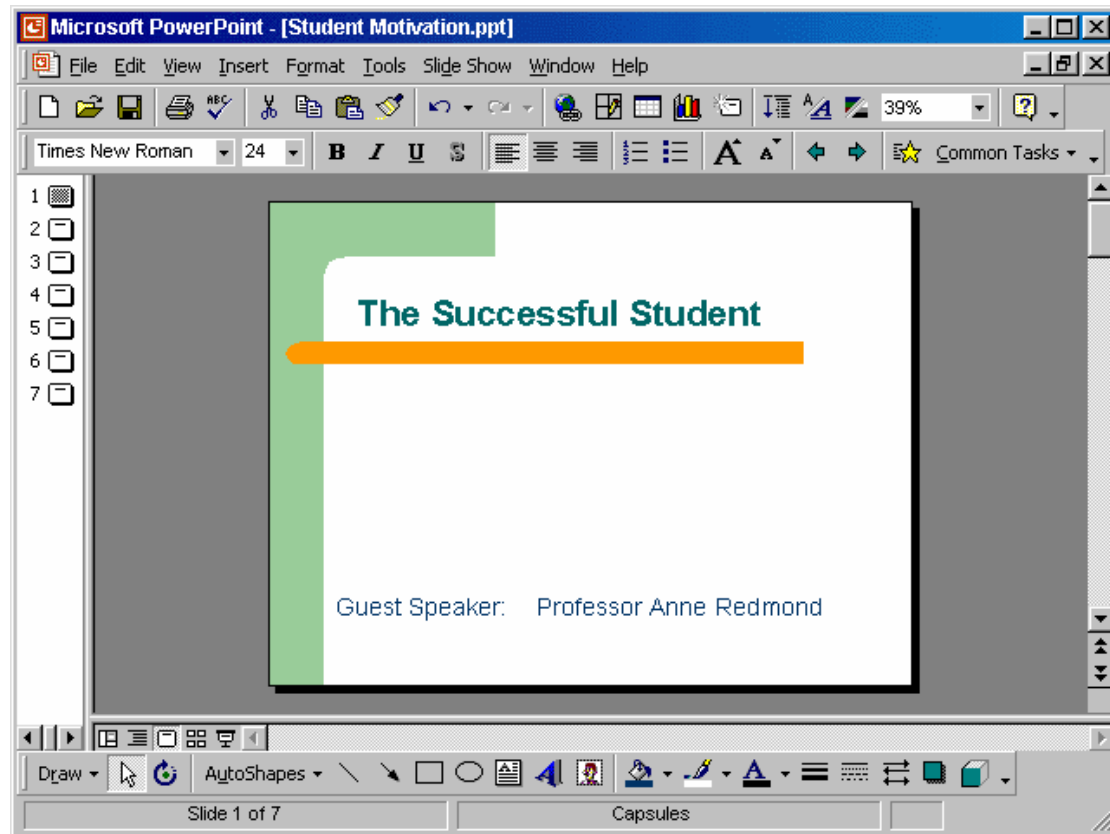


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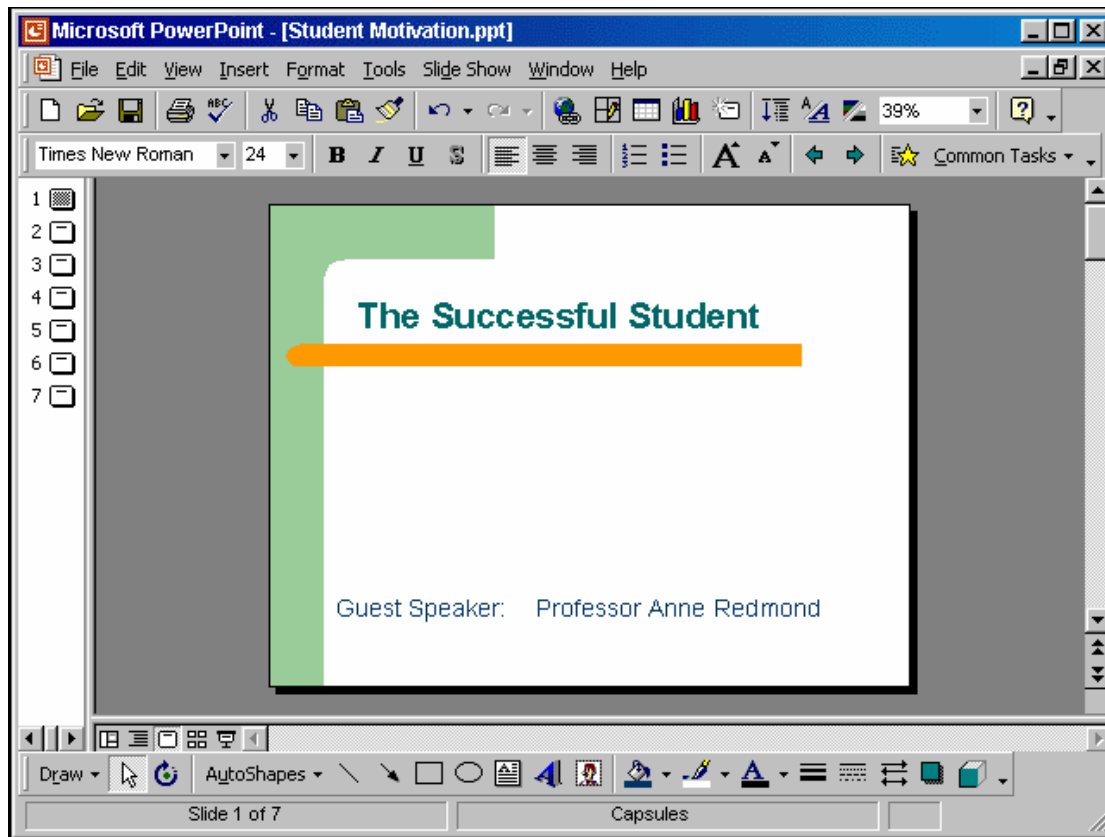
ICDL
PowerPoint Exams (v4)



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

Click on open tool → click on my documents → select Training.ppt
→open

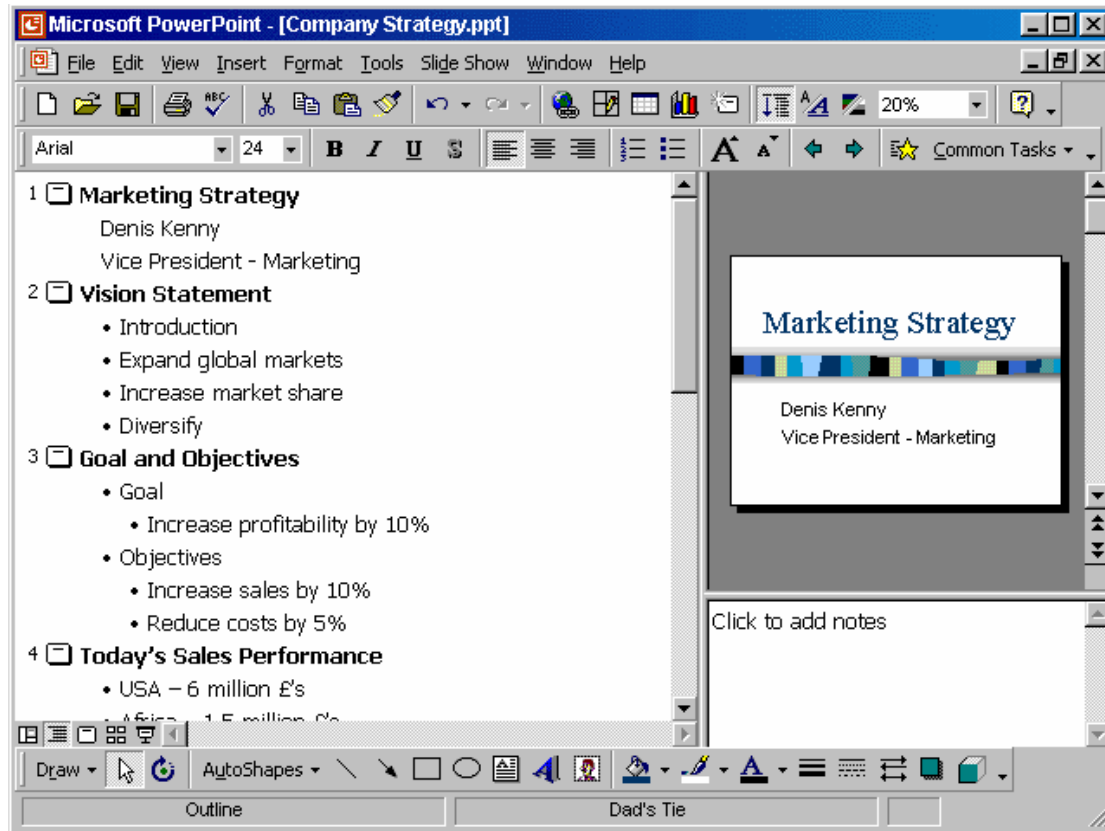
ICDL
PowerPoint Exams (v4)



Create a new blank presentation.

Click on the new tool from the standard toolbar

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PowerPoint Exams (v4)

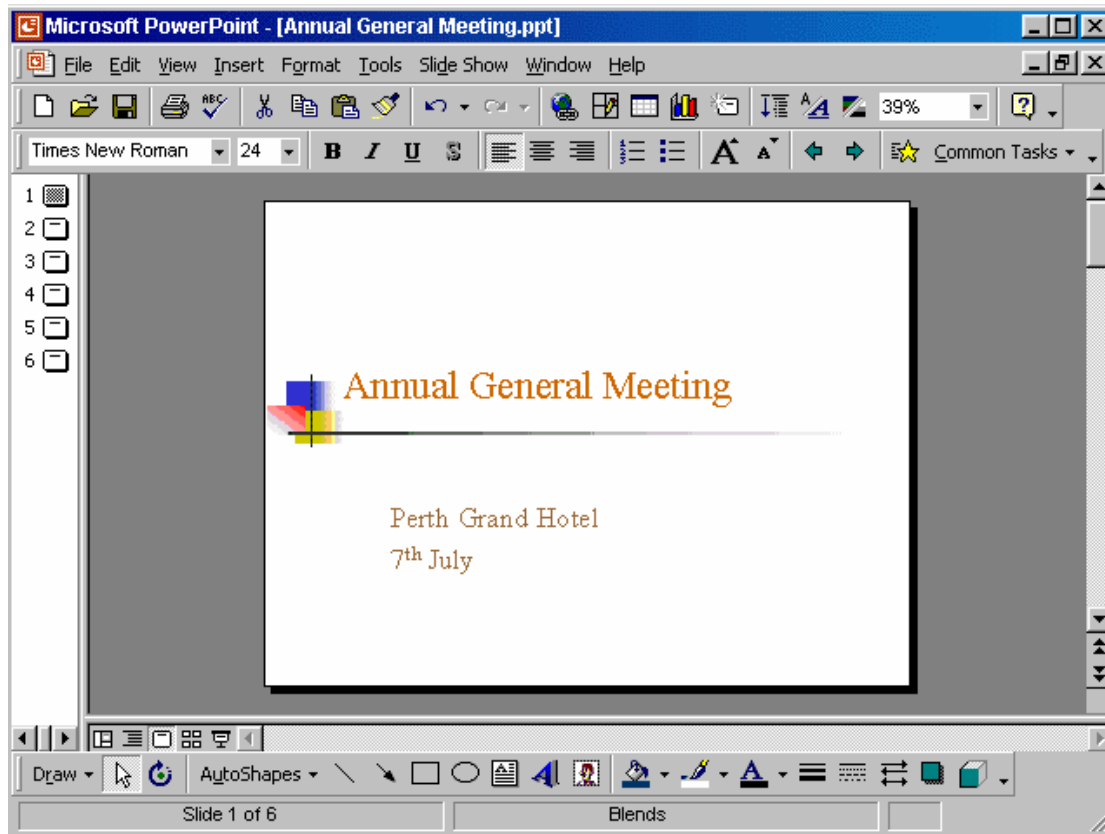


Save the **Company Strategy** presentation as an Outline/RTF file.

You don't need to change the file location.

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

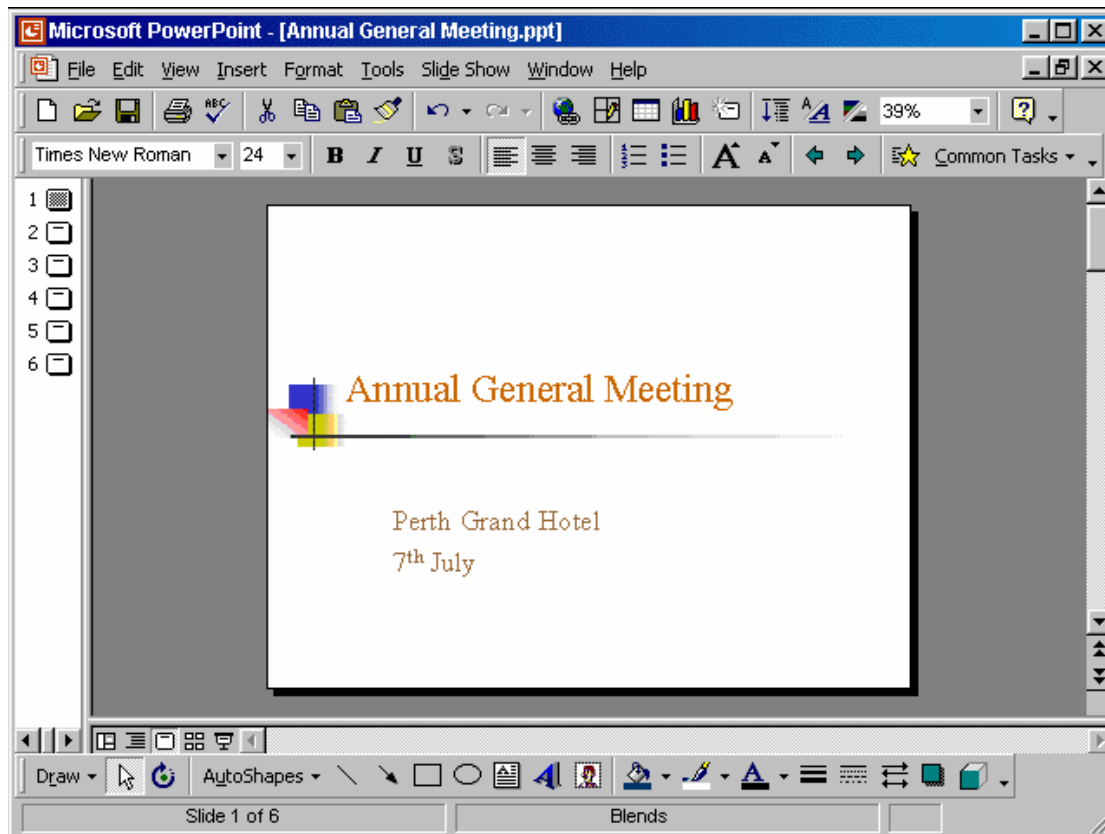
ICDL
PowerPoint Exams (v4)



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

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

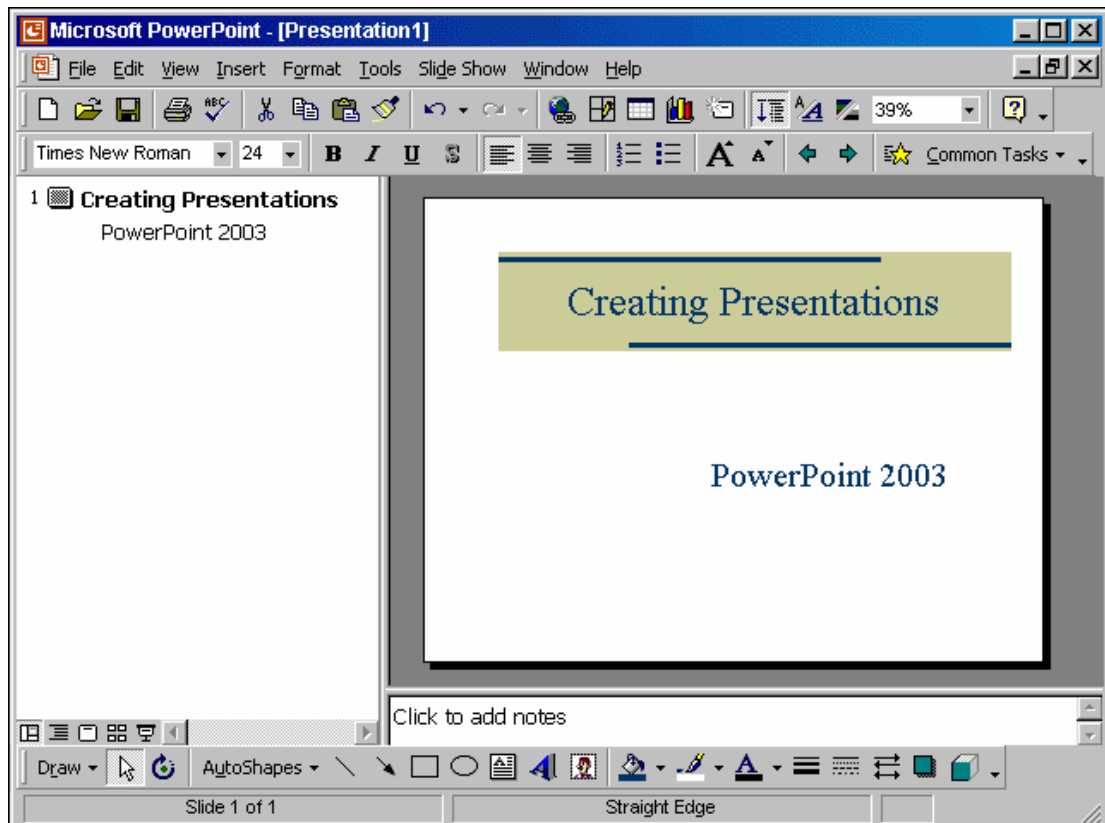
ICDL
PowerPoint Exams (v4)



Switch to **Slide Sorter View**.

View → select slide sorter

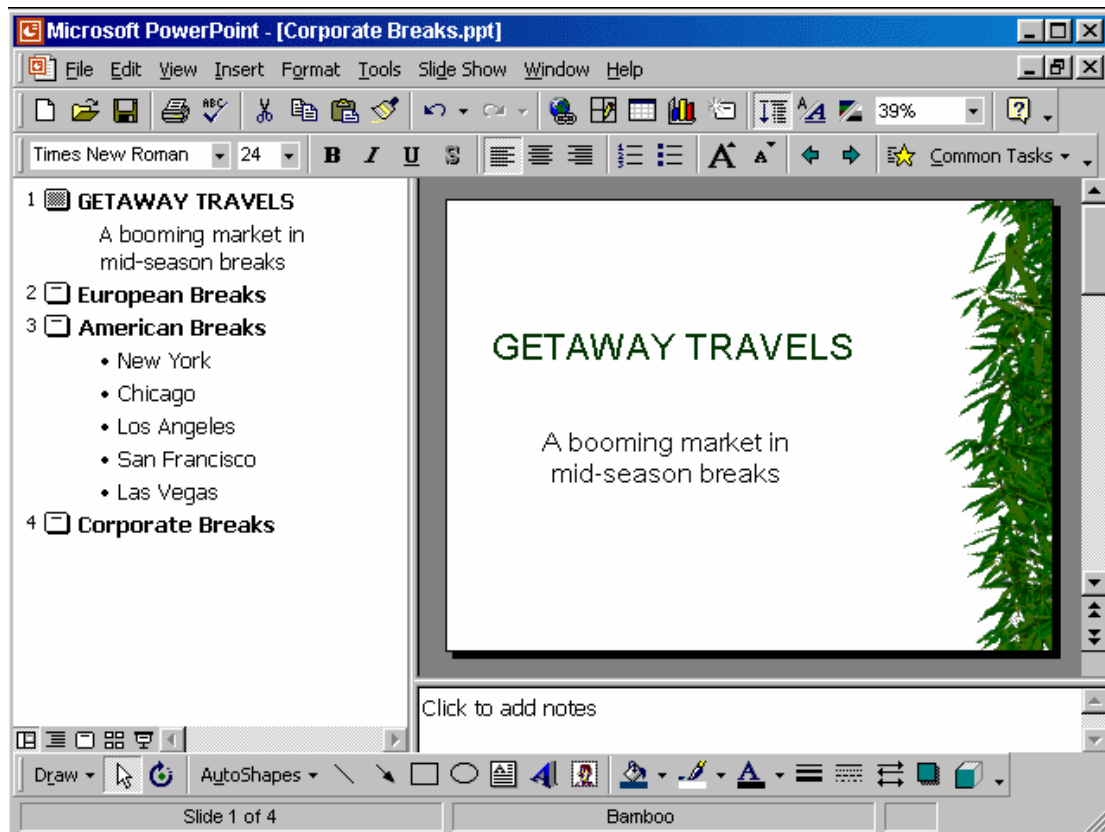
ICDL
PowerPoint Exams (v4)



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

Insert → new slide → select the title slide

ICDL
PowerPoint Exams (v4)

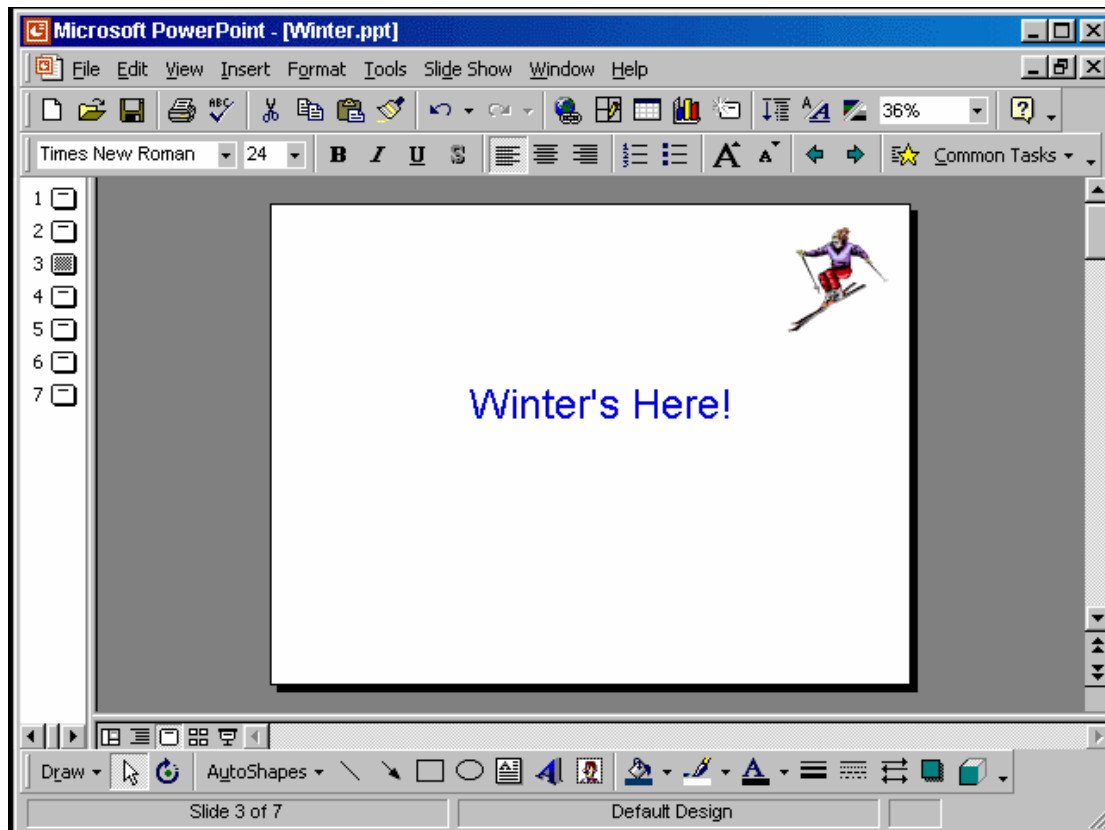


This travel company uses an approved range of corporate templates.

Apply the design template **Sunny Days** to this presentation.

Format → apply design template → select Sunny Days → Apply

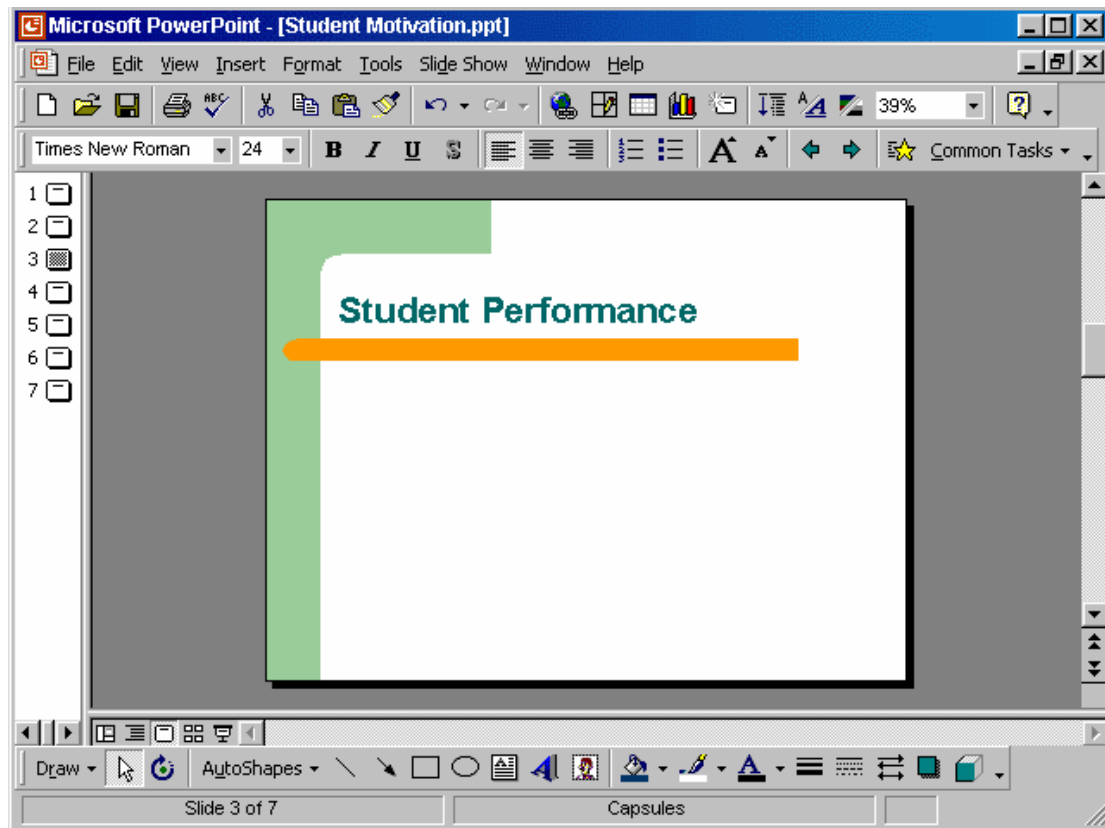
ICDL
PowerPoint Exams (v4)



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

View → master → slide master → select the graphic → press delete from the keyboard

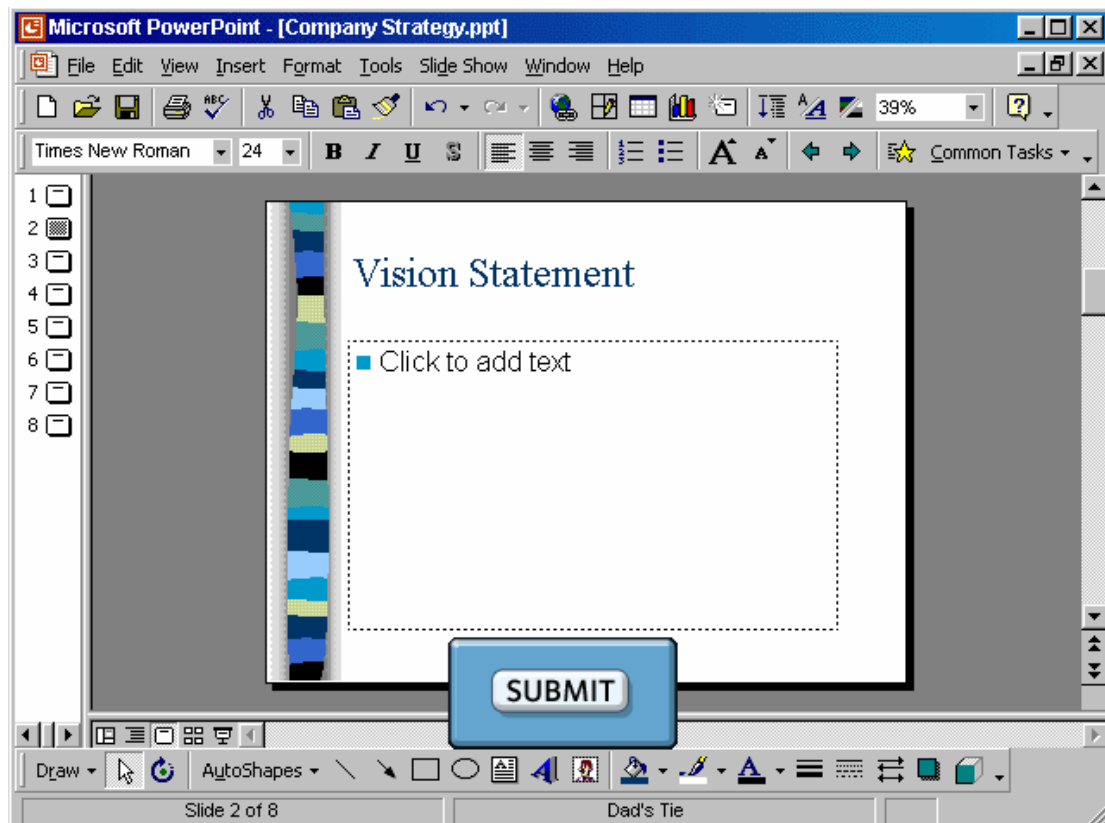
ICDL
PowerPoint Exams (v4)



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

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

ICDL
PowerPoint Exams (v4)

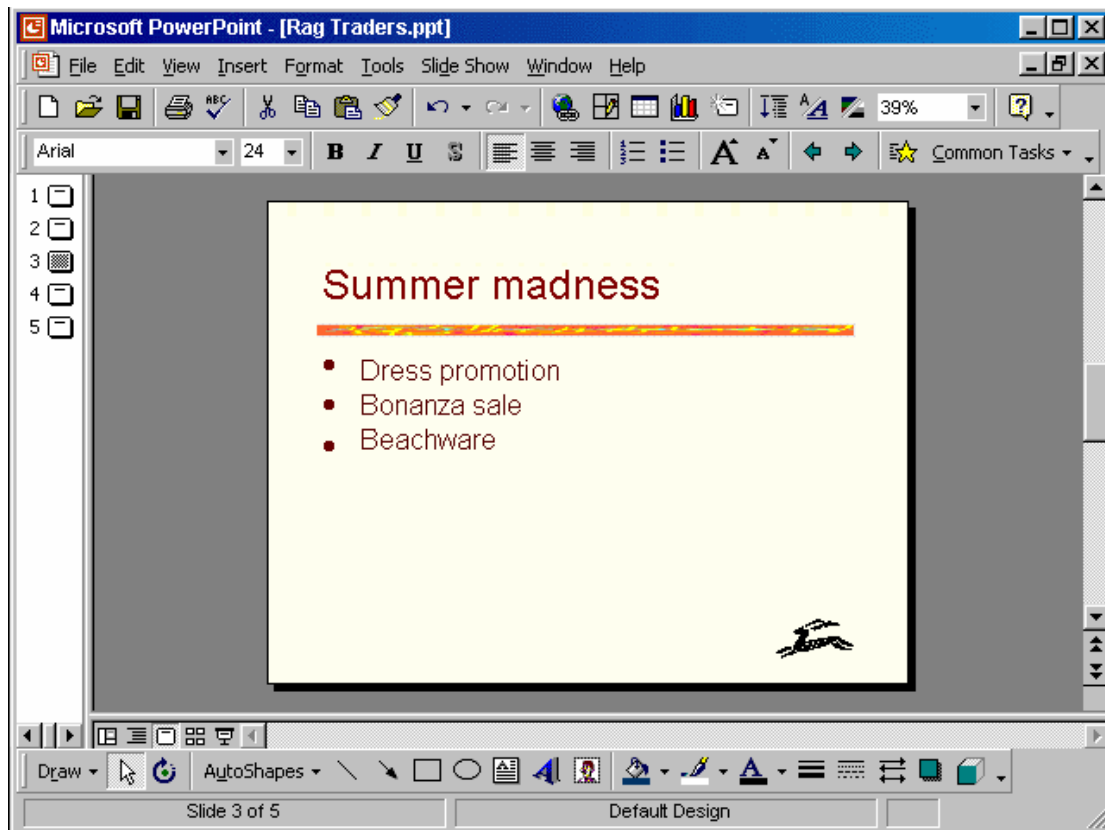


Add the word **Introduction** as the first item in the bulleted list on this slide.

Click **SUBMIT** when you have finished.

Put the cursor on click to add text → type Introduction

ICDL
PowerPoint Exams (v4)

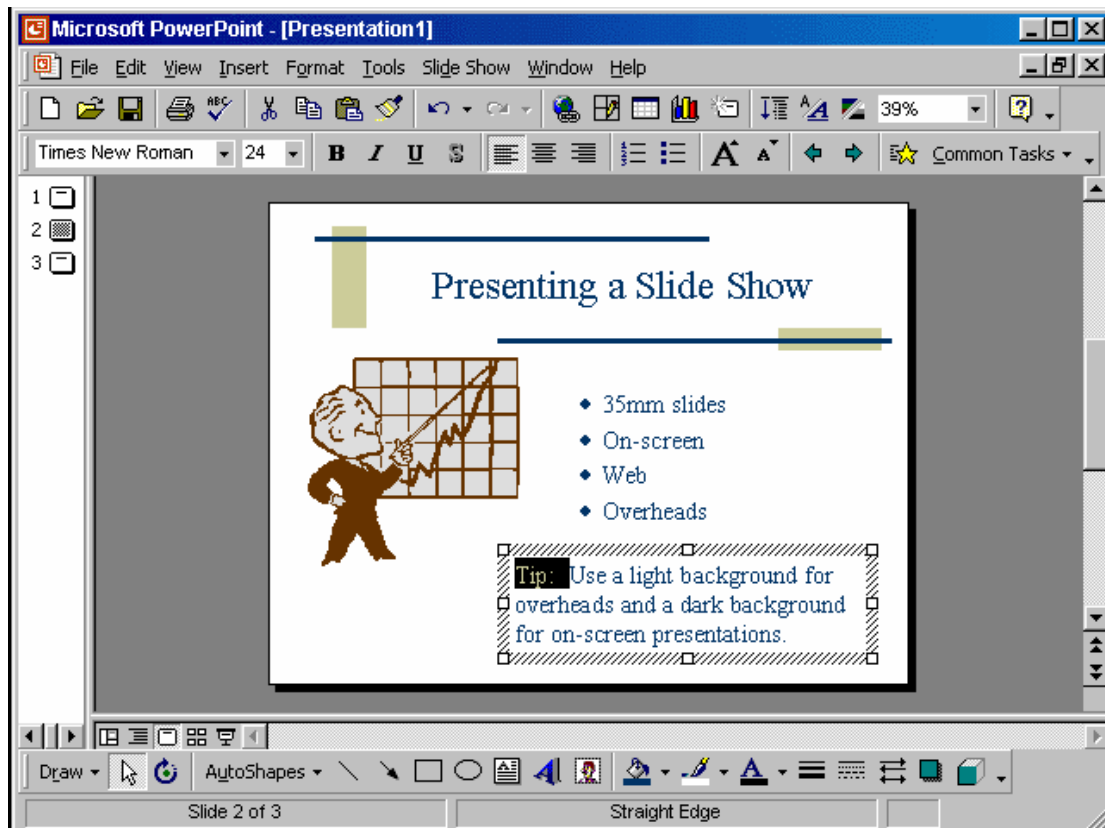


Change the second bullet on this slide from **Bonanza sale** to **Mammoth sale**.

Click anywhere outside the bulleted list placeholder when you have finished.

Delete the name Bonanza sale and type Mammoth sale

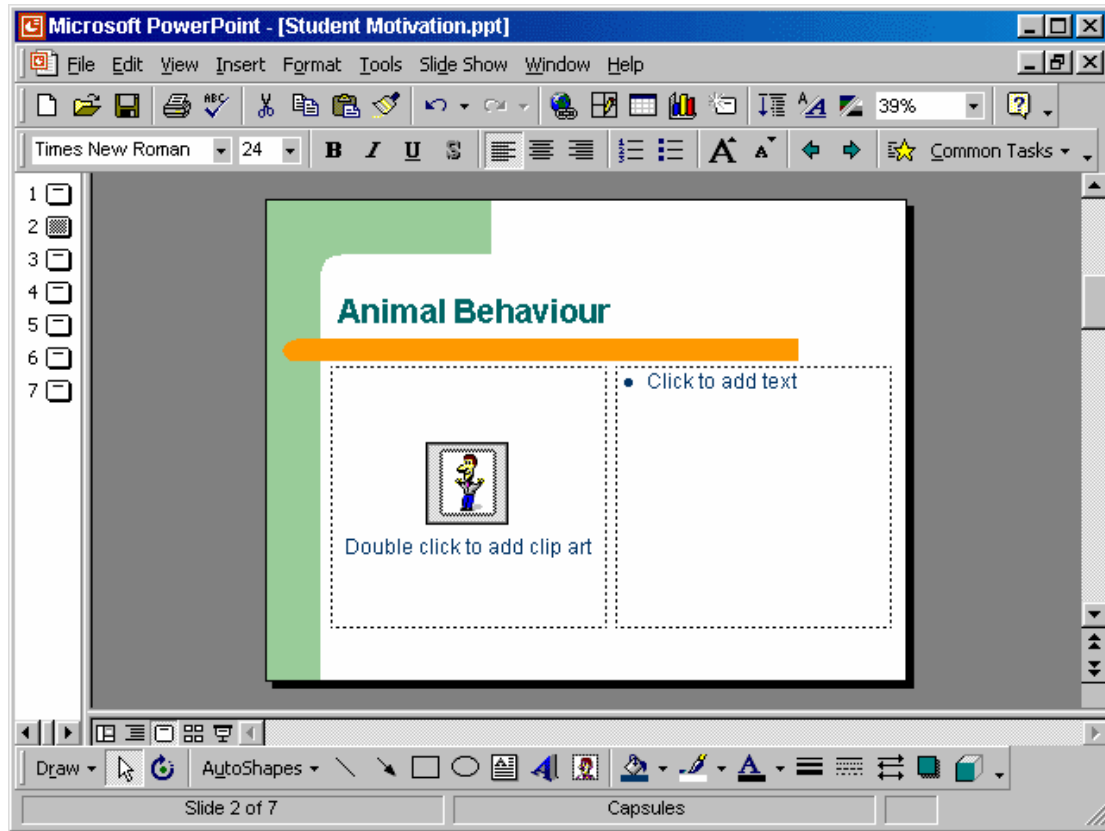
ICDL
PowerPoint Exams (v4)



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

Format → change case → select upper-case → ok

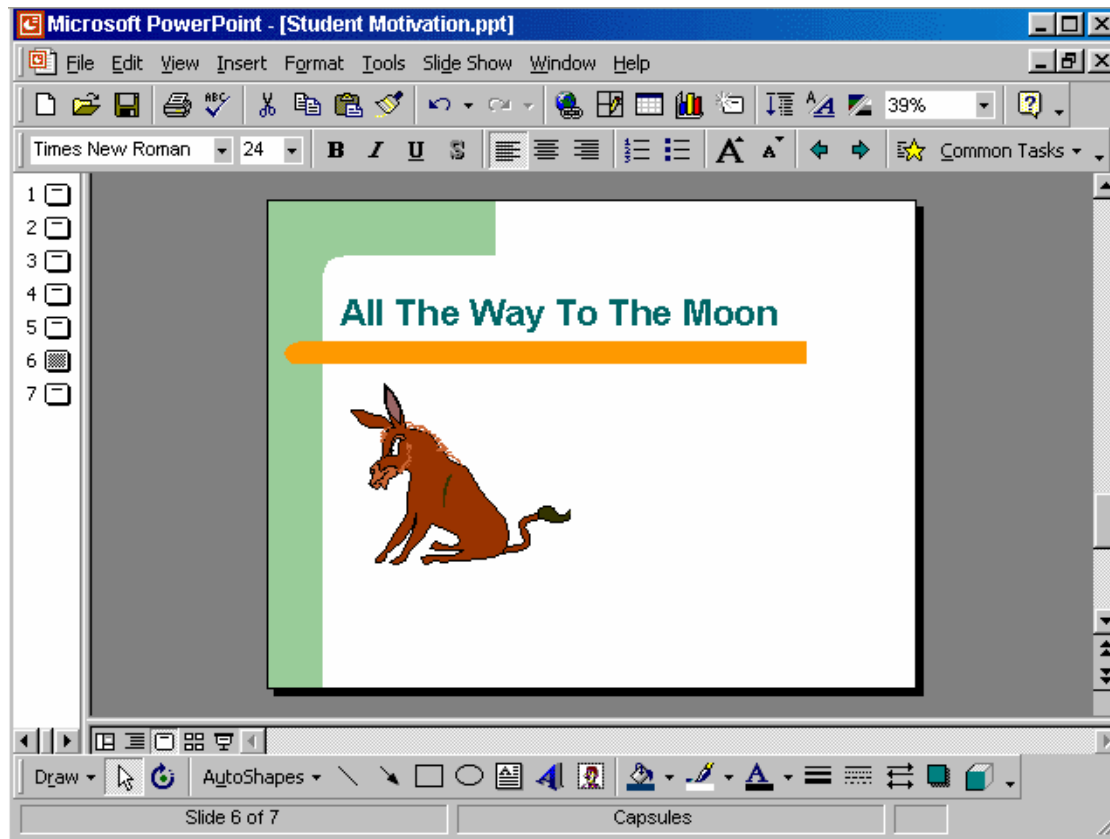
ICDL
PowerPoint Exams (v4)



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 → select animals → select the lion → apply

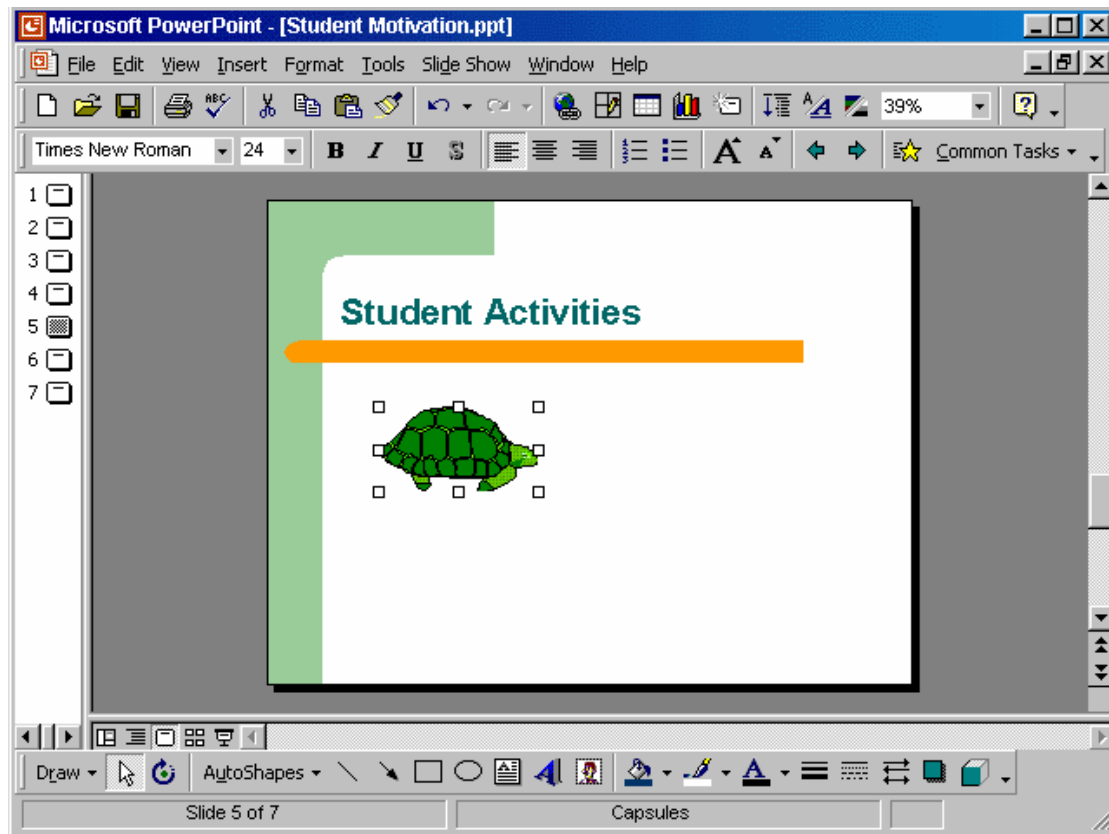
ICDL
PowerPoint Exams (v4)



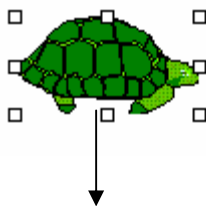
Move the graphic to **Slide 7** in this presentation.

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

ICDL
PowerPoint Exams (v4)

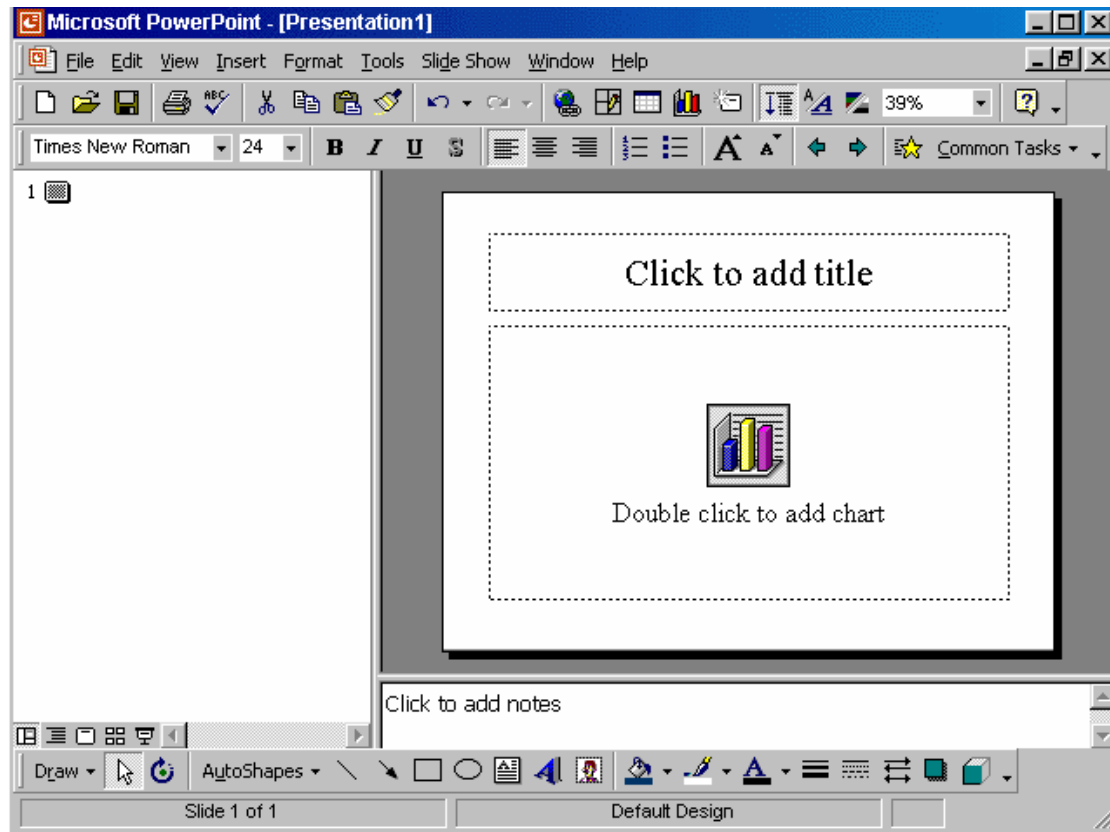


If you wished to change the height of the tortoise graphic without changing its width, where would you click to begin?



Put the cursor here

ICDL
PowerPoint Exams (v4)

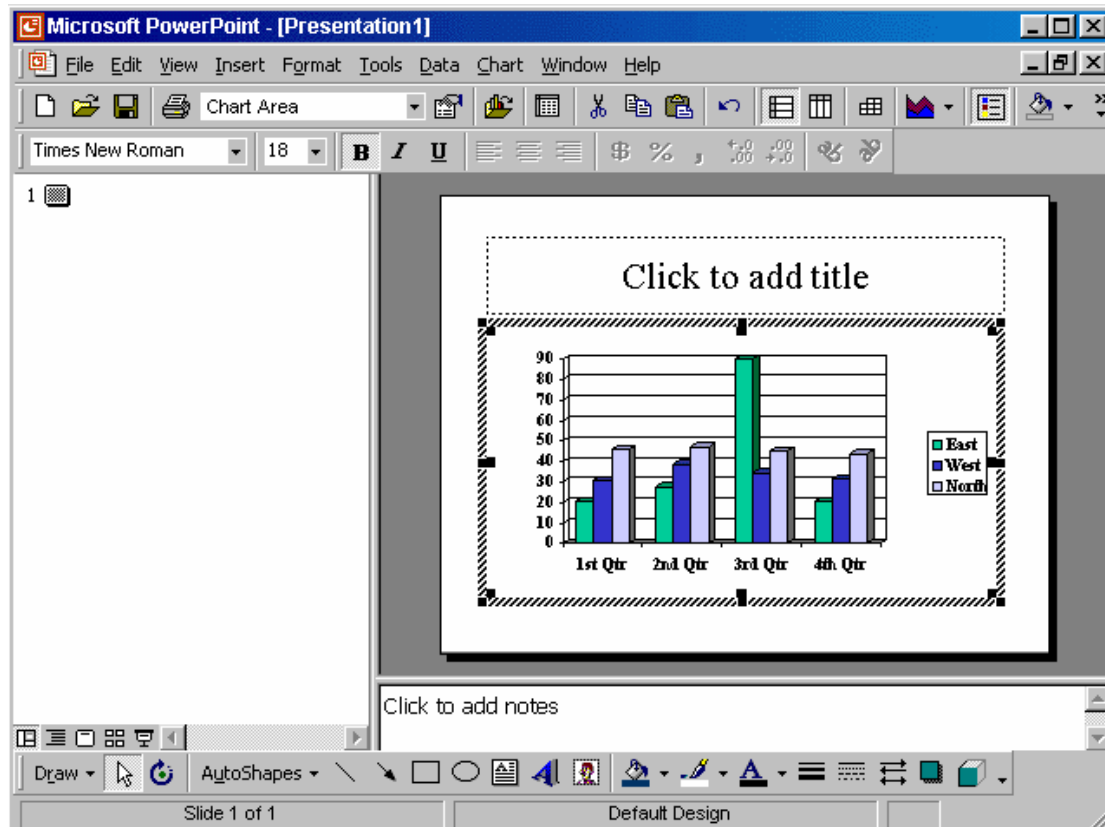


Access the chart AutoLayout feature, change the value in cell B1 from **27.4** to **50.3**.

Press the **Enter** key when you have finished.

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

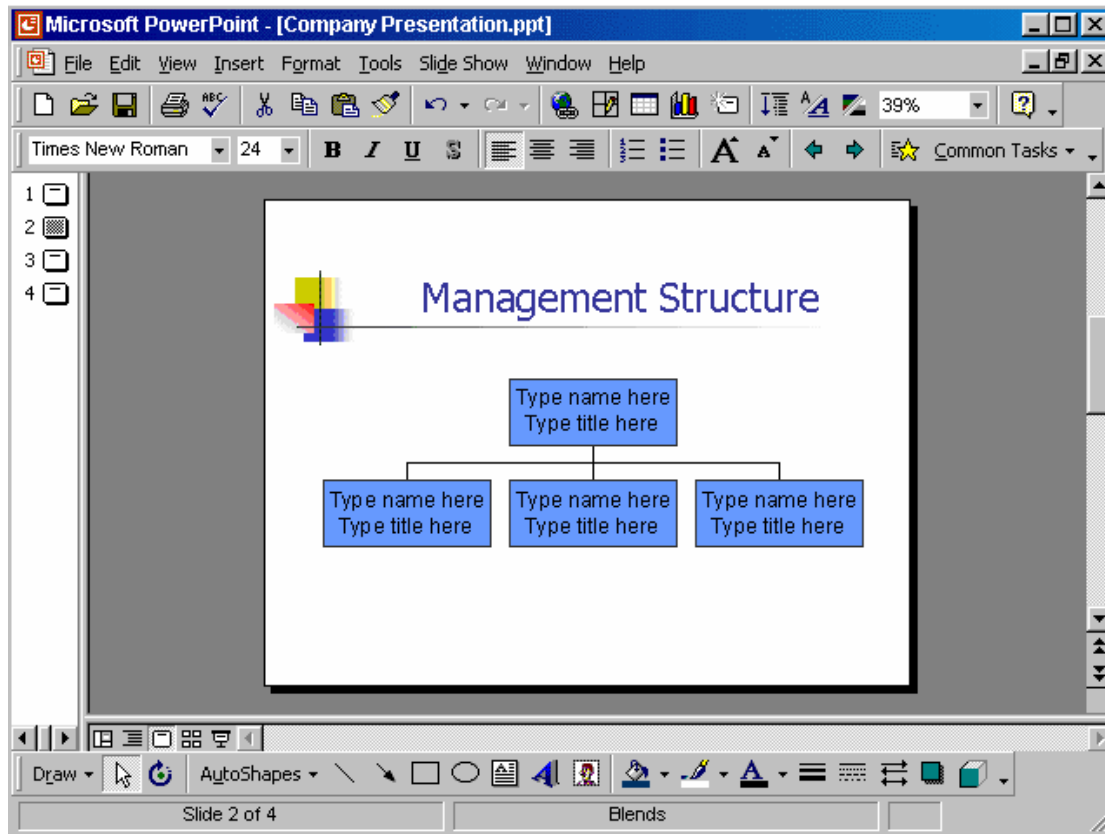
ICDL
PowerPoint Exams (v4)



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

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

ICDL
PowerPoint Exams (v4)



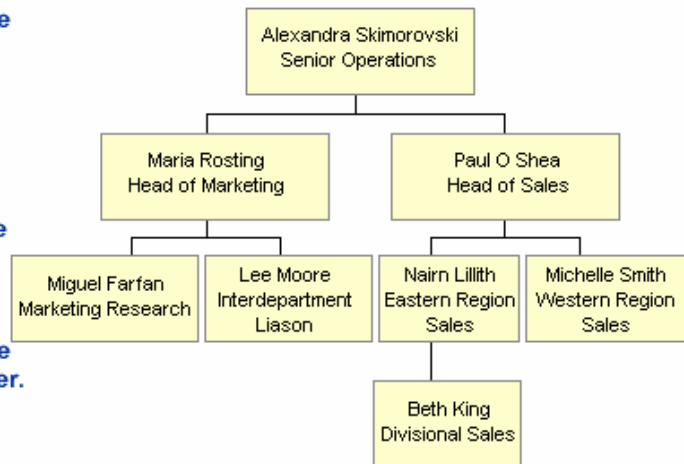
Sam Elliot is the head of this organisation.
Open the organisation chart in this slide and add the details showing **Sam Elliot** as **Chairperson**.
Click any of the sub-ordinate boxes when you have finished.
(You don't need to add comments)

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

ICDL
PowerPoint Exams (v4)

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

- ☐ Miguel and Lee would become sub-ordinates of Paul.
- ☐ Miguel and Lee would report directly to Alexandra.
- ☐ Miguel and Lee would become co-workers of Nairn and Michelle.
- ☐ You would be prompted to give Miguel and Lee a new manager.



- ☒ Miguel and Lee would report directly to Alexandra

Slide show

Rehearse presentation with timings, transitions and animations.

Master

Making global changes to your slides.

Outline

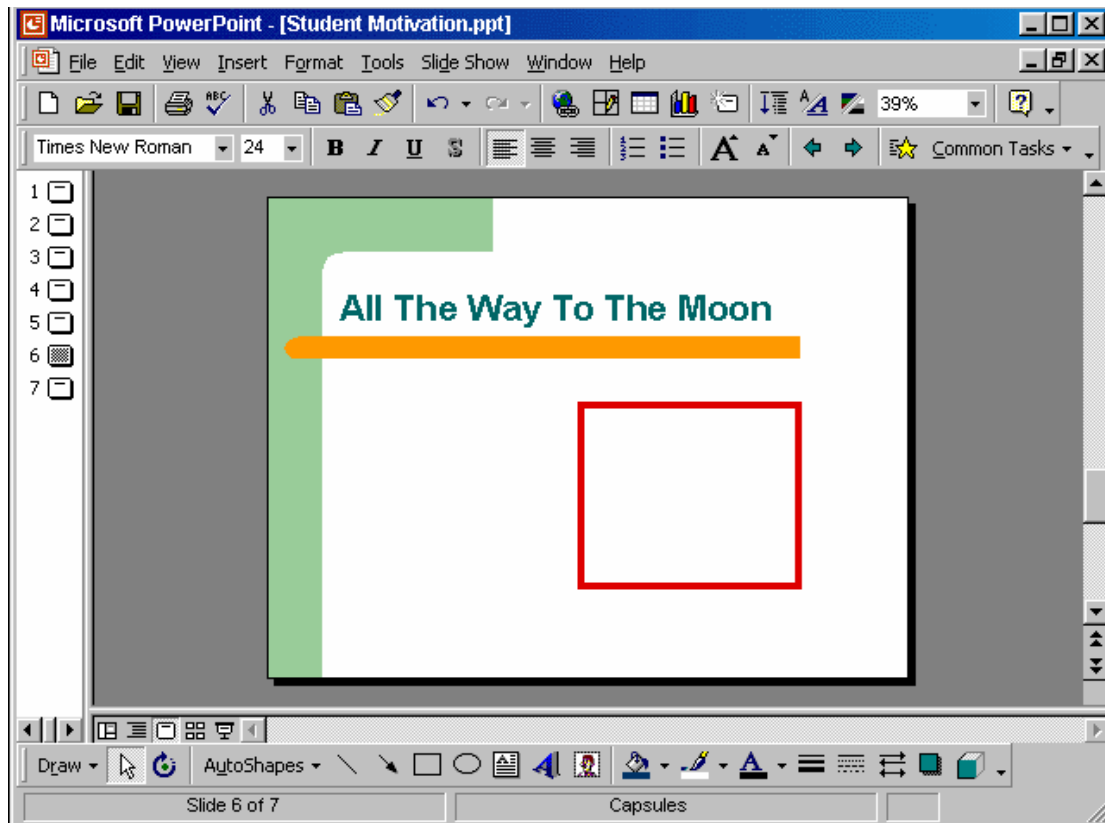
Work with the structure of your file.

Slide sorter

Identify slides that have transitions, animations or are hidden.



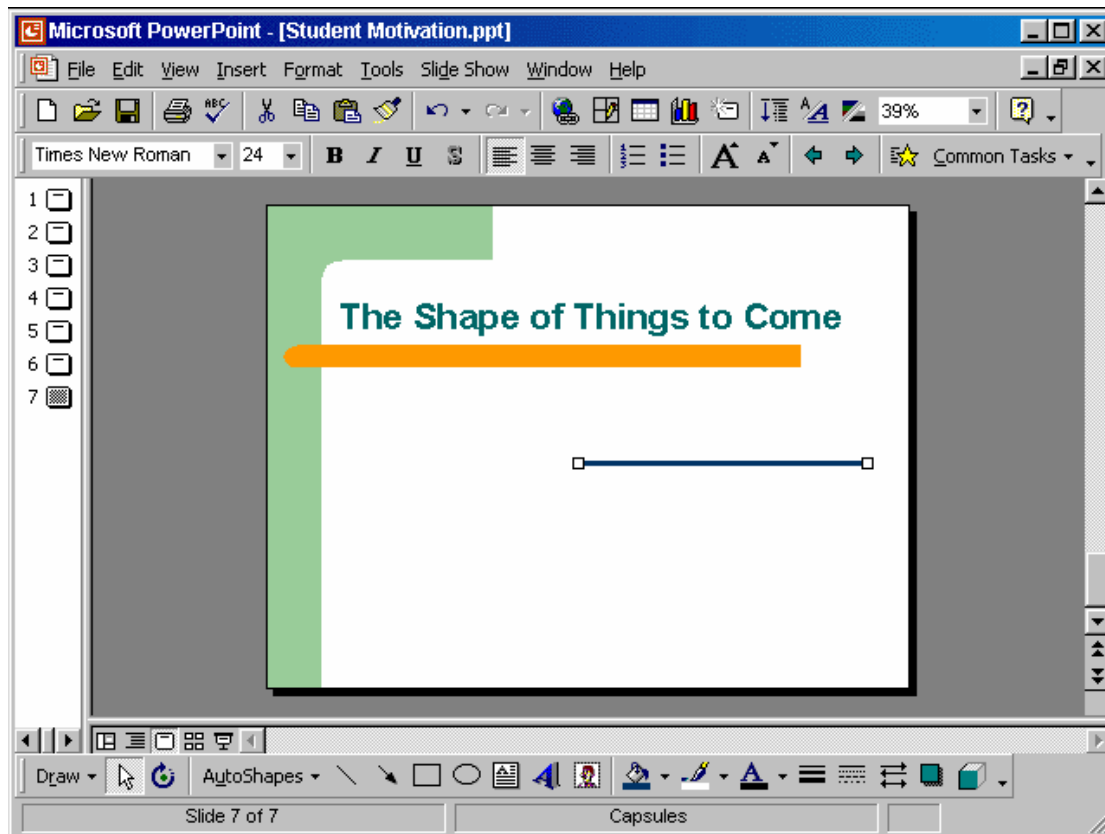
ICDL
PowerPoint Exams (v4)



Draw a **rectangle** within the red square.

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

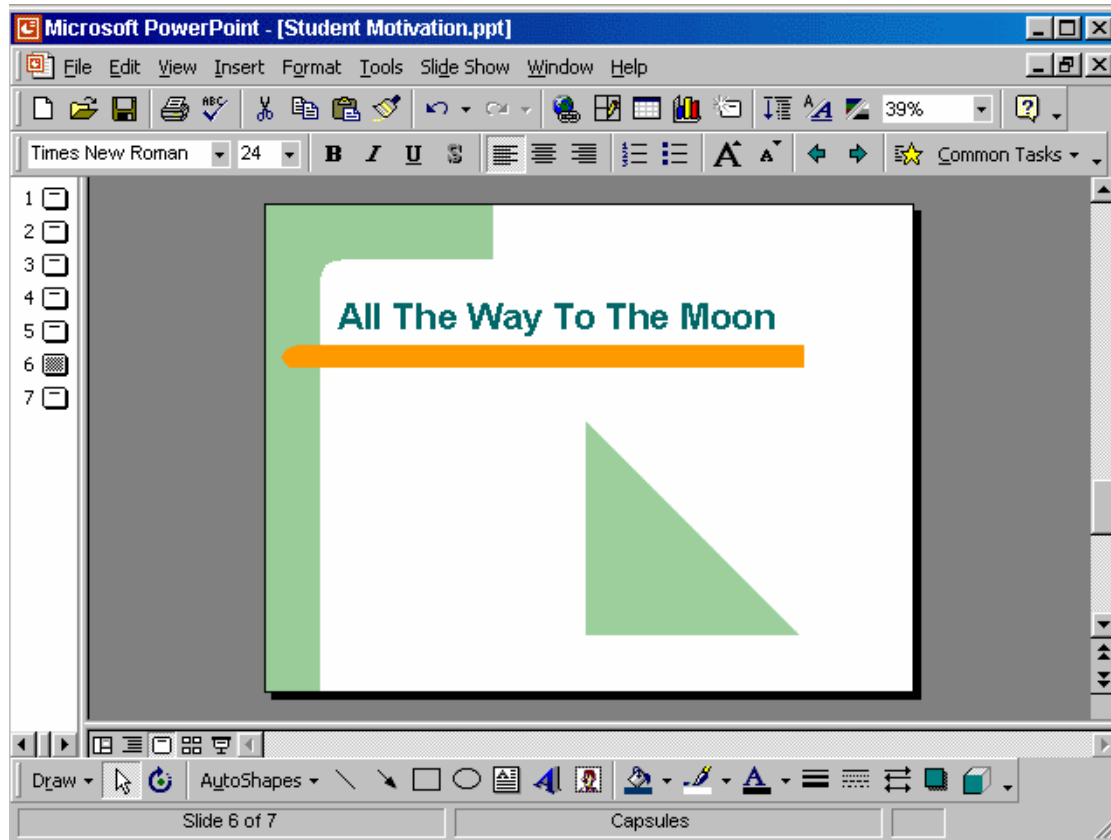
ICDL
PowerPoint Exams (v4)



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

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

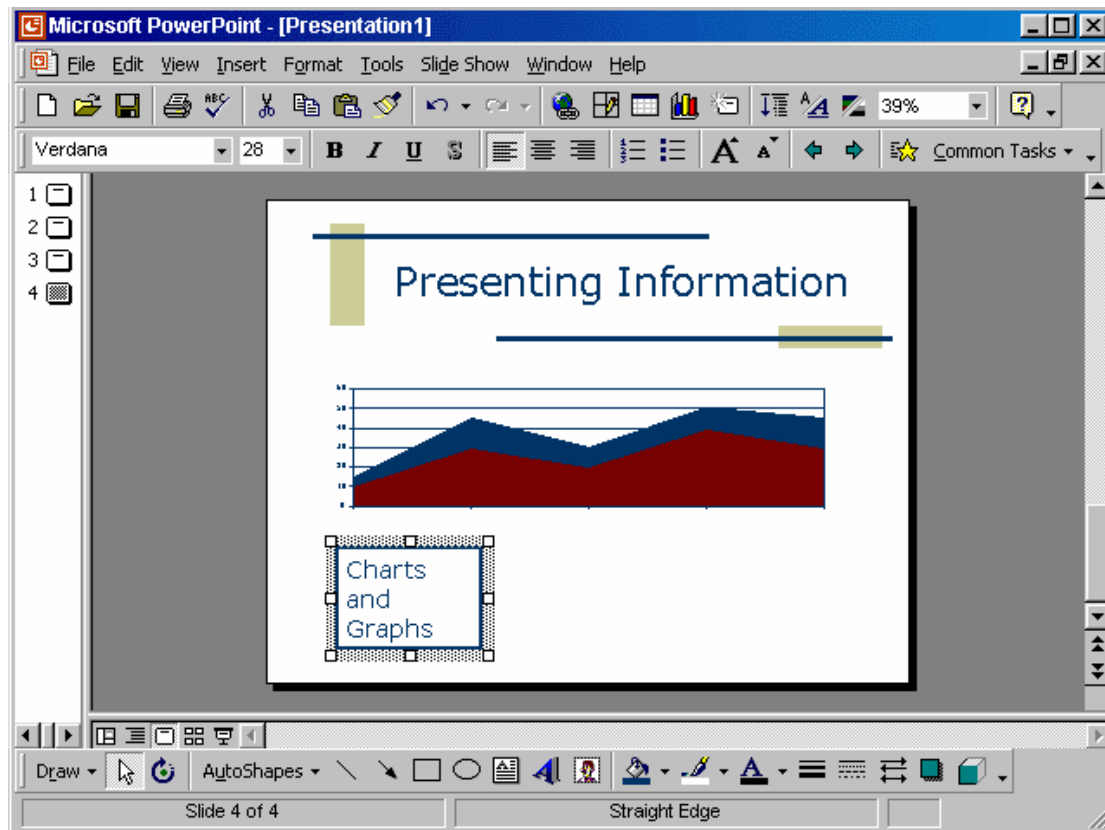
ICDL
PowerPoint Exams (v4)



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

Select the triangle → select the shadow tool from the drawing toolbar → select any shadow

ICDL
PowerPoint Exams (v4)

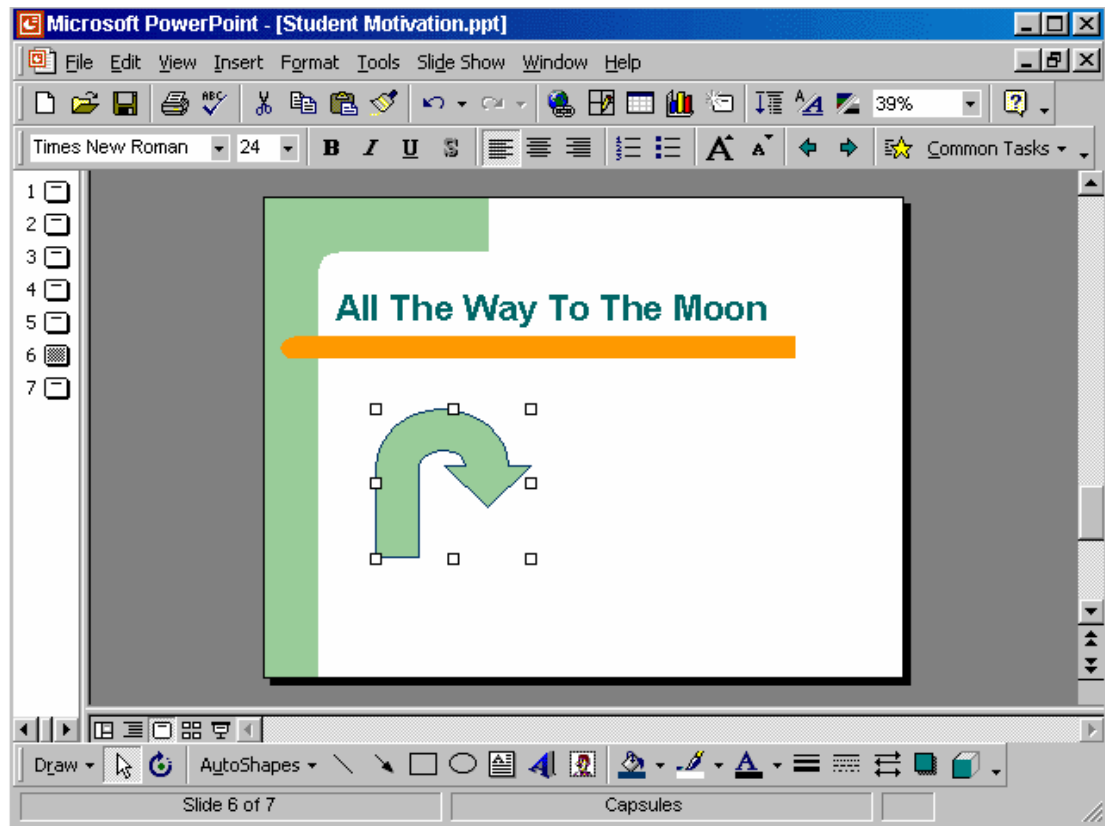


We would like all the words on this textbox to fit onto a single line, so that no words spill onto a second line.

Where would you click to begin to resize this textbox?



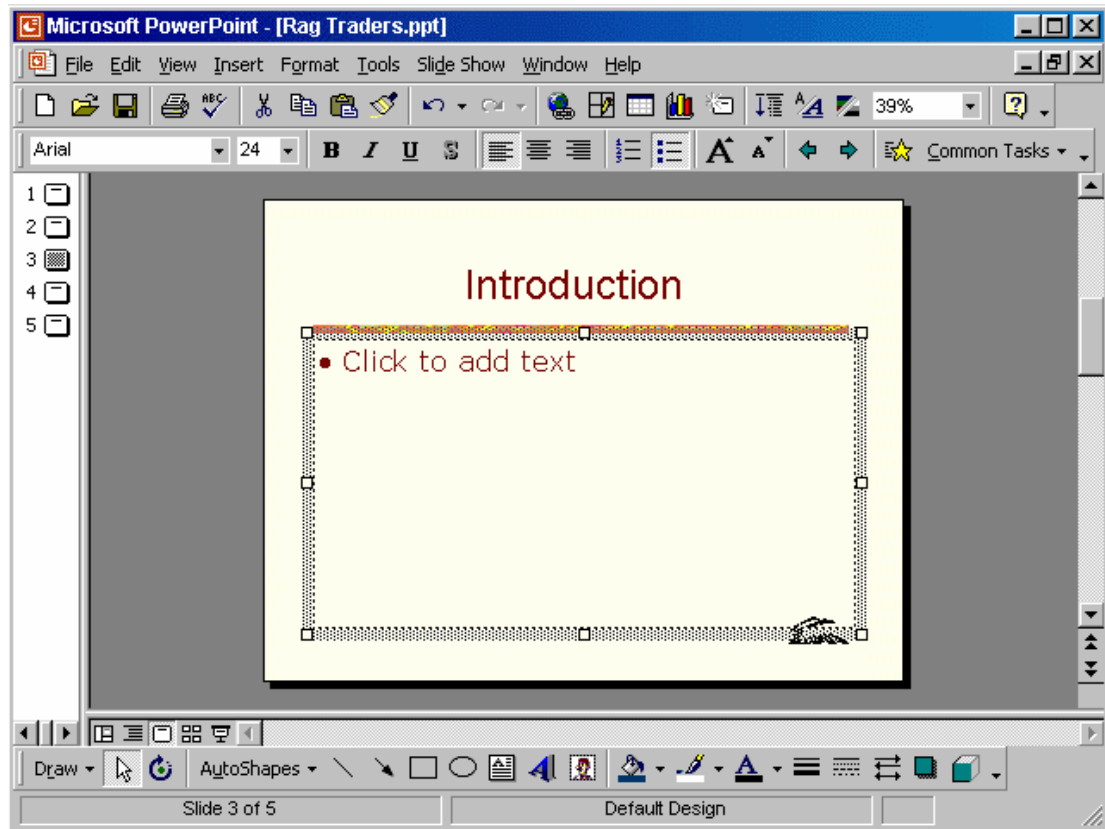
ICDL
PowerPoint Exams (v4)



Duplicate the selected autoshape to slide 7 in this presentation.

Right click on it and select copy → select slide 7 → right click and select paste

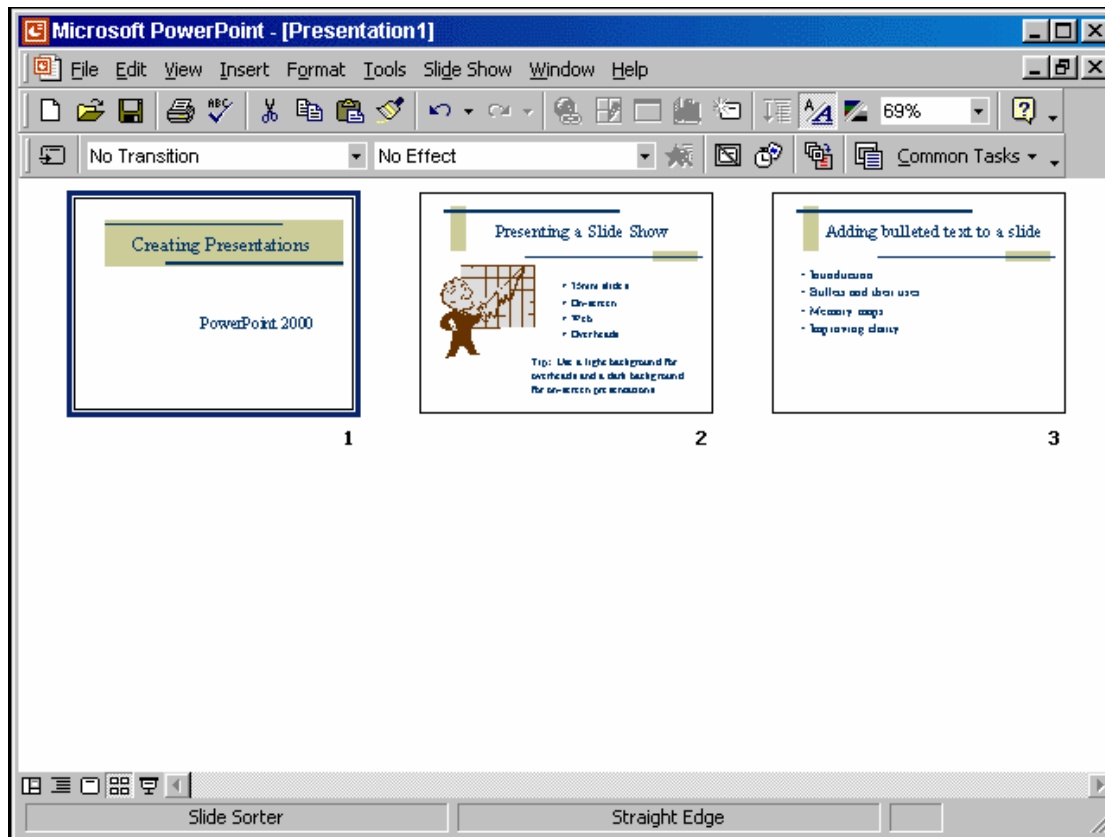
ICDL
PowerPoint Exams (v4)



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

Slide show → preset animation → select flying

ICDL
PowerPoint Exams (v4)

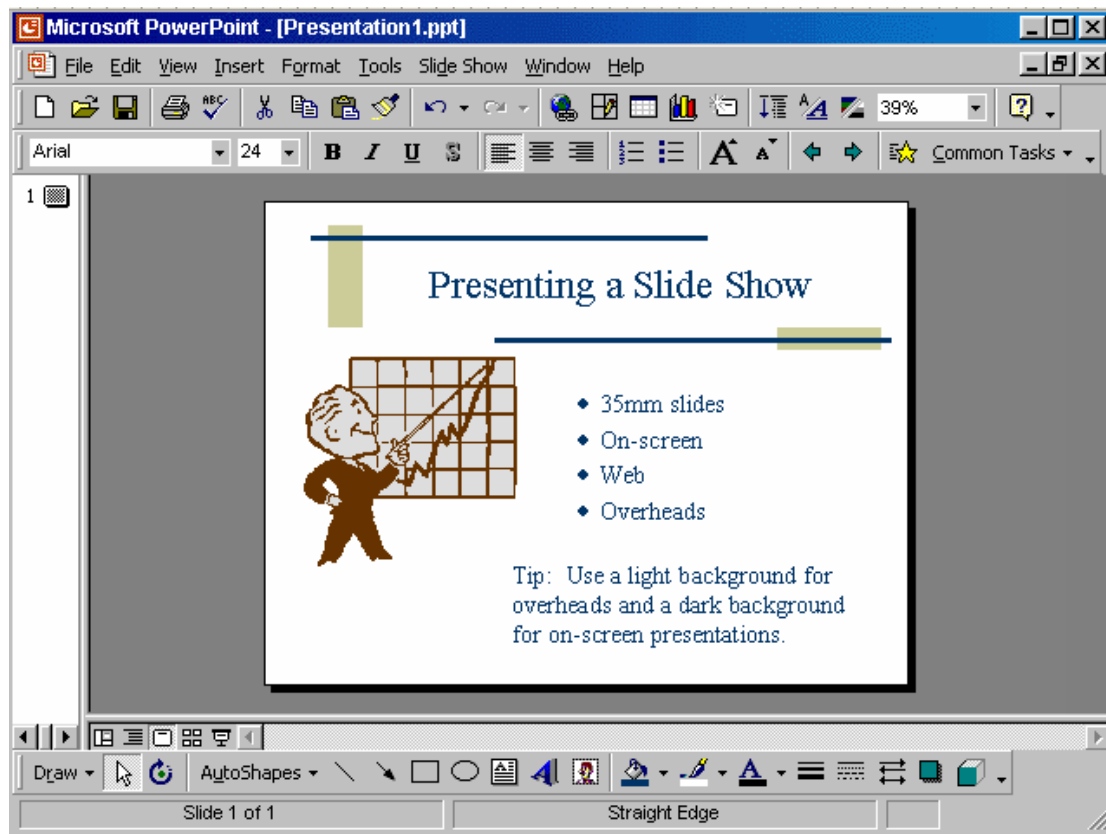


Apply the slide transition effect, **Box In**, to just **slide 1**.

Set the speed of transition to medium.

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

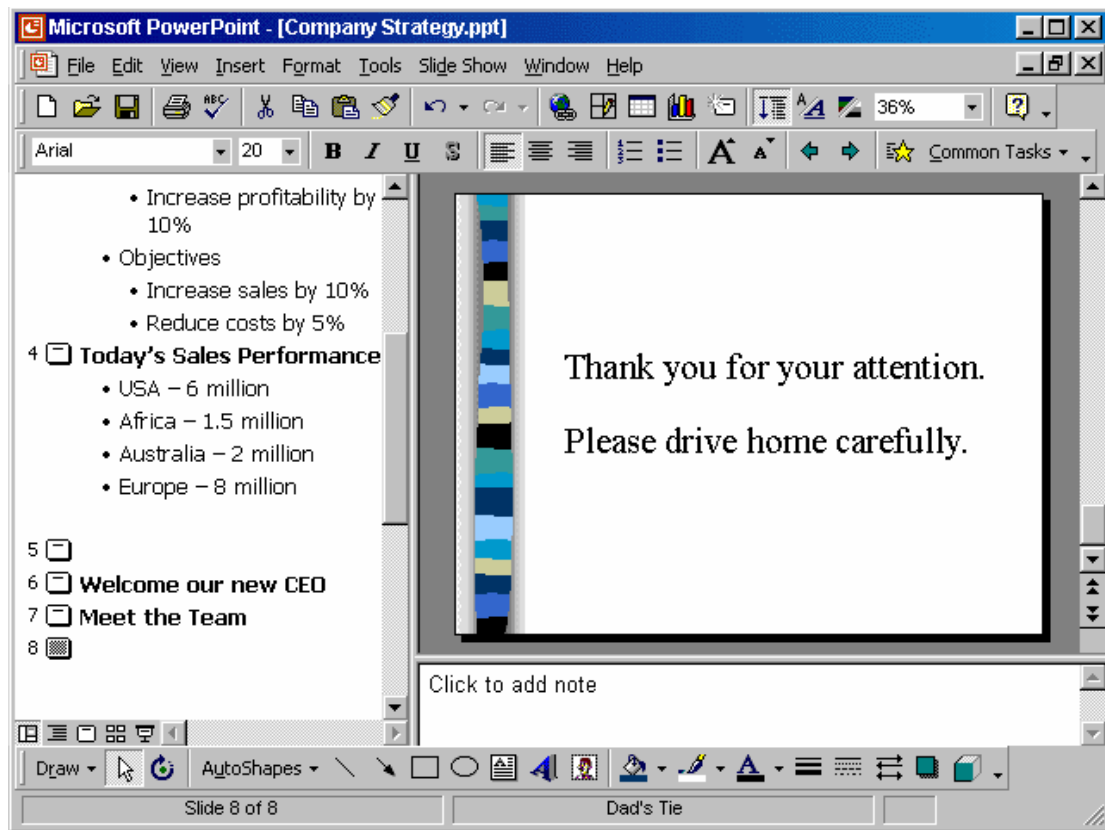
ICDL
PowerPoint Exams (v4)



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

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

ICDL
PowerPoint Exams (v4)

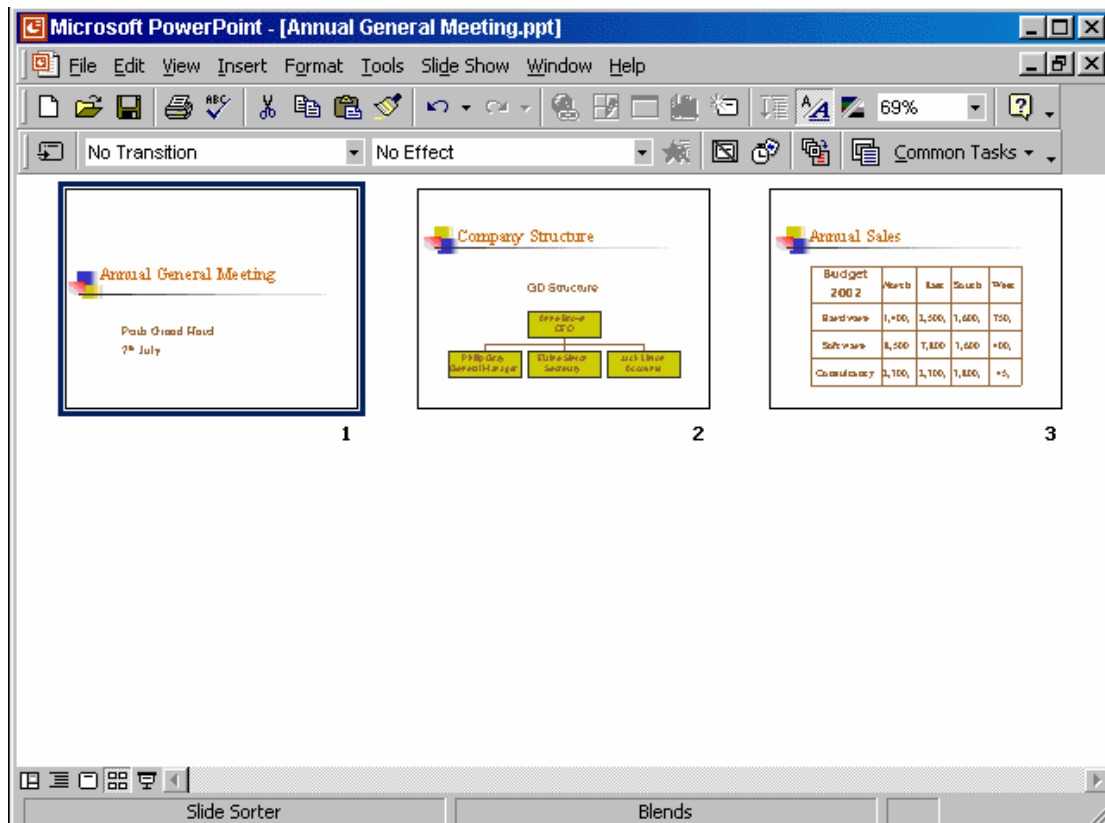


Add a note to this closing slide saying: **Presentation available online.**

Click anywhere when you have finished.

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

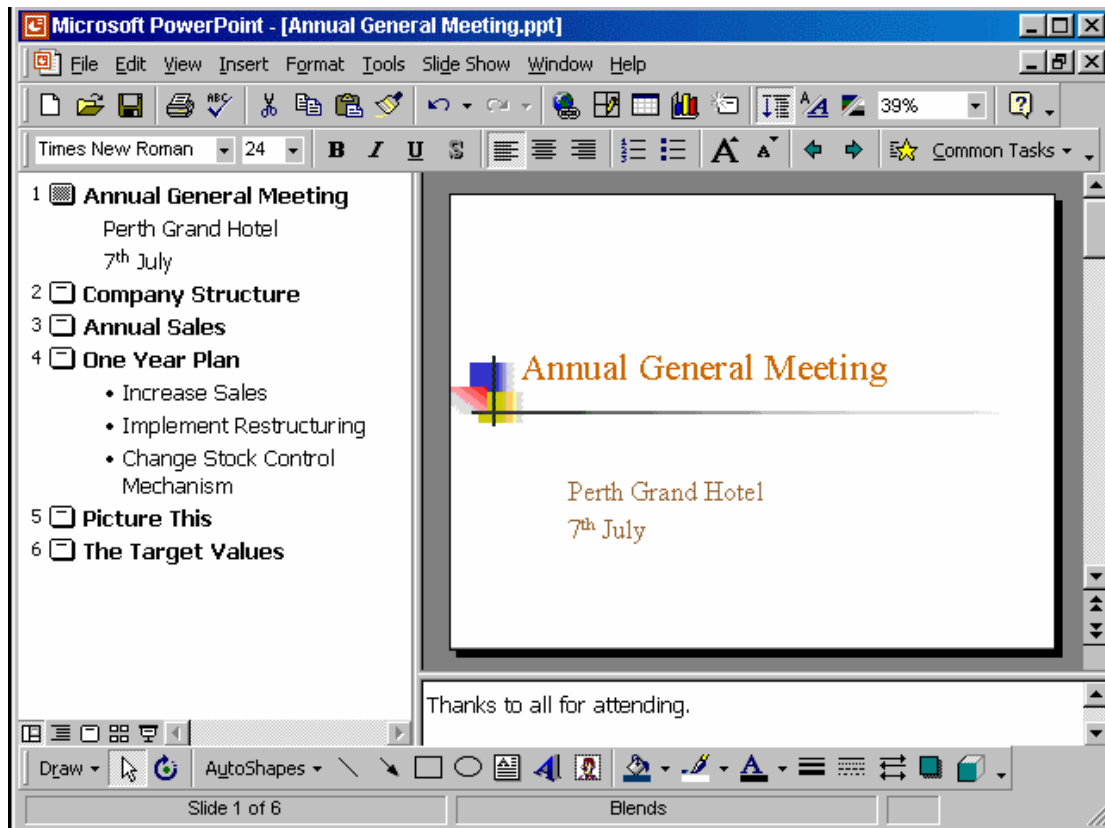
ICDL
PowerPoint Exams (v4)



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

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

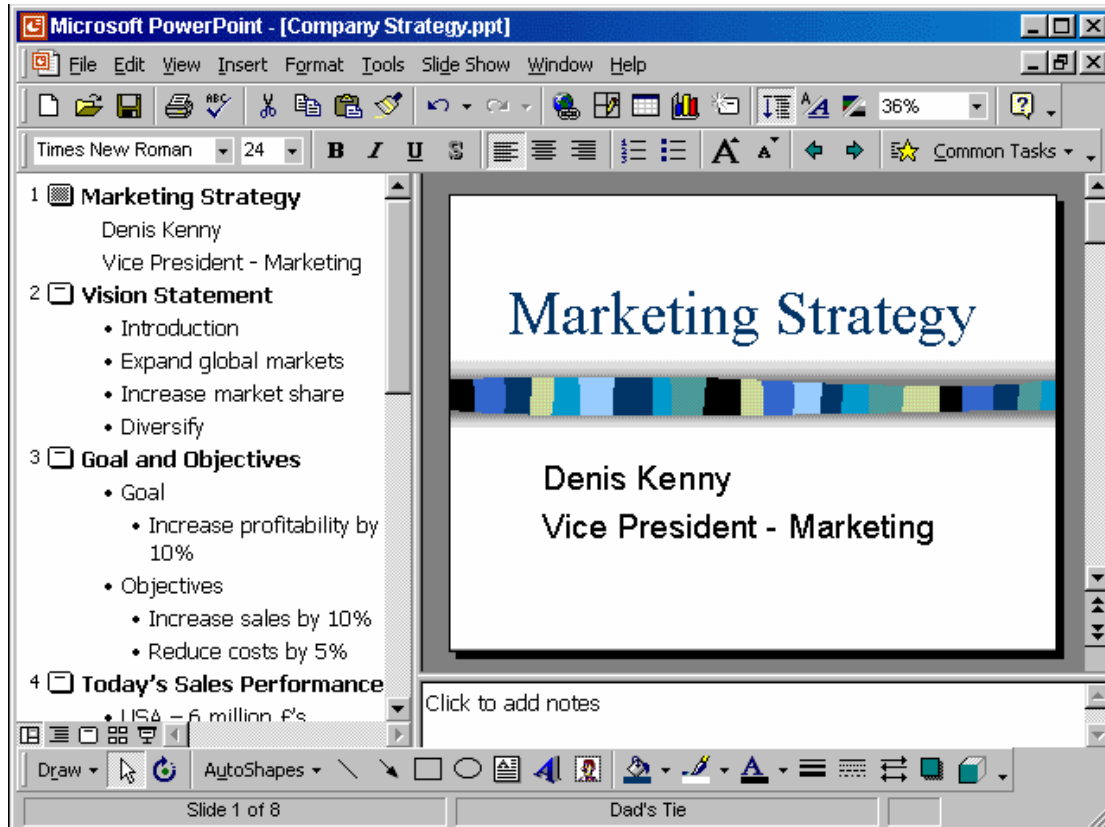
ICDL
PowerPoint Exams (v4)



Run this entire presentation as an onscreen slide show.

Slide show → view show

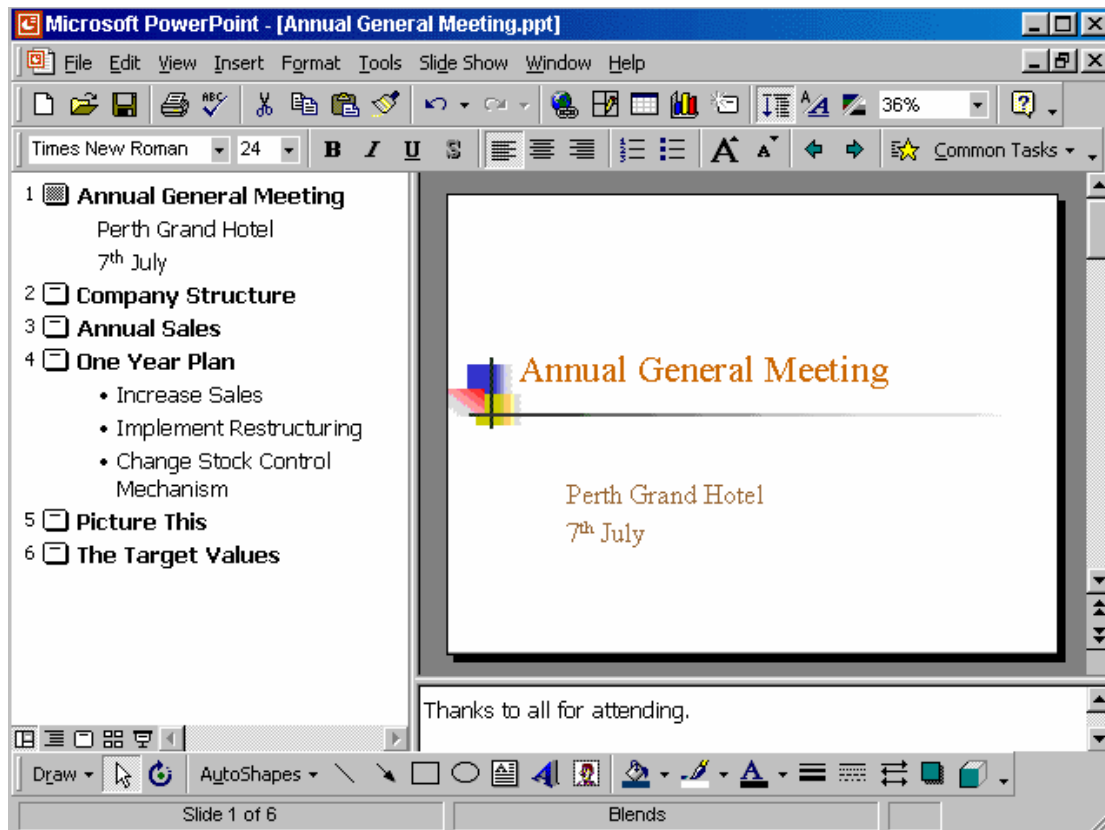
ICDL
PowerPoint Exams (v4)



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

Help → Microsoft PowerPoint help → type 35 mm slides → search

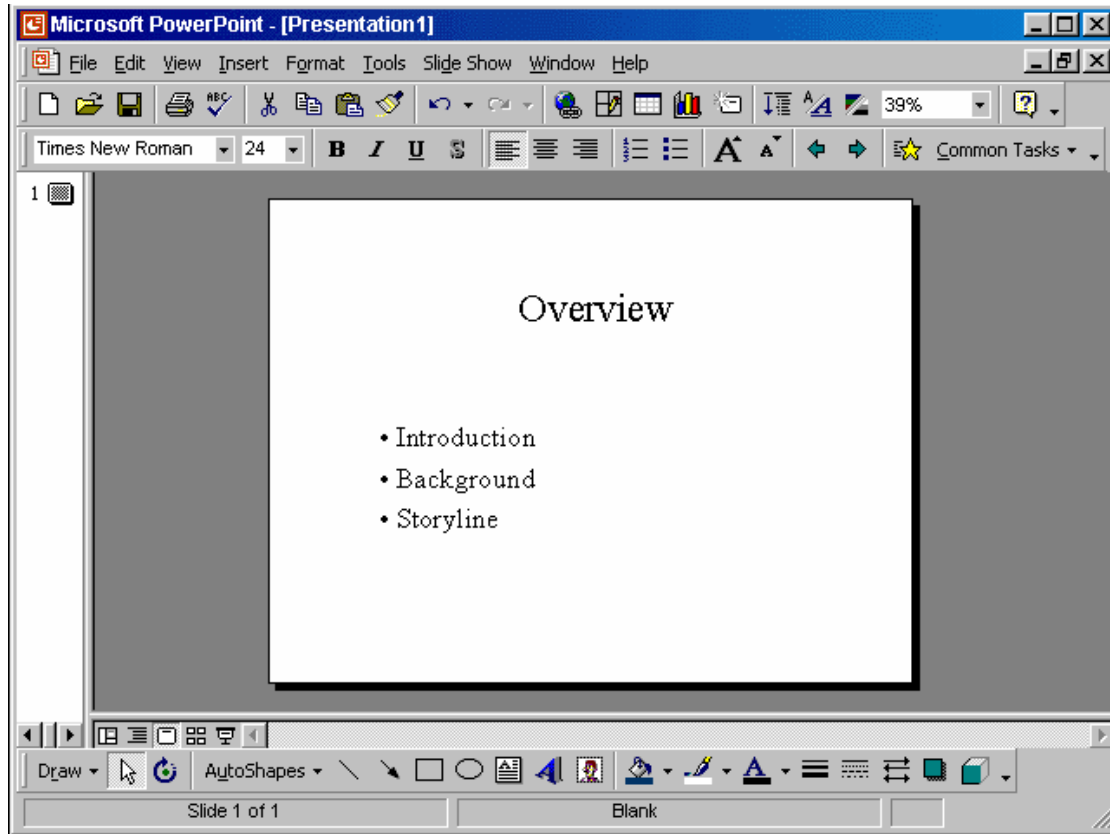
ICDL
PowerPoint Exams (v4)



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

View → notes page

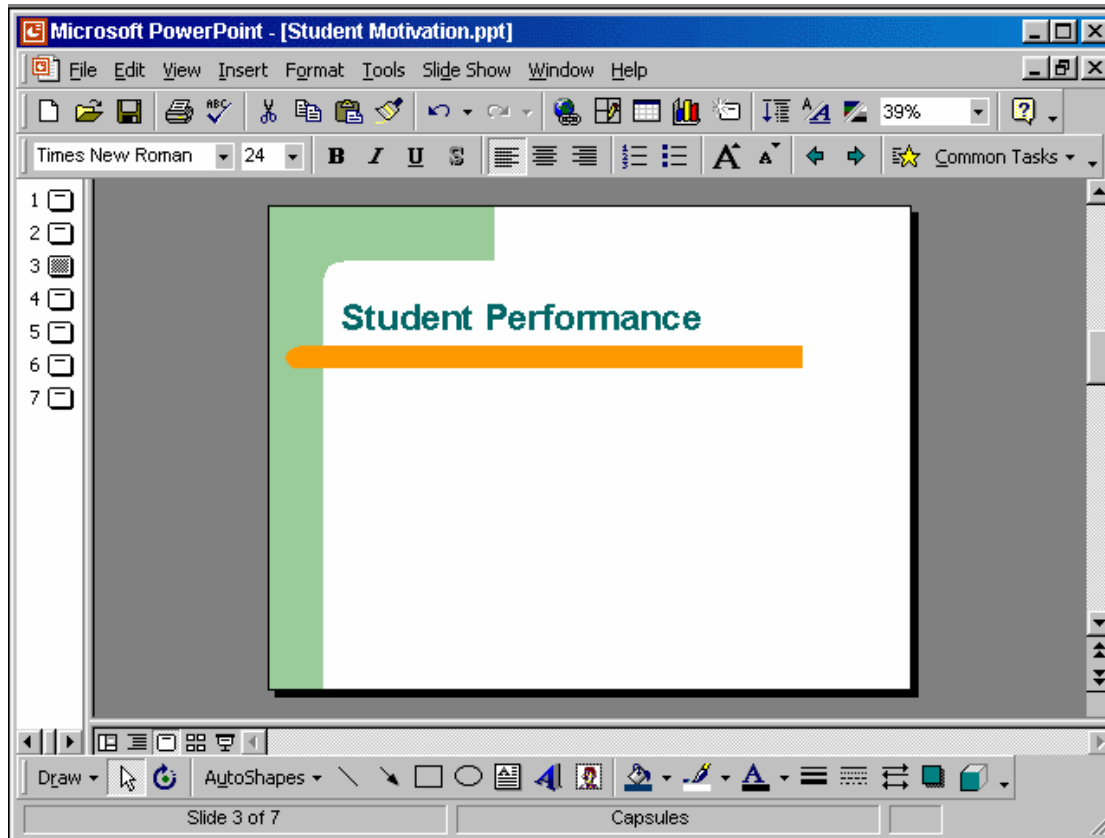
ICDL
PowerPoint Exams (v4)



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

Format → slide layout → select 2 columns text →reapply

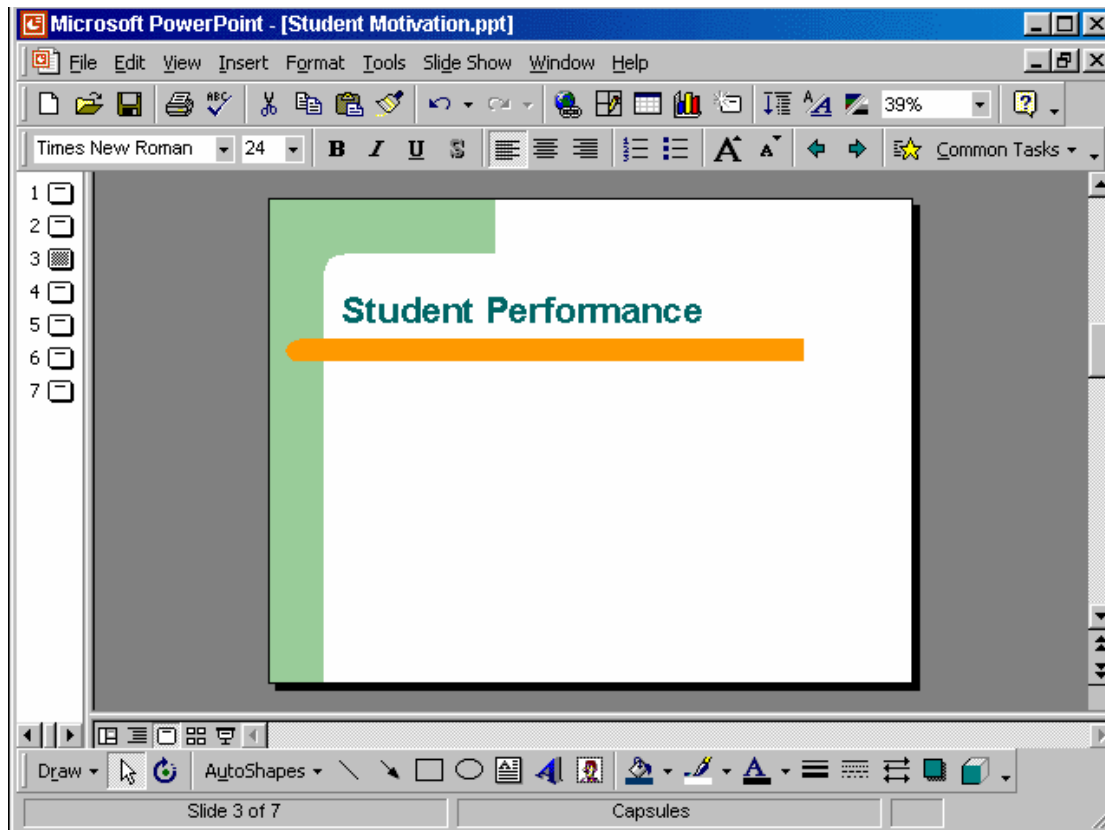
ICDL
PowerPoint Exams (v4)



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

View → header and footer → in the footer box type Draft → apply

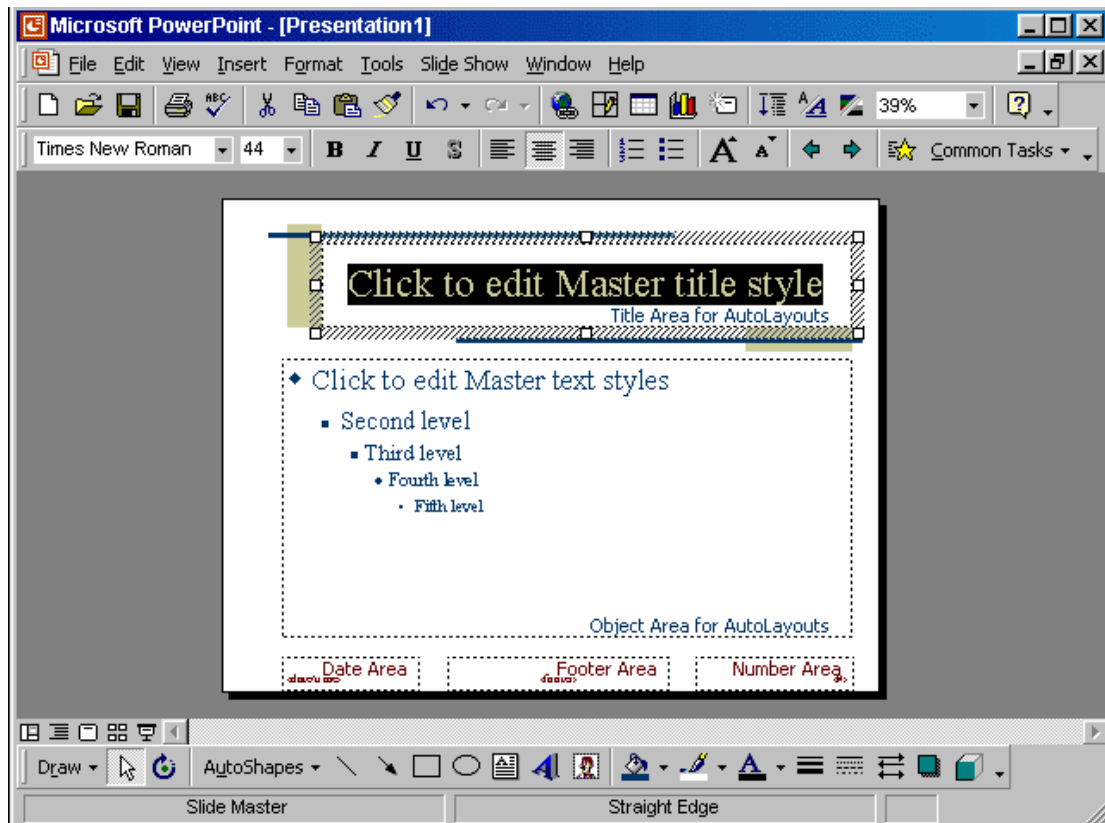
ICDL
PowerPoint Exams (v4)



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

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

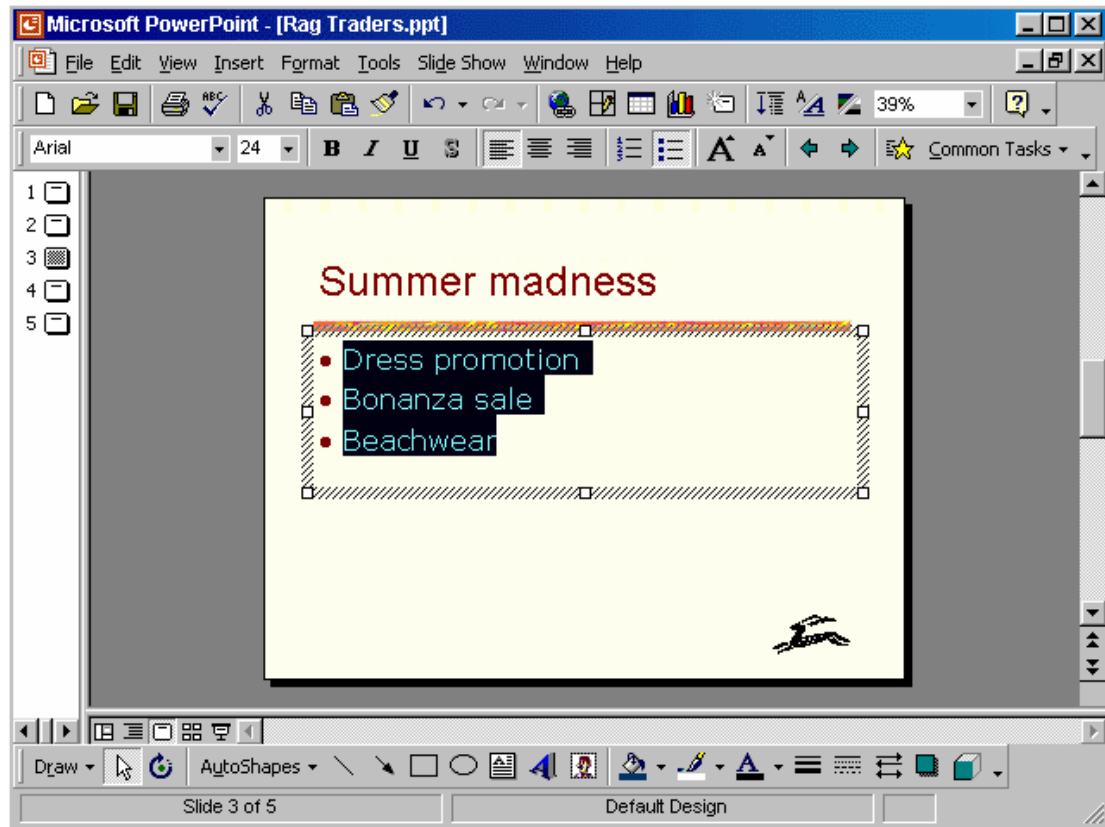
ICDL
PowerPoint Exams (v4)



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

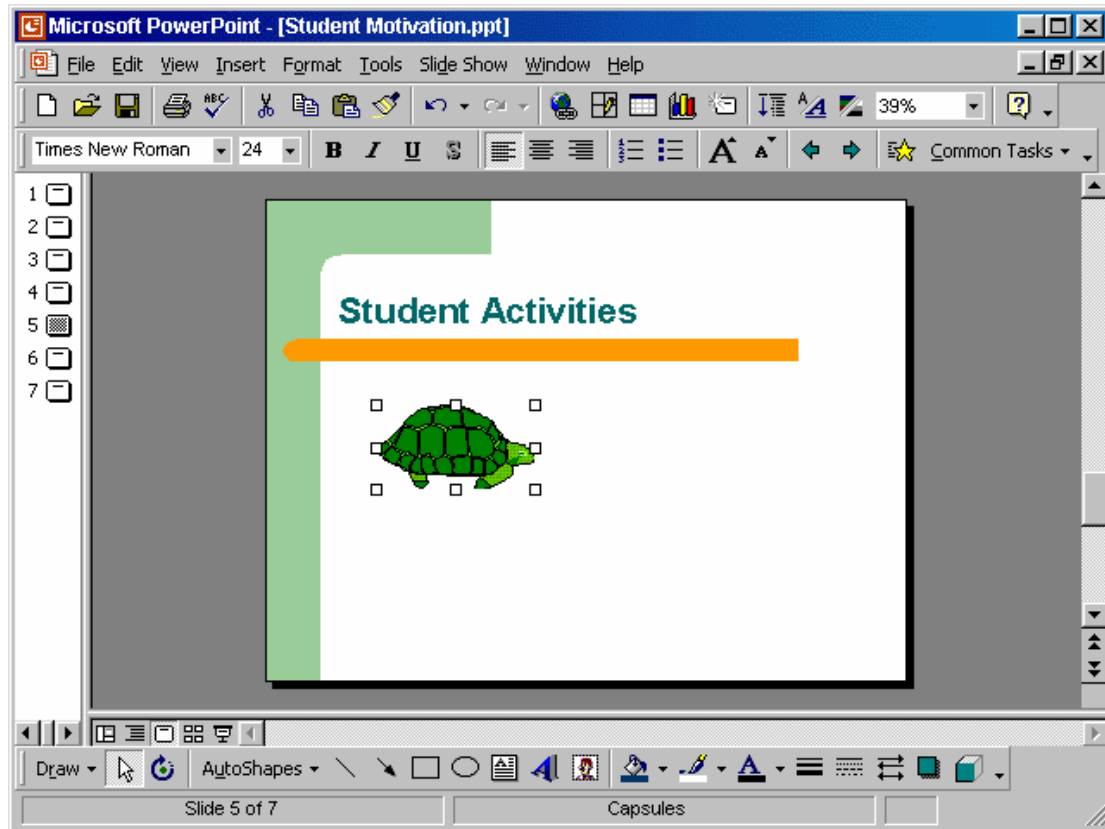
ICDL
PowerPoint Exams (v4)



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

Format → line spacing → in the after paragraph section select 0.2 → ok

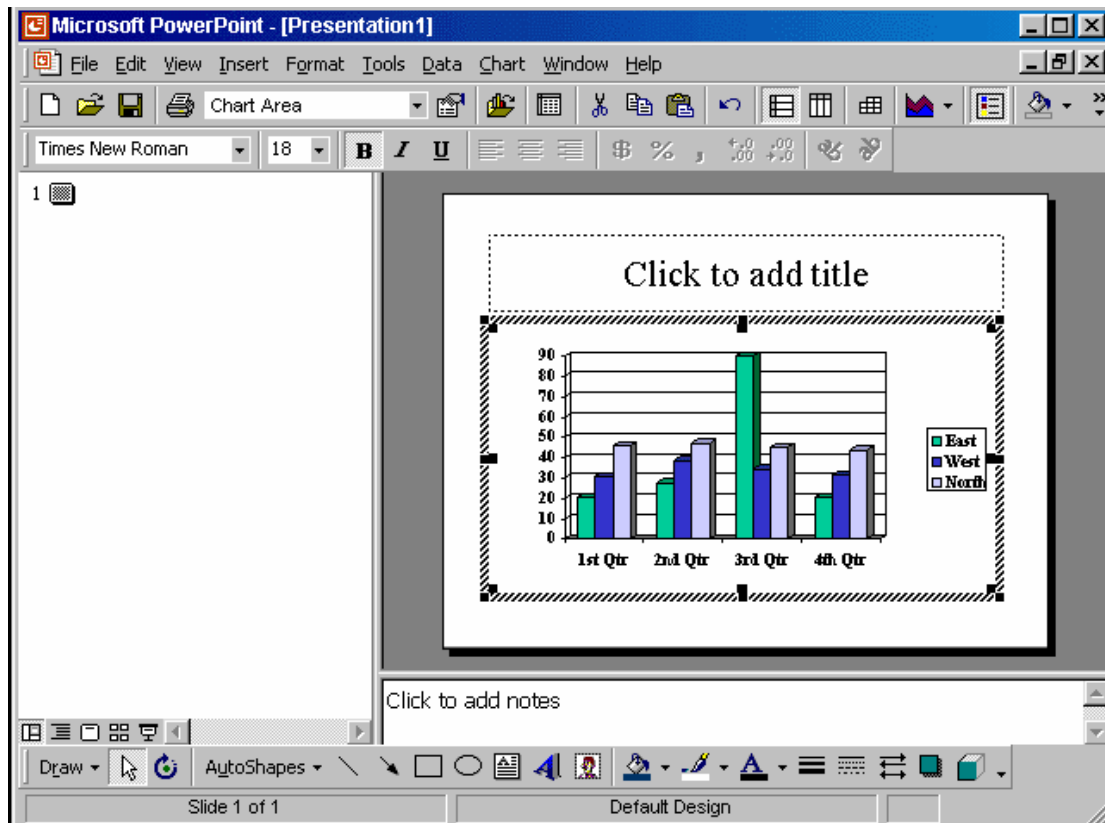
ICDL
PowerPoint Exams (v4)



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



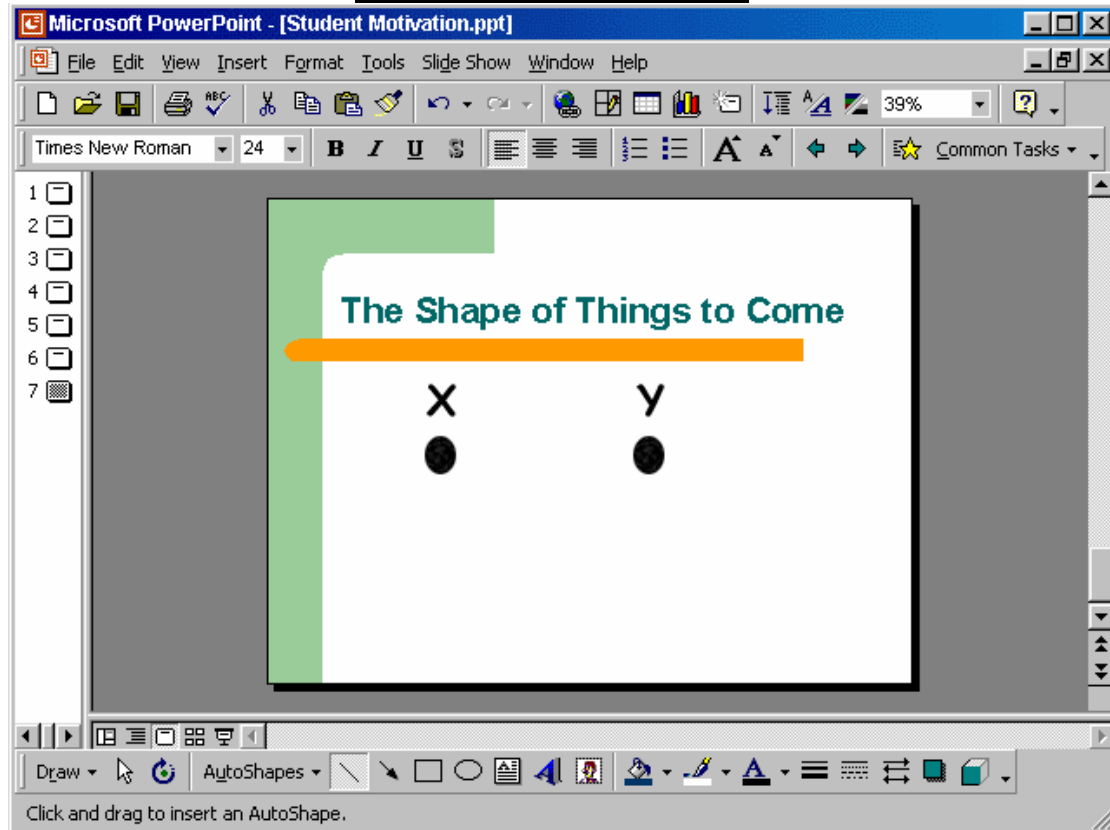
ICDL
PowerPoint Exams (v4)



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 → from the fill color tool in the standard tool bar select yellow

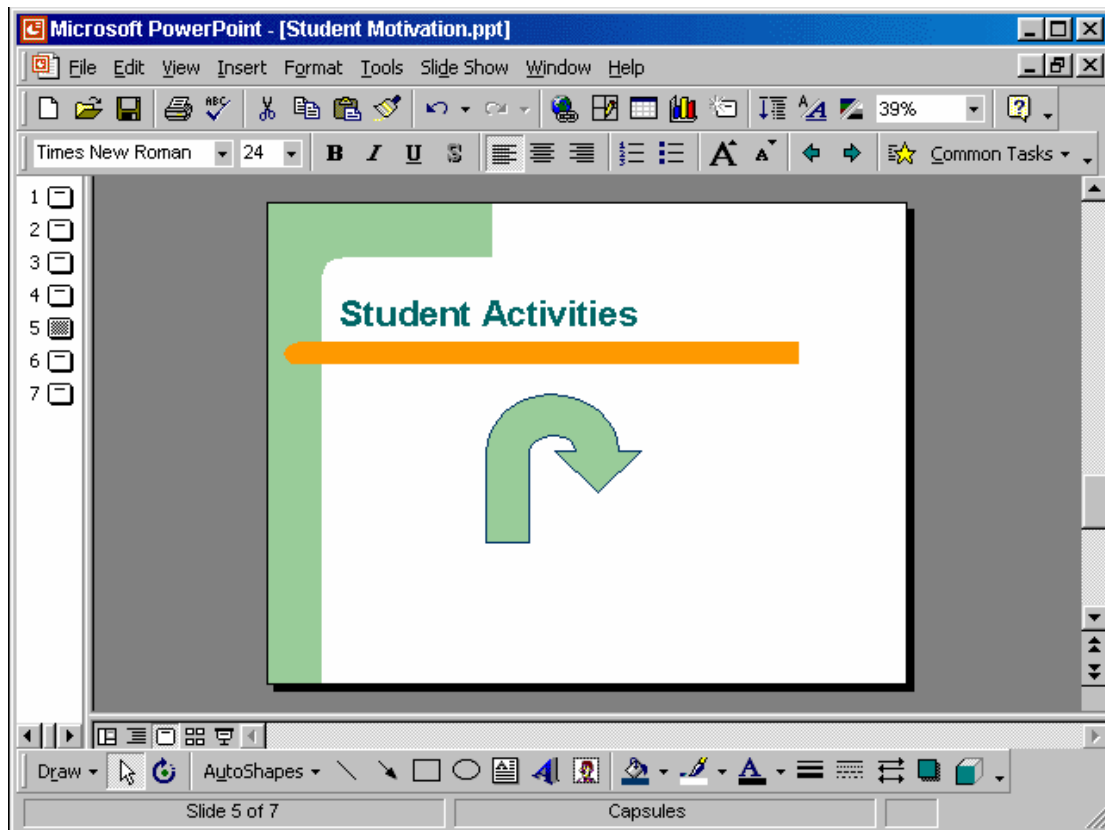
ICDL
PowerPoint Exams (v4)



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

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

ICDL
PowerPoint Exams (v4)

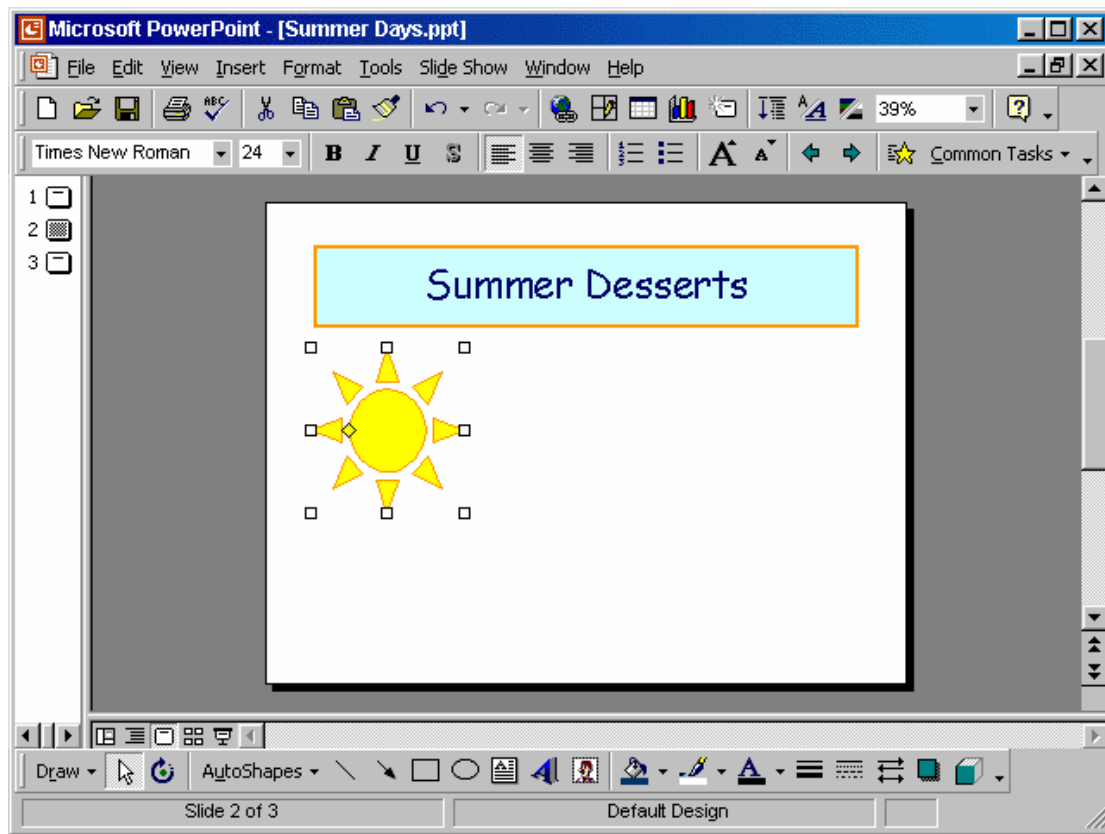


Select the auto-shape of the U-turn arrow and rotate it precisely 90 degrees to the right.

(Do not use free rotate for this task).

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

ICDL
PowerPoint Exams (v4)

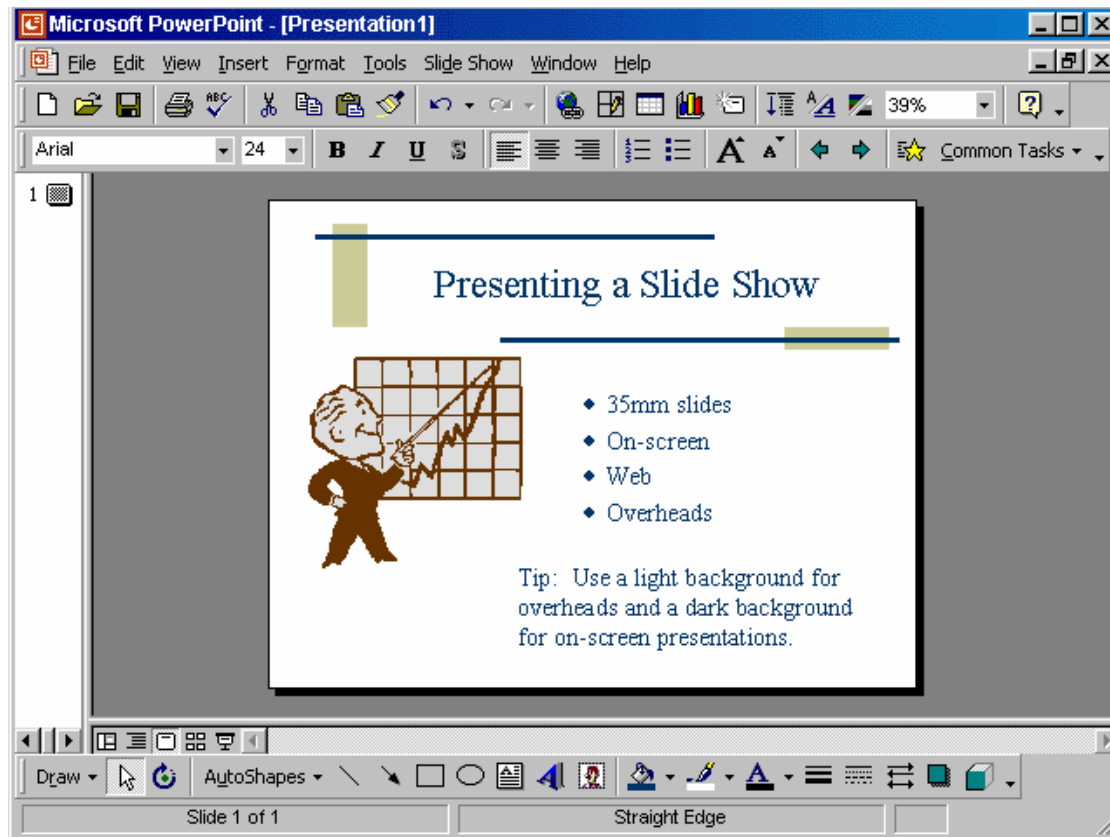


Align the selected auto-shape centrally between the left and right edges of the slide.

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

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

ICDL
PowerPoint Exams (v4)

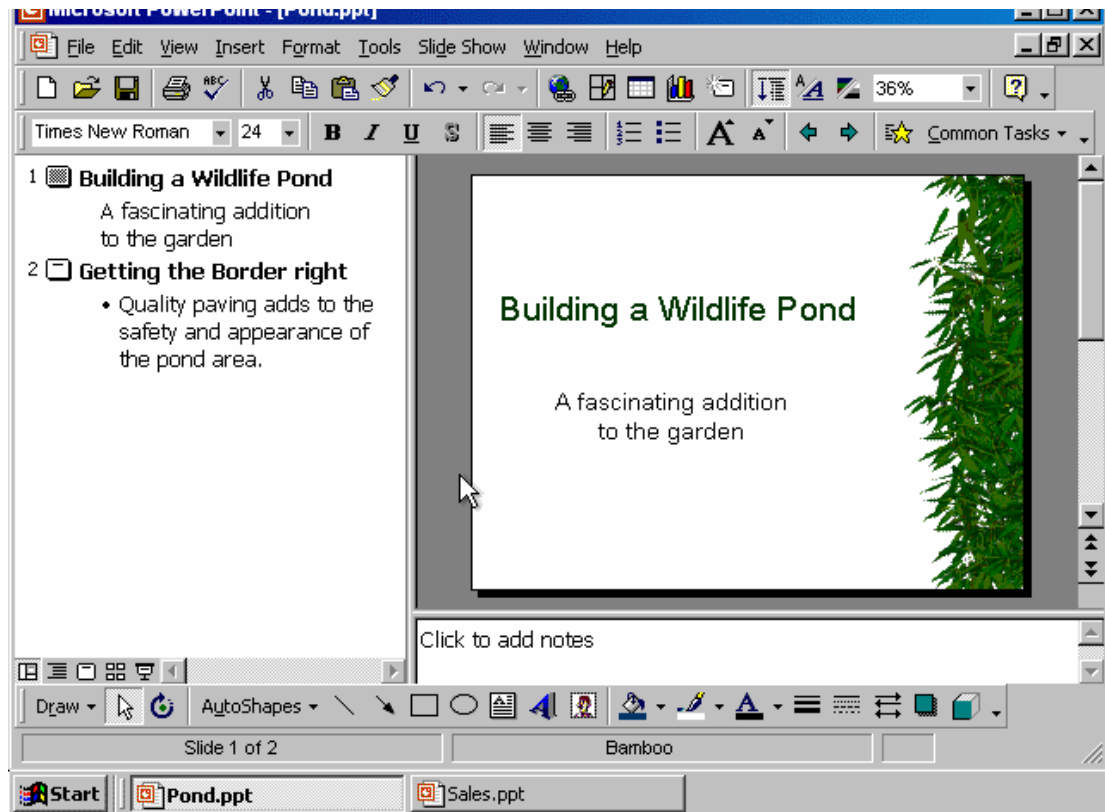


You want the output best suited for an **onscreen** presentation.

Check the appropriate settings, and if necessary change them.

File → page setup → in the slides size for select onscreen → ok

ICDL
PowerPoint Exams (v4)

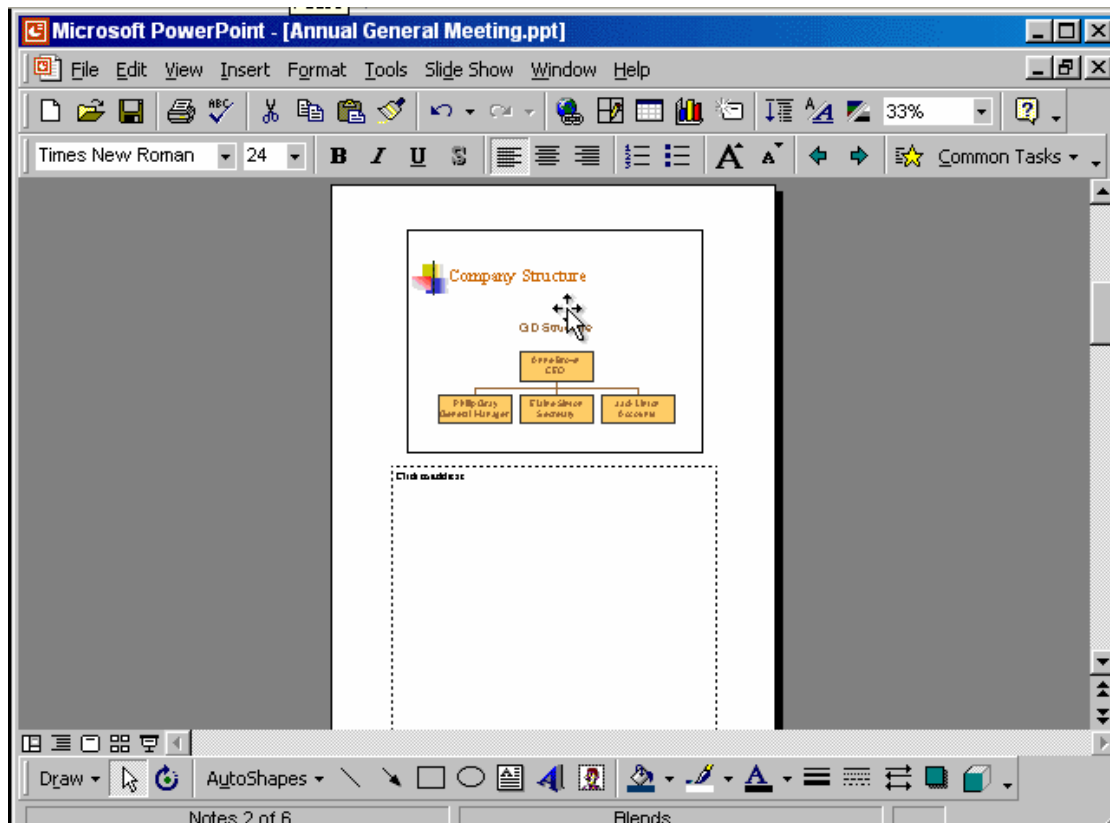


A second presentation is open. Make **Sales.ppt** the active file.

Alt + Tab is not available for this exercise.

Select sales.ppt from the task bar

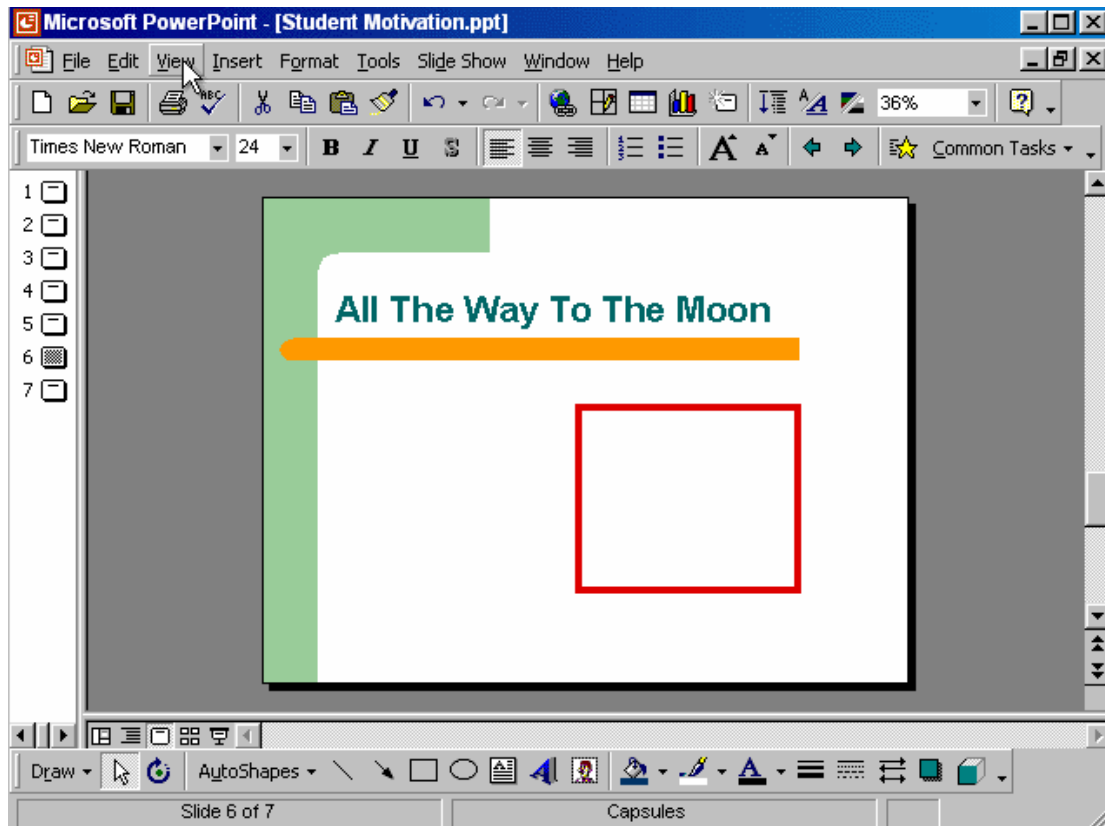
ICDL
PowerPoint Exams (v4)



Change the zoom level of the current view to **Fit**.

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

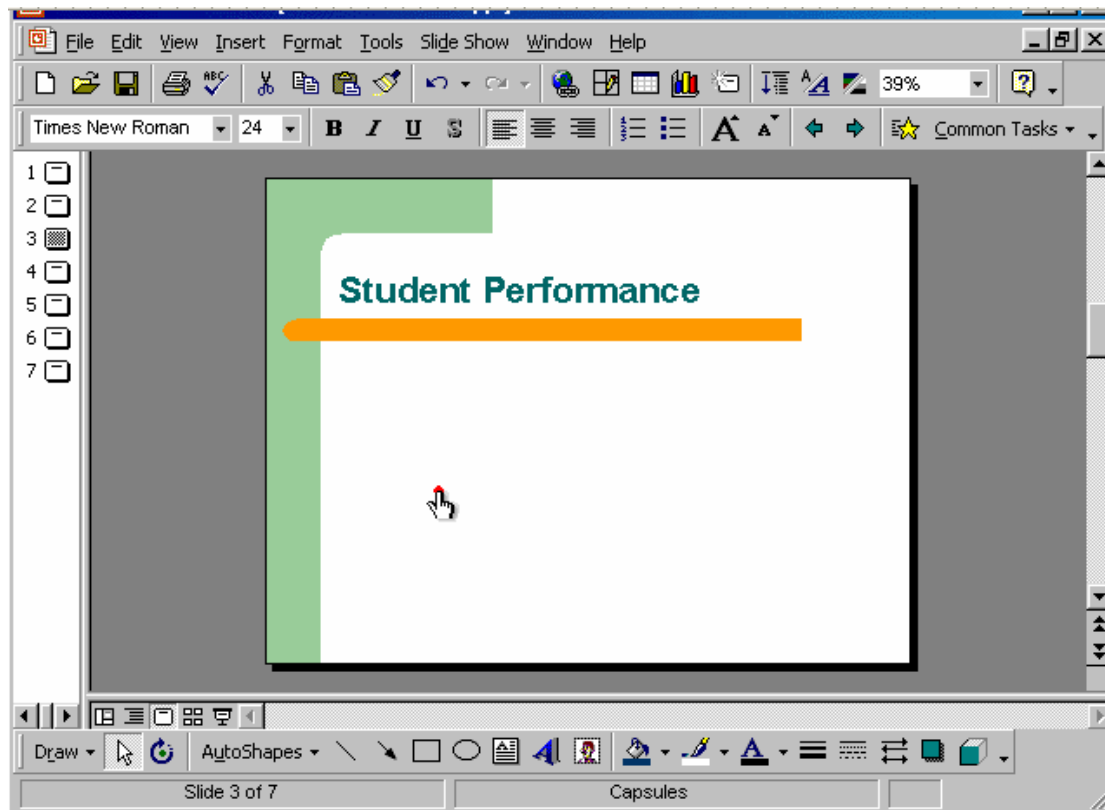
ICDL
PowerPoint Exams (v4)



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

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

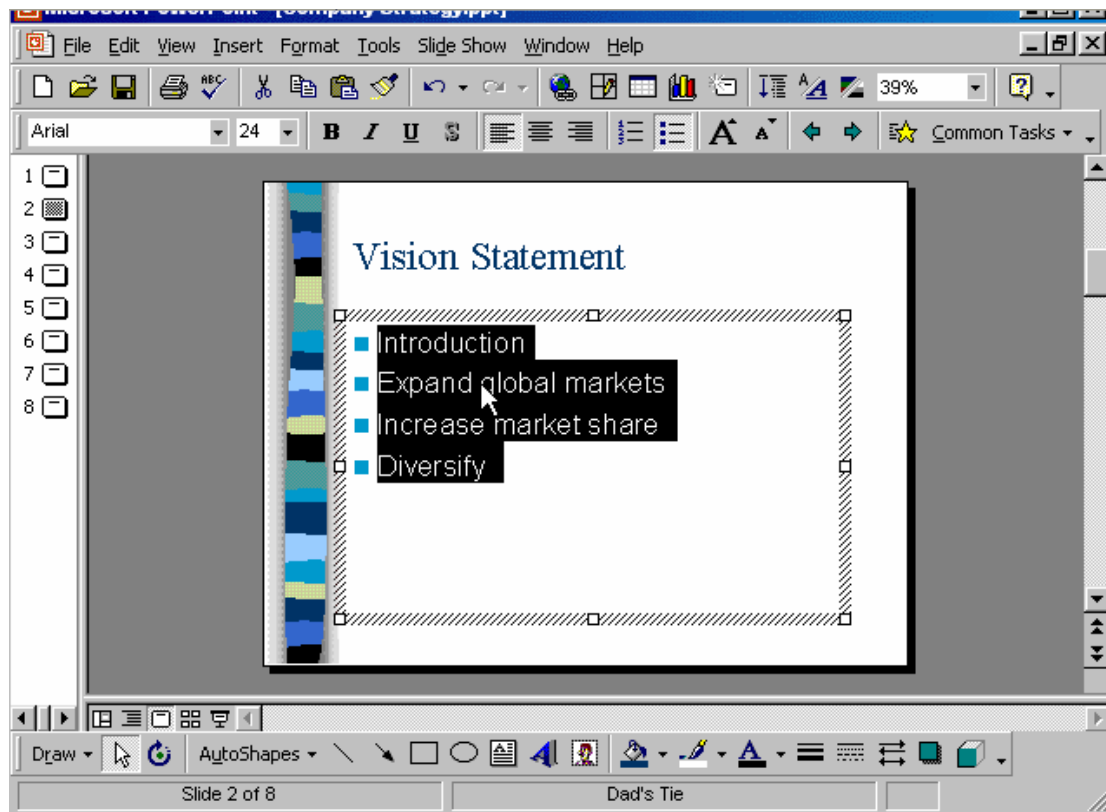
ICDL
PowerPoint Exams (v4)



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

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

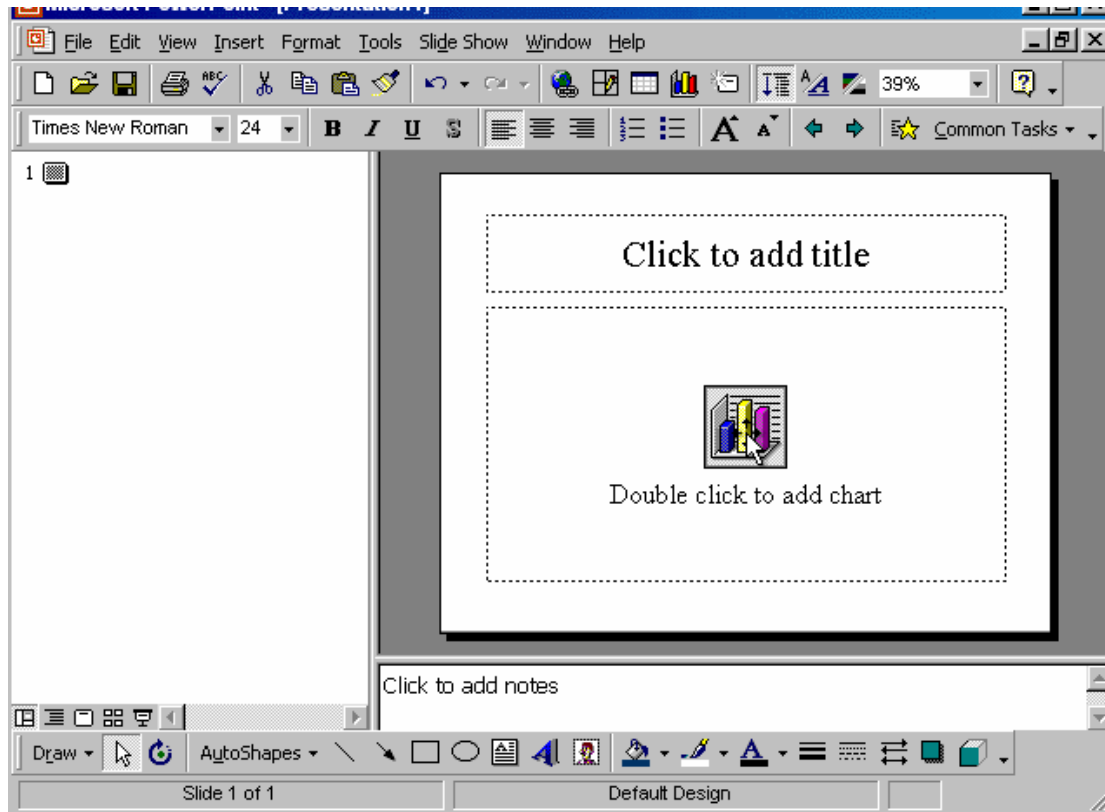
ICDL
PowerPoint Exams (v4)



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

Format → bullets and numbering → select this bullet → ok

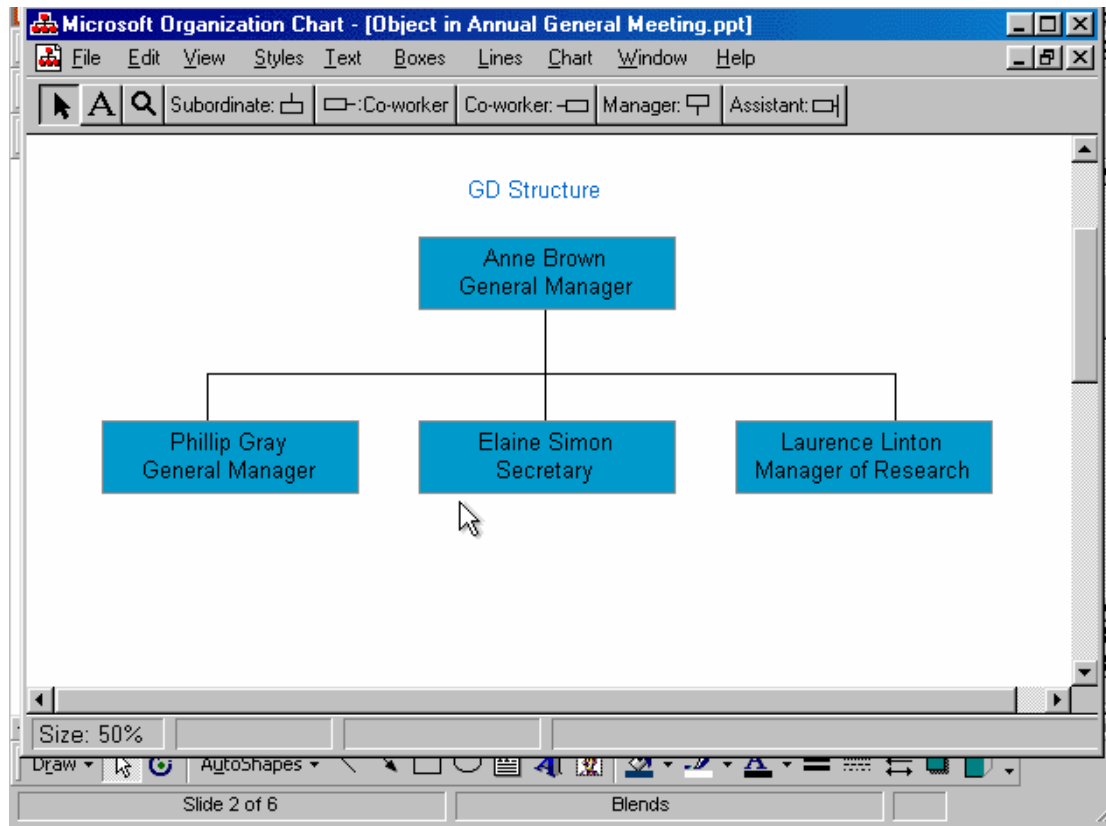
ICDL
PowerPoint Exams (v4)



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 → select the cell contains the word **East** and type **Sales** → press enter

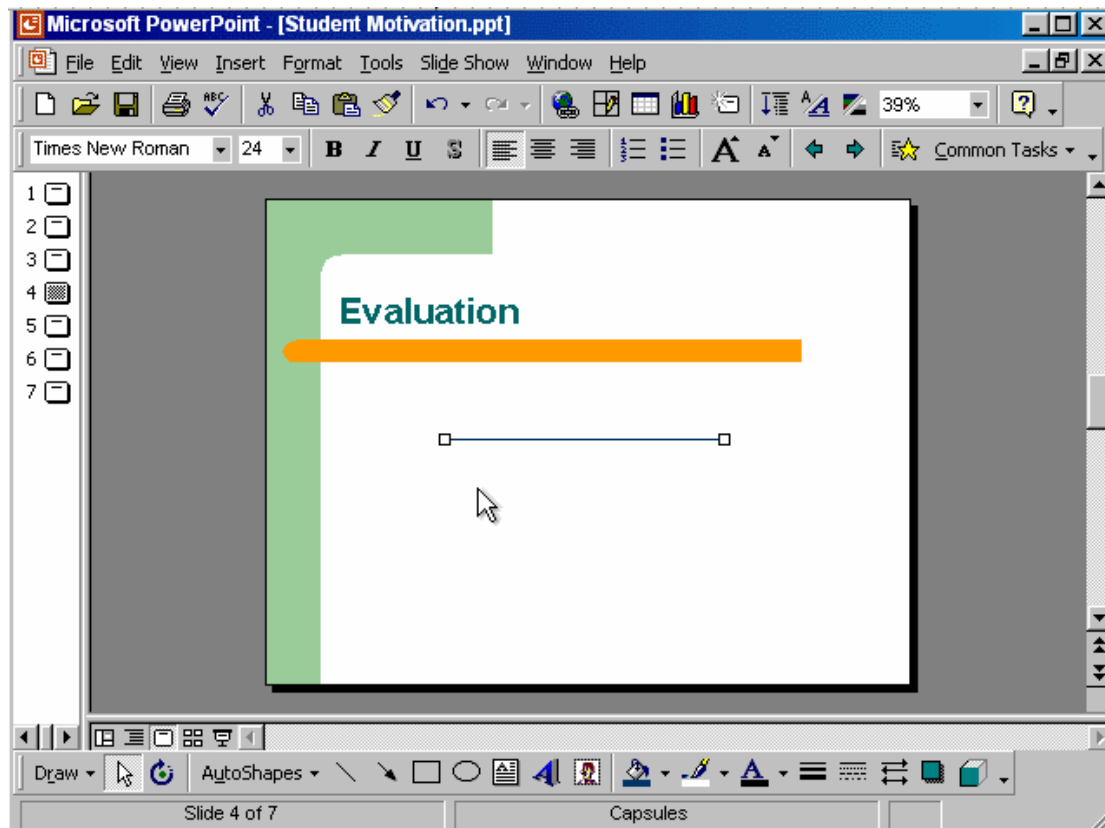
ICDL
PowerPoint Exams (v4)



Add a subordinate box to **Laurence**, manager of **Research**.

Click on the subordinate button → click on the Laurence box

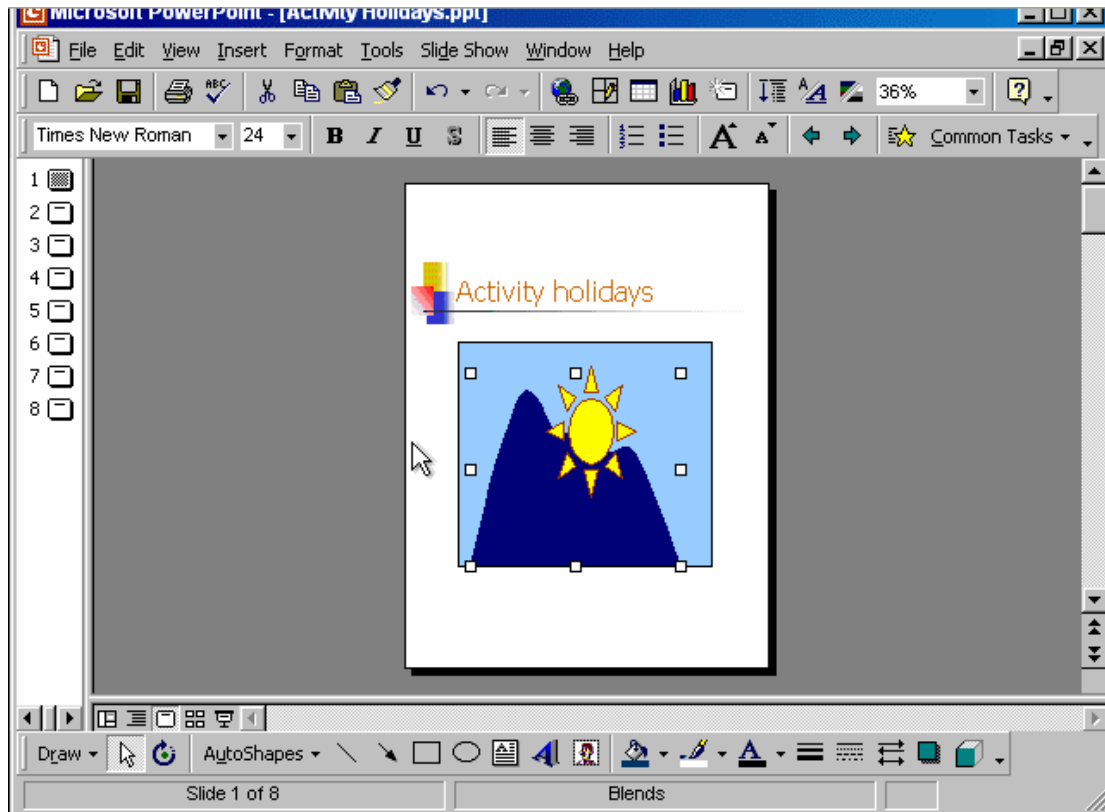
ICDL
PowerPoint Exams (v4)



Change the colour of the selected line to blue ■.

Click on the line color tool from the drawing toolbar → select blue

ICDL
PowerPoint Exams (v4)

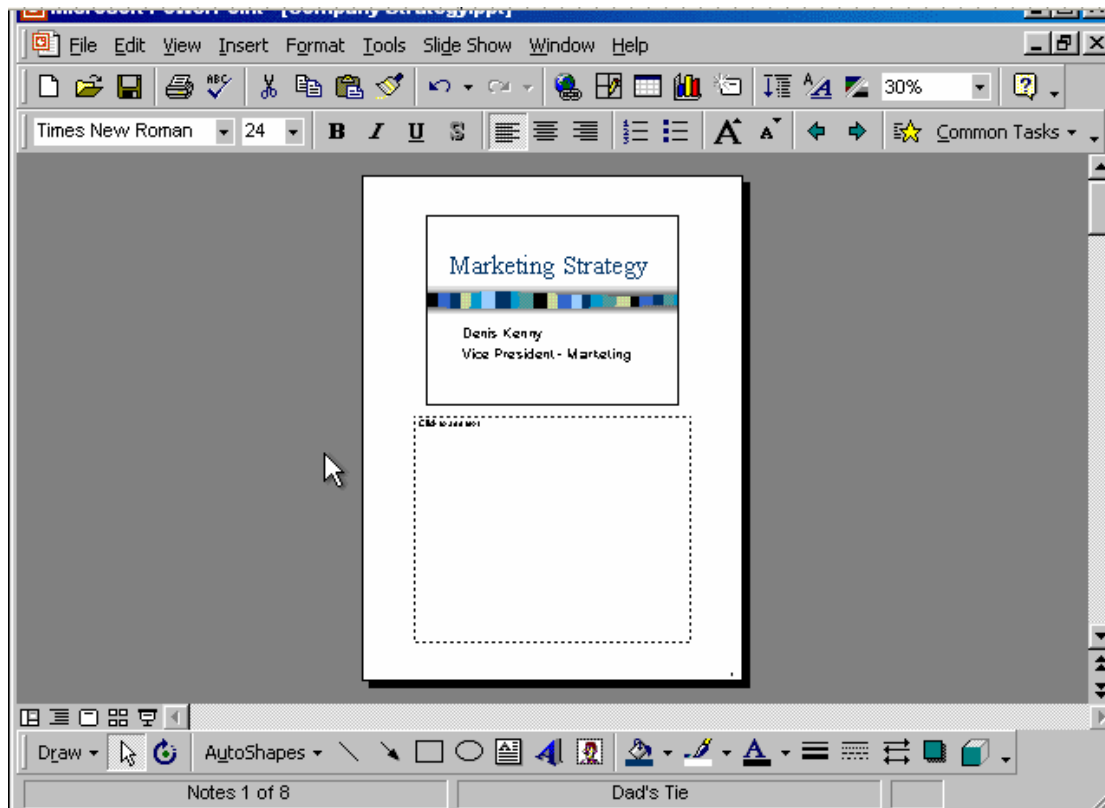


This graphic contains three auto-shapes - the sun, mountains and a blue rectangle representing the sky.

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

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

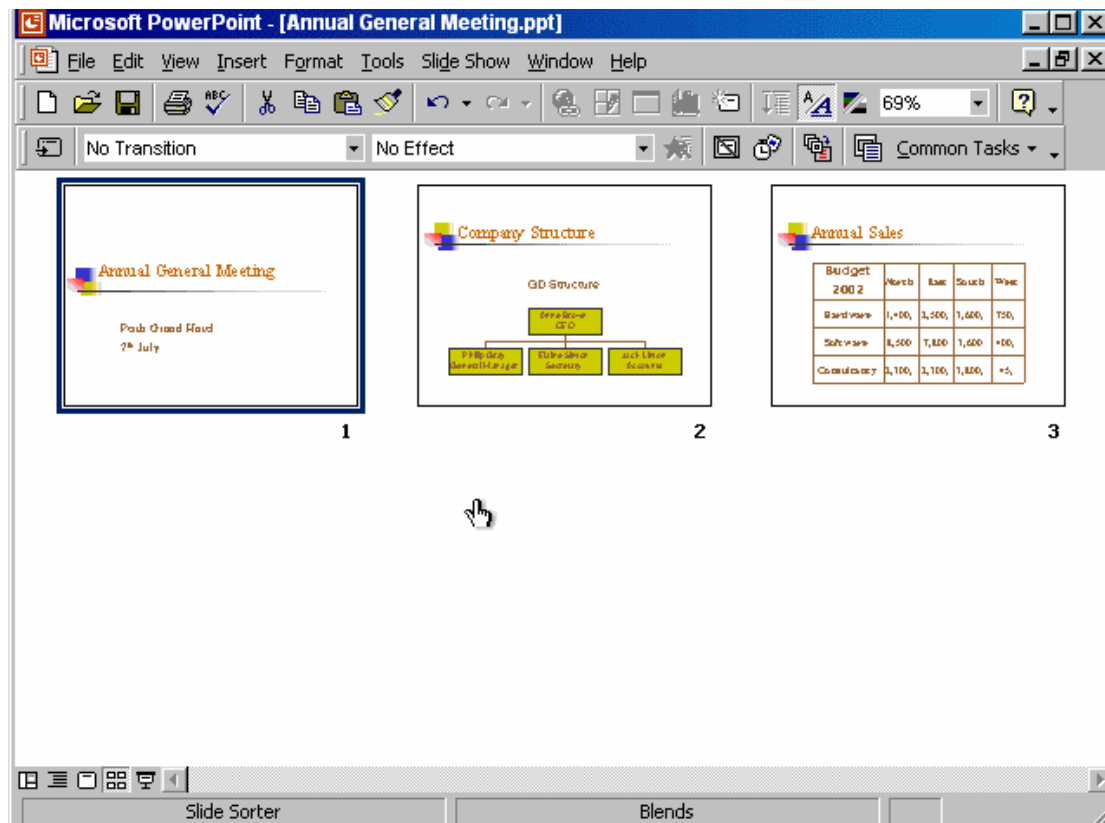
ICDL
PowerPoint Exams (v4)



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

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

ICDL
PowerPoint Exams (v4)

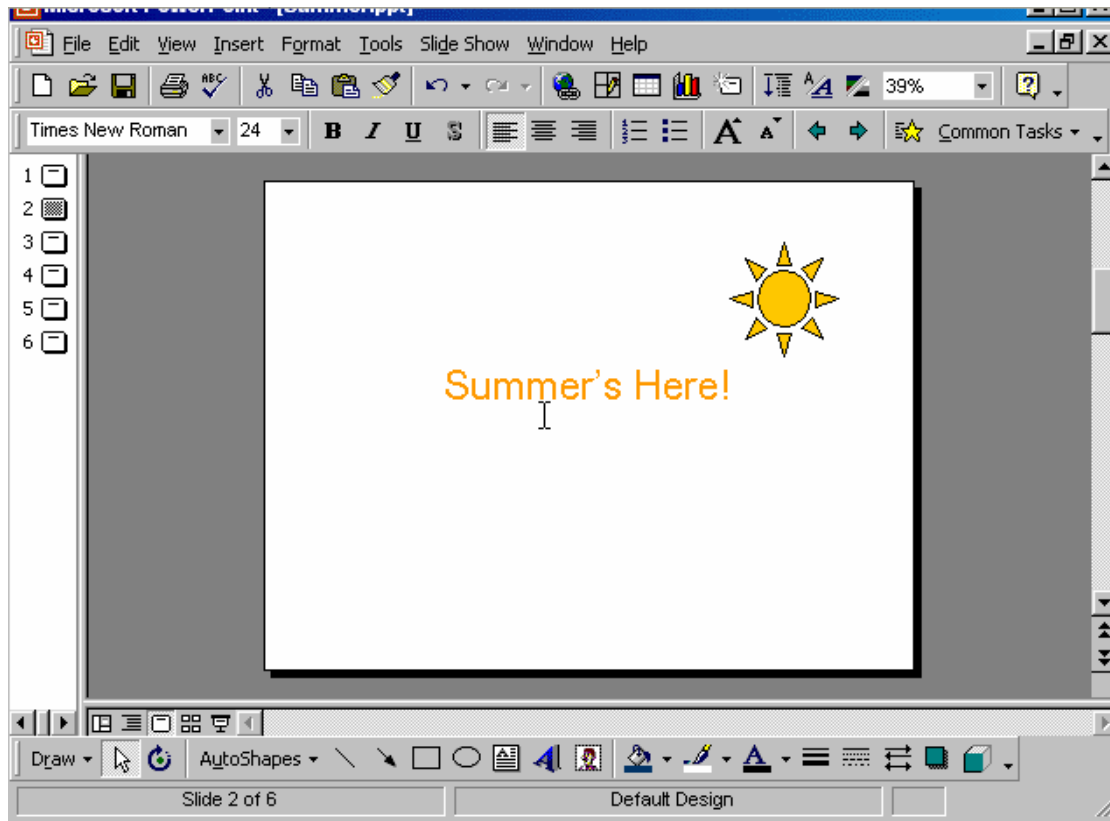


Slide 3 contains confidential sales figures.

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

Right click on slide 3 → select hide slide

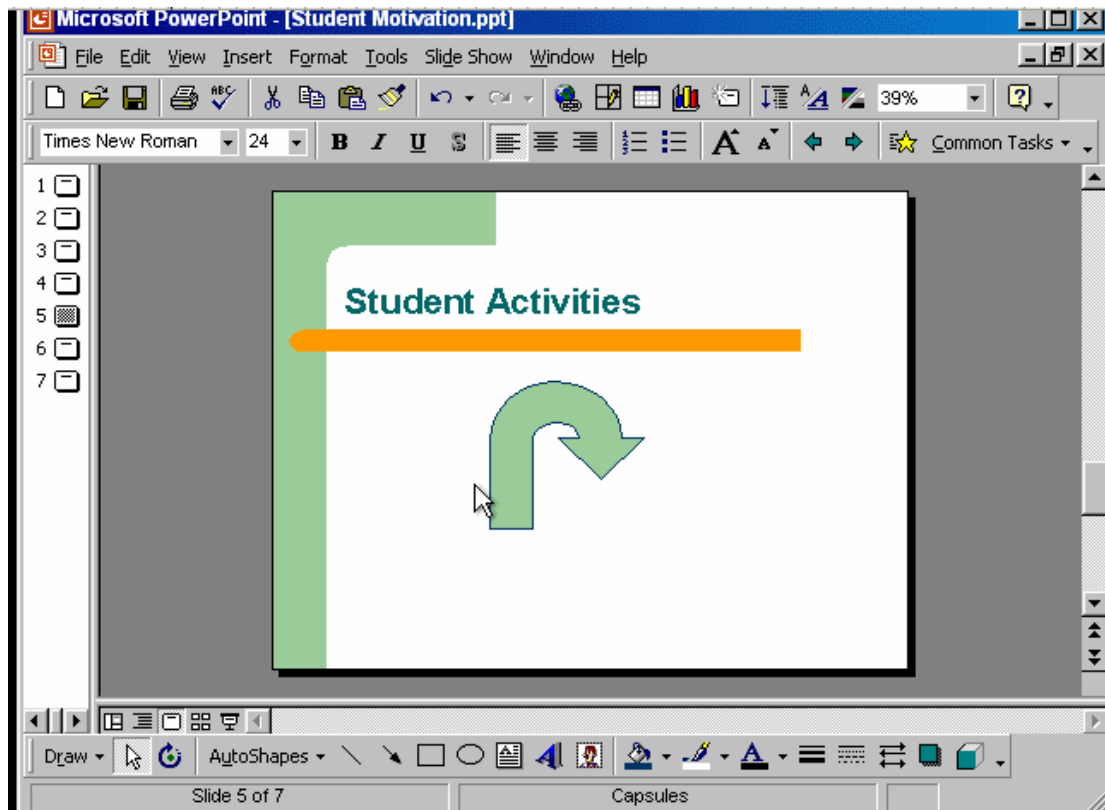
ICDL
PowerPoint Exams (v4)



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

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

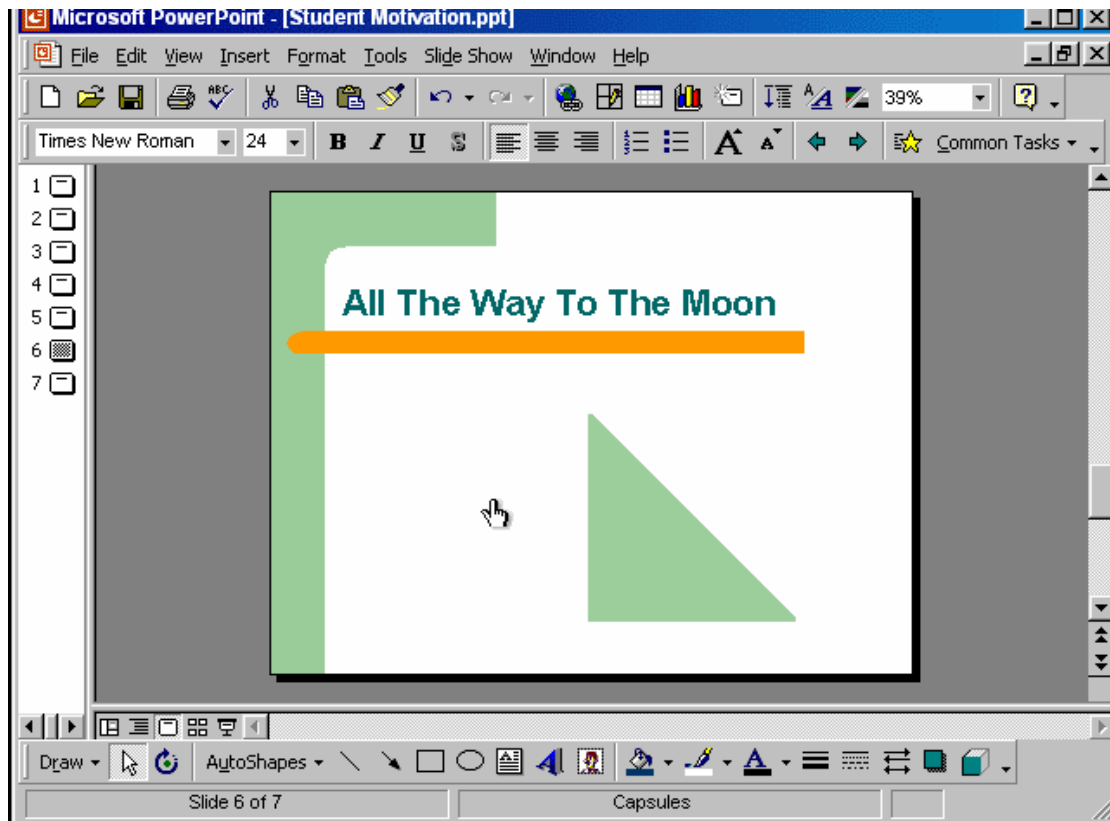
ICDL
PowerPoint Exams (v4)



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

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

ICDL
PowerPoint Exams (v4)

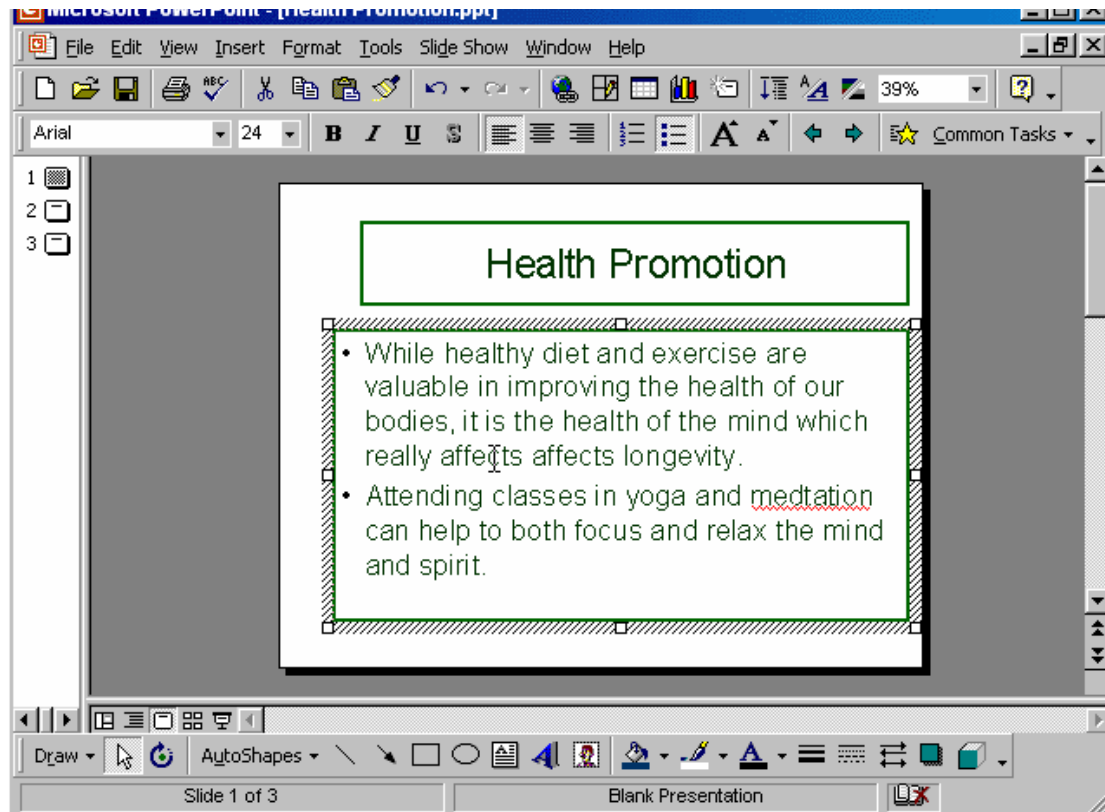


You no longer need the triangle auto-shape.

Delete it now, without placing it on the Clipboard.

Select the auto shape → press delete from the keyboard

ICDL
PowerPoint Exams (v4)

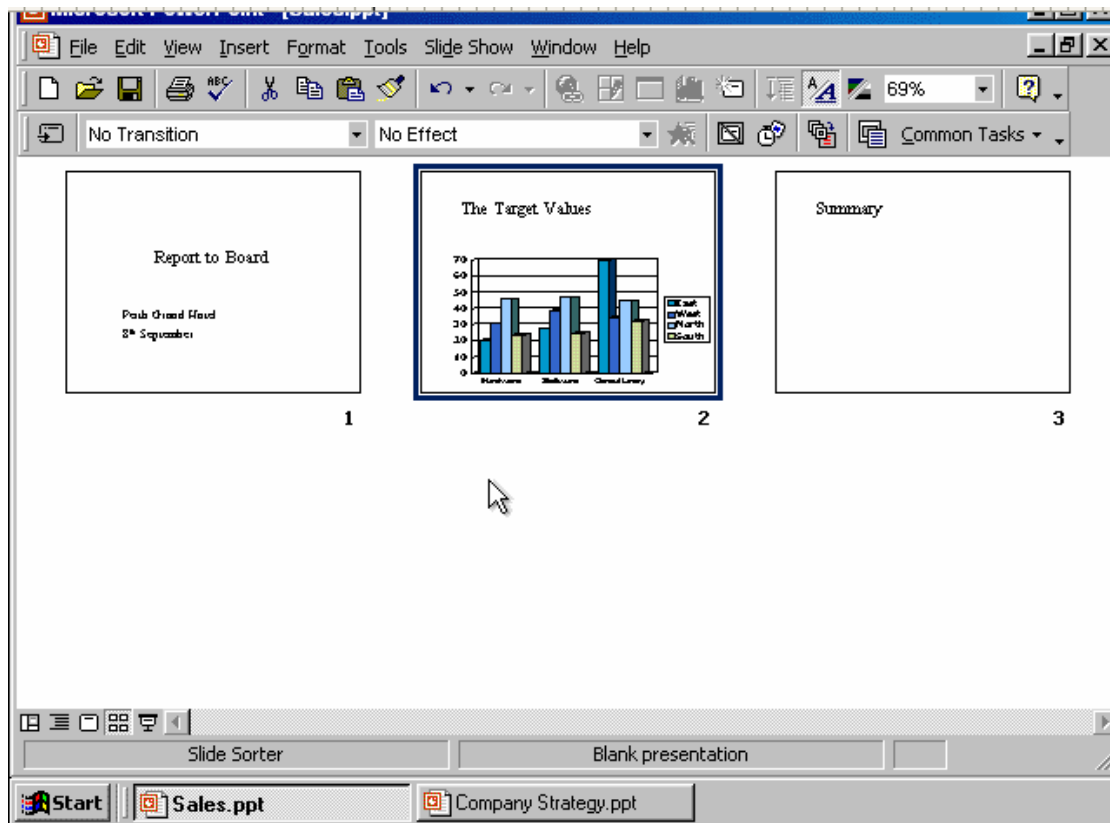


PowerPoint has detected a spelling error on this slide.

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

Right click on the word meditation

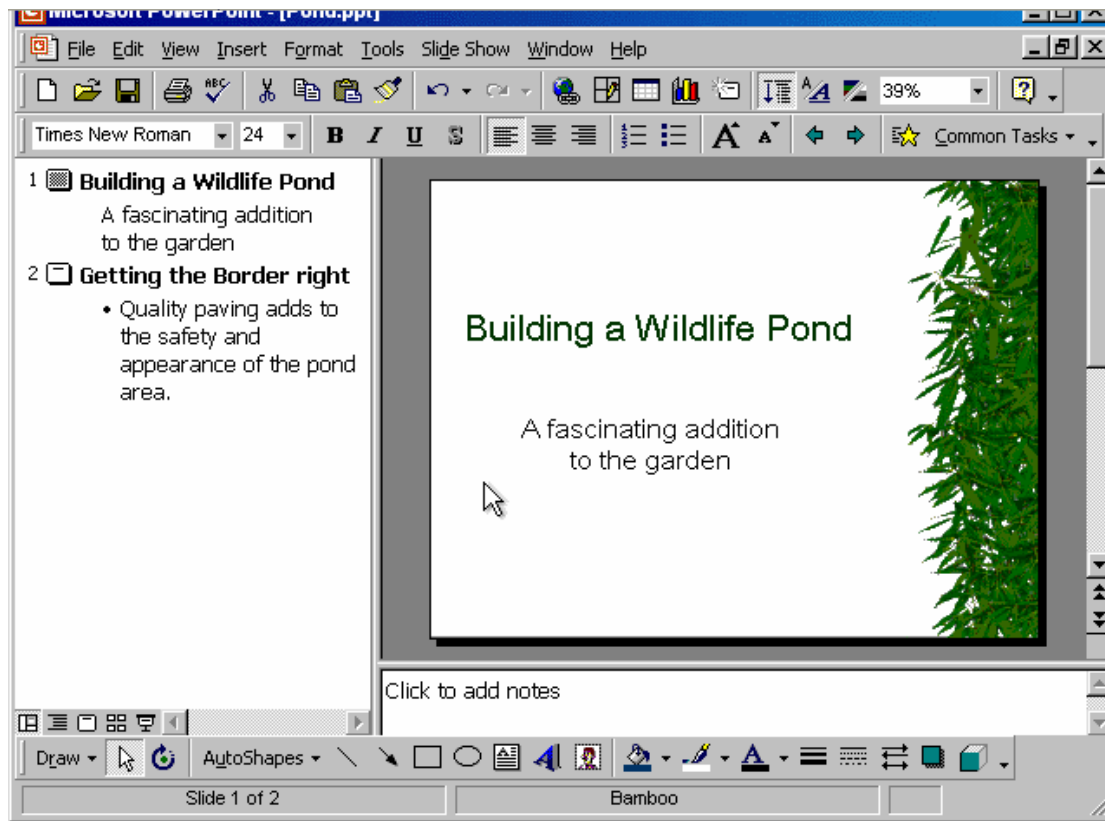
ICDL
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Duplicate the selected slide as slide number 2 in **Company Strategy**, which is also currently open.

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

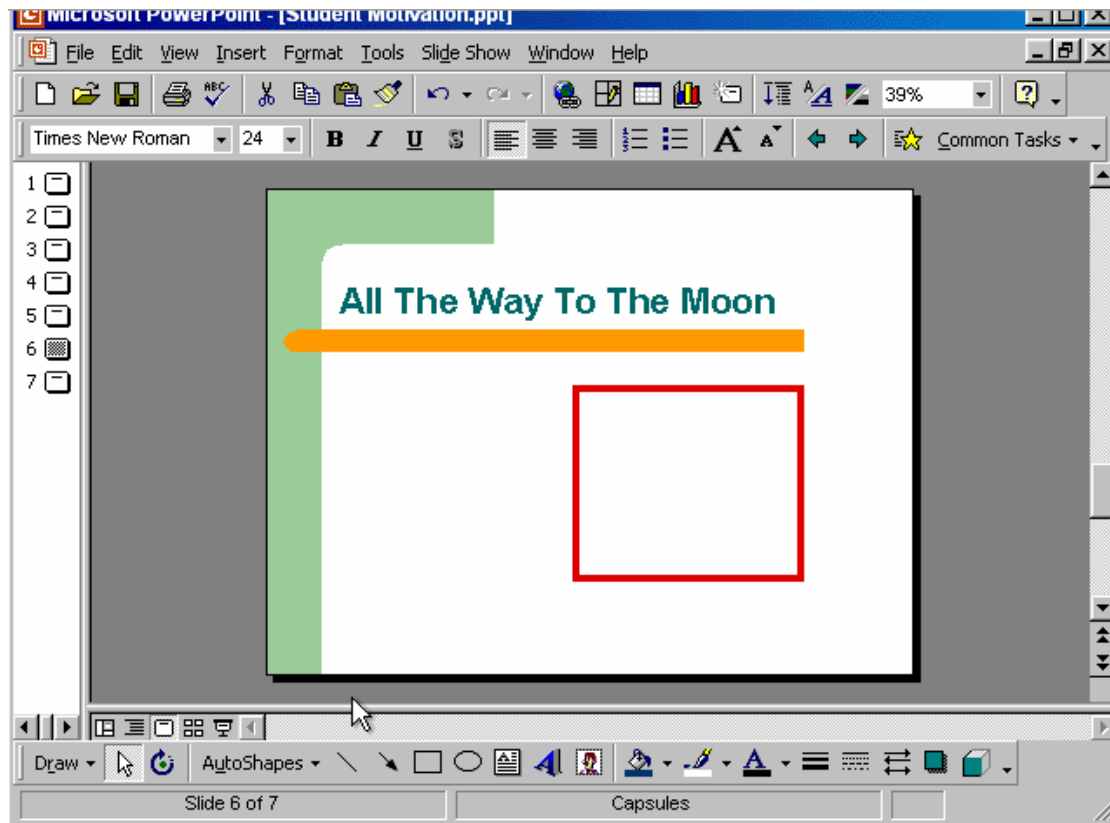
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Add an image of a **Frog** to this slide from the **Animals** category of the Microsoft Clip Art gallery.

Insert → picture → clip art → animals → select frog → insert

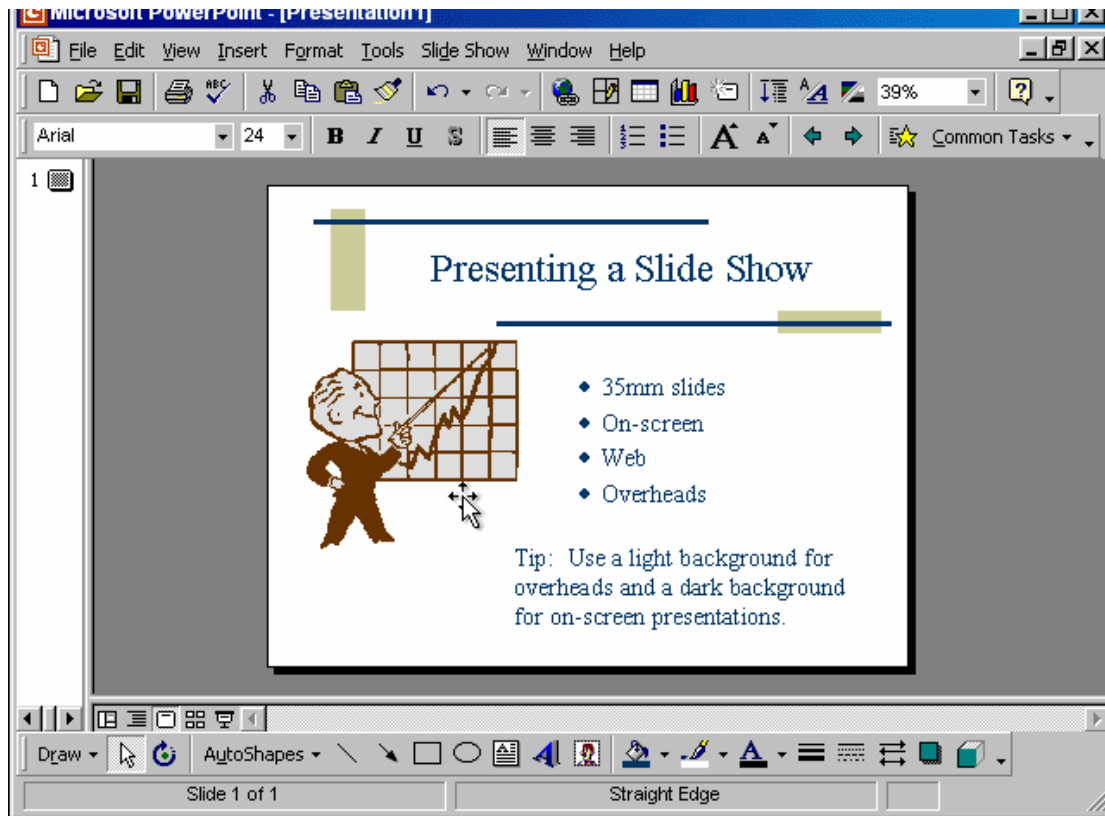
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Insert a **text box** within the red square.

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

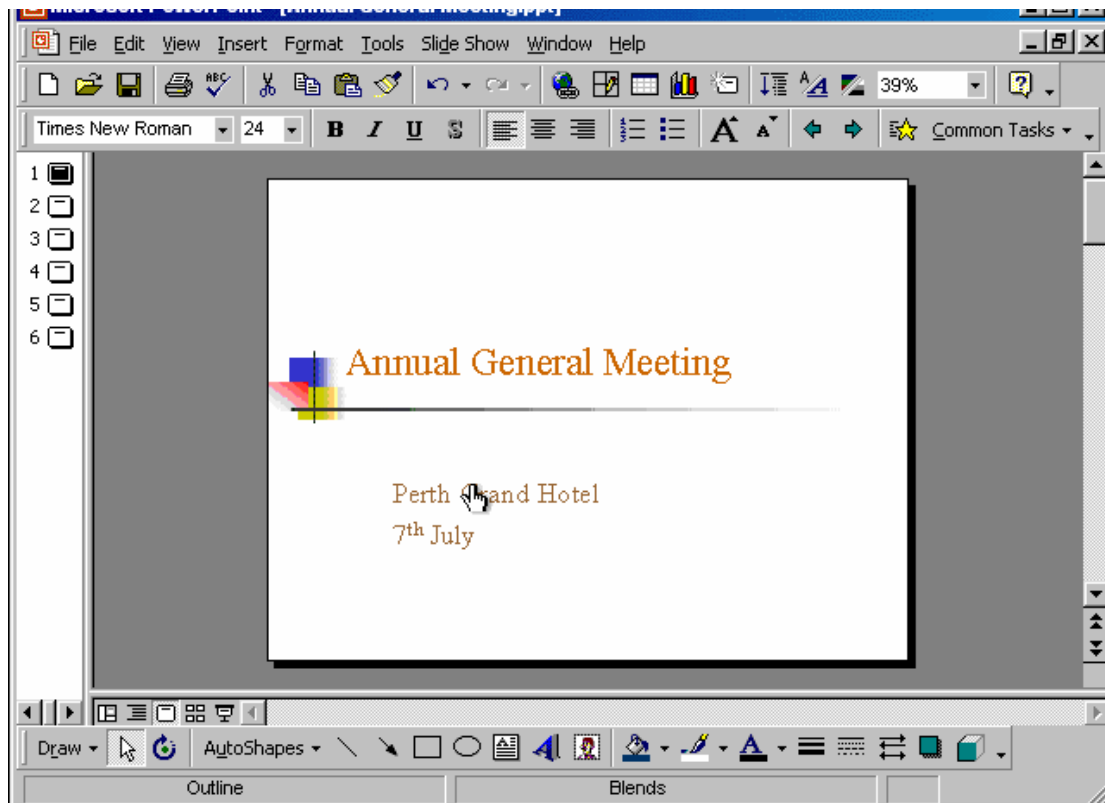
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Change the output settings for this presentation to those best suited for printing **35mm slides**.

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

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Print **3** copies of the **outline** of this presentation.

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

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Microsoft PowerPoint - [Presentation4.ppt]

File Edit View Insert Format Tools Slide Show Window Help

No Transition No Effect 69% Common Tasks

2002 MLM International Conference

Excelling in the
New Millennium

1

2002 MLM International Conference

■ Feb 14-16, 2002
■ Convention Complex, Tradesville
■ Other Important Info
- Conference Events
- Social Events
■ RSVP: www.mlm2002.com

2

Conference Events

■ International Orientation
■ Chairperson's Welcome
■ Plenary Sessions
■ Workshop Sessions
■ Awards Luncheon
■ Conference Banquet

3

City Tours

■ Guided City Tour
■ Casino Night
■ Dinner Cruise
■ Race Night

4

Organising Committee

Top Secret
Conference Chair

Line Items
Race Chair

Public Relations
Signage Chair

Car Detail
Public Relations

Mail, Phones
Exhibits

Local South
Assoc. Activities

Show Rooms
Car Washers

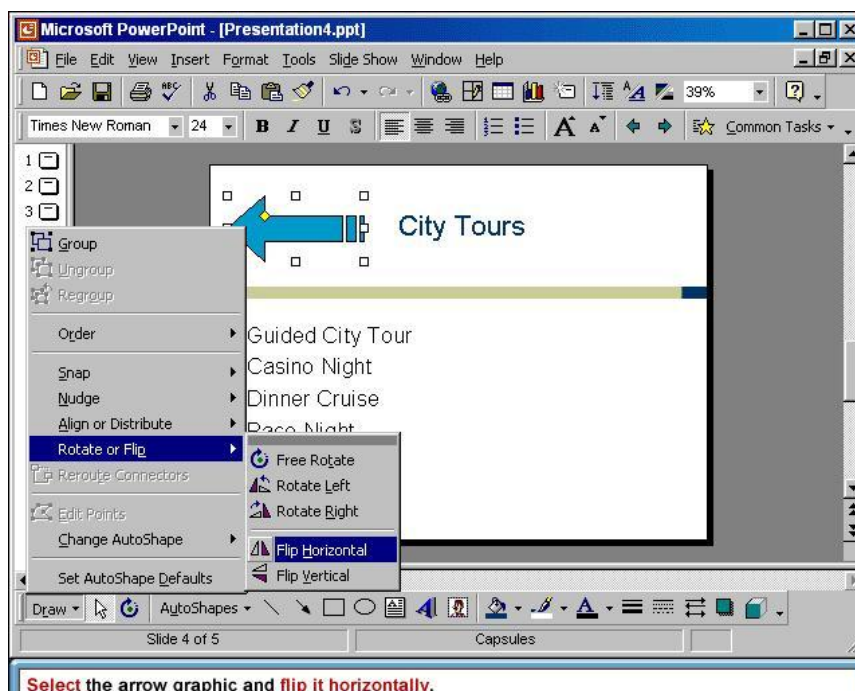
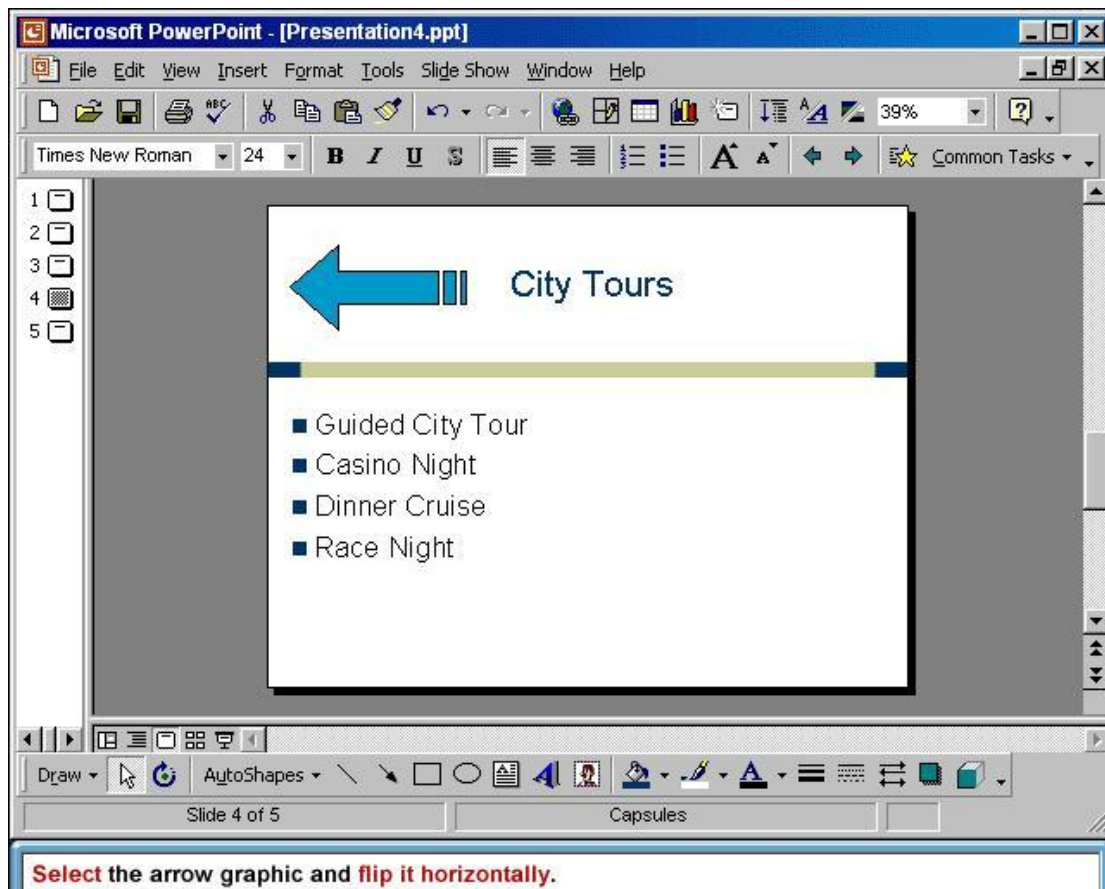
5

Slide Sorter Default Design

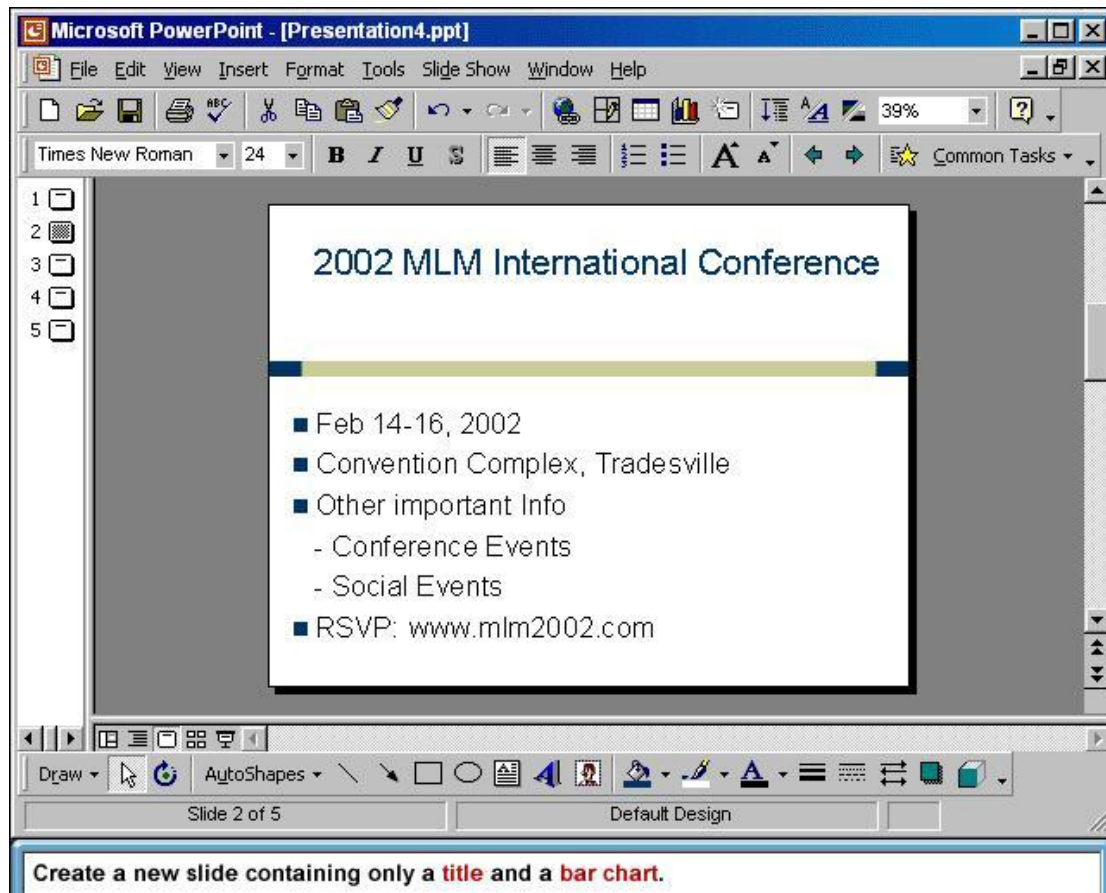
Select slide number 1.

Copy slide number 1 and paste it as slide number 3.

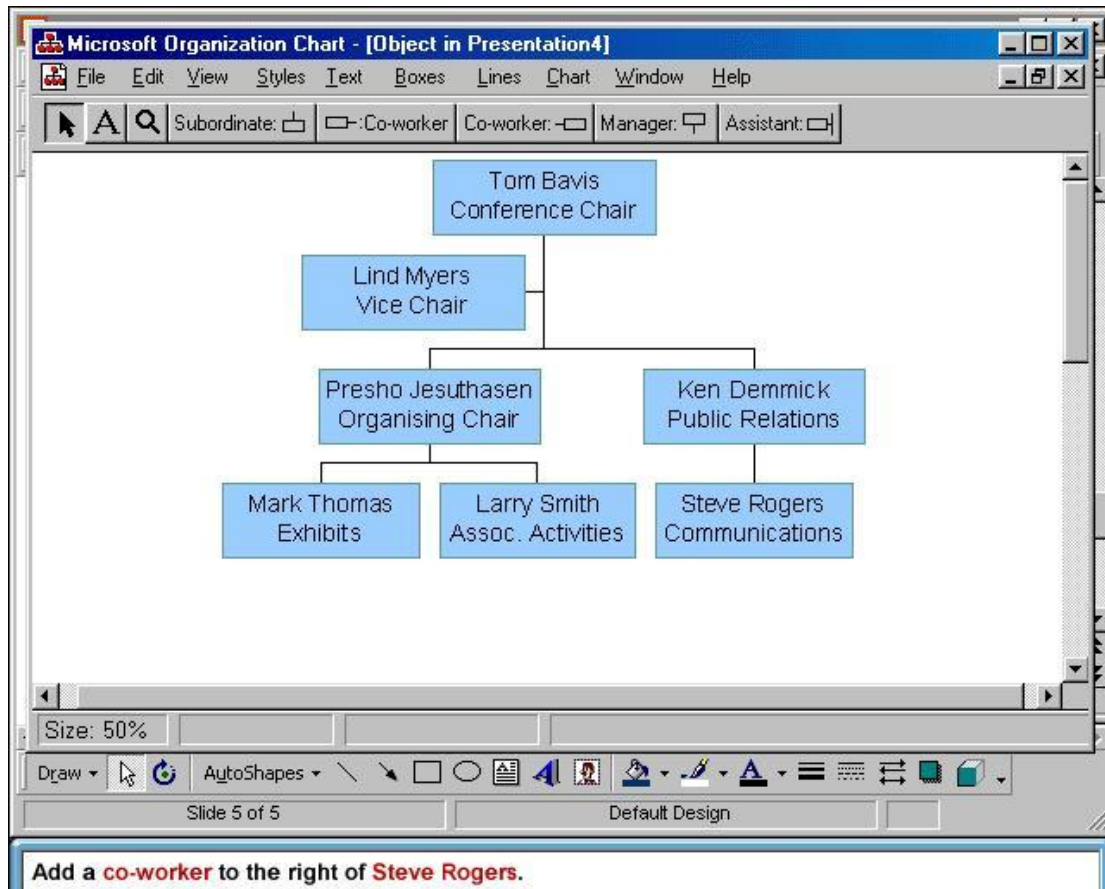
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