to select rotate or flip \to select rotate right

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Slide 2 of 3 Default Design

Align the selected auto-shape centrally between the left and right edges of the slide.

(Do not use click-and-drag for this task).

Double click on the auto shape \rightarrow position tab \rightarrow in the horizontally form select center



You want the output best suited for an onscreen presentation.

Check the appropriate settings, and if necessary change them.

File \rightarrow page setup \rightarrow in the slides size for select onscreen \rightarrow ok



A second presentation is op 🔄. Make Sales.ppt the active file.

Alt + Tab is not available for this exercise.

Select sales.ppt from the task bar



Change the zoom level of the current view to Fit.

From the zoom tool from the standard toolbar \rightarrow use the drop down list and select fit



Access the Slide Master and add an oval inside the red box.

View \rightarrow slide master \rightarrow select the oval tool from the drawing toolbar \rightarrow draw it in the red box



Access the Header and Footer dialog box and add an automatically updating date to all slides in this presentation.

View \to header and footer \to check the date and time \to and select update automatically \to apply to all



Change the type of bullet used in this list to the one shown here. ≽

Format \rightarrow bullets and numbering \rightarrow select this bullet \rightarrow ok

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Access the chart AutoLayout feature, change the label East to Sales and press the Enter key when you have finished.

Double click on the add chart \rightarrow select the cell contains the word East and type Sales \rightarrow press enter



Add a subordinate box to Laurence, manager of Research.

Click on the subordinate button \rightarrow click on the Laurence box



Change the colour of the selected line to blue

Click on the line color tool from the drawing toolbar \rightarrow select blue



This graphic contains three auto-shapes - the sun, mountains and a blue rectangle representing the sky.

Use the appropriate command to bring the mountains in front of the sun.

From the draw tool in the drawing toolbar \rightarrow select order \rightarrow bring to front



Print 1 copy of the Notes pages for slides 2 to 5 (inclusive) in this presentation.

File \rightarrow print \rightarrow in the print range section \rightarrow in print what section select Notes pages \rightarrow select slides and type 2-5 \rightarrow ok



Slide 3 contains confidential sales figures.

Hide this slide, so that it will not display during an onscreen presentation.

Right click on slide 3 \rightarrow select hide slide



Change the background colour of just the current slide to blue.

Format \rightarrow back ground \rightarrow from the drop down list select this color \rightarrow apply



Select the auto-shape of the U-turn arrow and flip it horizontally.

Select the auto shape \rightarrow click on the draw tool from the drawing toolbar \rightarrow select flip horizontally



You no longer need the triangle auto-shape.

Delete it now, without placing it on the Clipboard.

Select the auto shape \rightarrow press delete from the keyboard

ICDL **PowerPoint Exams** (v4) _ 8 × Eile Edit View Insert Format Tools Slide Show Window Help 🗋 🚅 🔚 🎒 🖤 👗 🖻 🛍 🝼 🗠 - 🗠 - 🍓 🖪 🗔 🛍 🖄 III ⁄ 🖉 39% • 📿 🗸 • 24 • B I U S 三言 三 注 A A + 🕸 Common Tasks • . Arial 1 📖 2 🗖 з 🗖 Health Promotion · While healthy diet and exercise are valuable in improving the health of our bodies, it is the health of the mind which really affe∉ts affects longevity. Attending classes in yoga and mediation can help to both focus and relax the mind and spirit. ‡ ¥ Þ Dr_aw + 😓 🚯 | AutoShapes + 🔨 🔌 🗔 🔿 🎒 机 🙍 🙅 + 🌽 + 📥 + 🚍 🧮 🚍 🌍 🗸 Slide 1 of 3 DX. Blank Presentation

PowerPoint has detected a spelling error on this slide.

Use the spell checker to correct the spelling of just this occurrence of the word, meditation.

Right click on the word meditation

ICDL PowerPoint Exams (v4)			
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Slide Sorter	Blank presentation		
Sales.ppt	Company Strategy.ppt		

Duplicate the selected slide as slide number 2 in Company Strategy, which is also currently open.

Right click on slide 2 \rightarrow select copy \rightarrow Select Company Strategy from the taskbar \rightarrow right click after slide 1 and select paste



Add an image of a Frog to this slide from the Animals category of the Microsoft Clip Art gallery.

Insert \rightarrow picture \rightarrow clip art \rightarrow animals \rightarrow select frog \rightarrow insert



Insert a text box within the red square.

Select text box tool from the drawing toolbar \rightarrow put the cursor in the red square and draw the text box



Change the output settings for this presentation to those best suited for printing 35mm slides.

File \rightarrow page setup \rightarrow in the slides sized for from the drop down list select 35 mm slides \rightarrow ok



Print 3 copies of the outline of this presentation.

File \to print \to in print what section \to select outline \to in the number of copies section select 3 \to ok

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Slide 4 of 5 Capsules	//.
Select the arrow graphic and flip it horizontally.	







