Free Questions for ICDL-PowerP by certscare

Shared by Arnold on 06-06-2022

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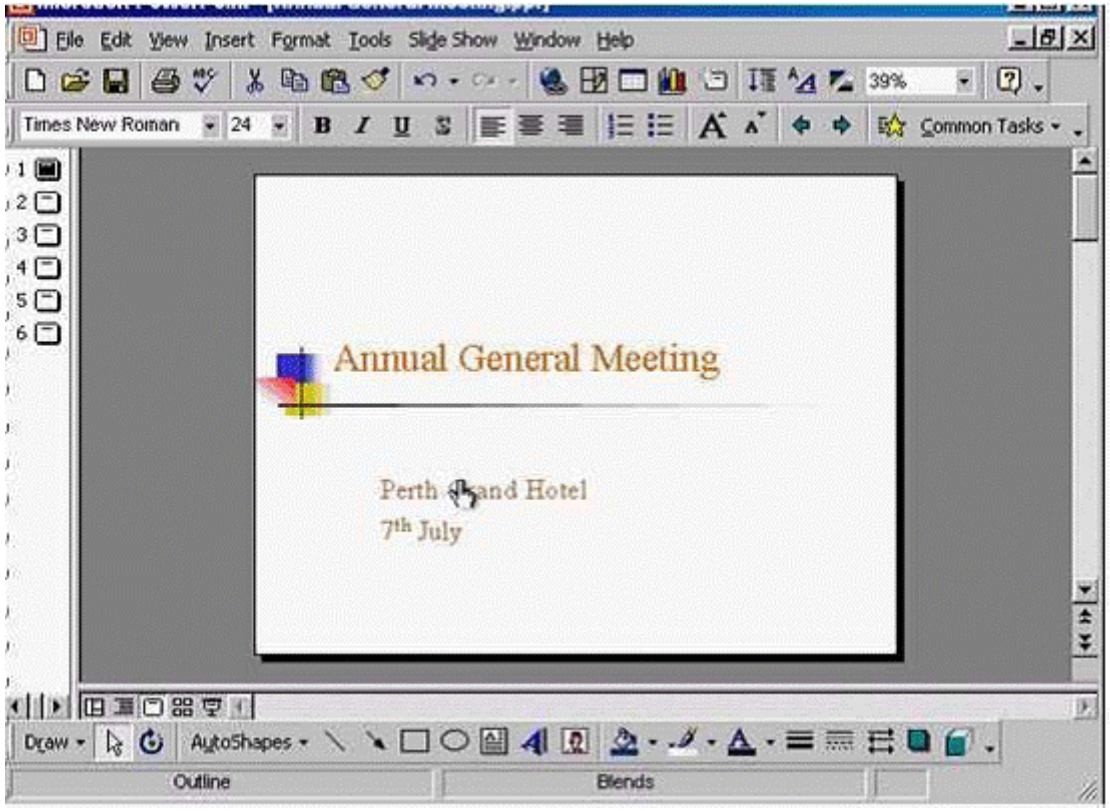
Question 1

Question Type: MultipleChoice

Print 3 copies of the outline of this presentation.



Options:

A- File -> print -> in print what section -> select outline -> in the number of copies section select 3 -> ok

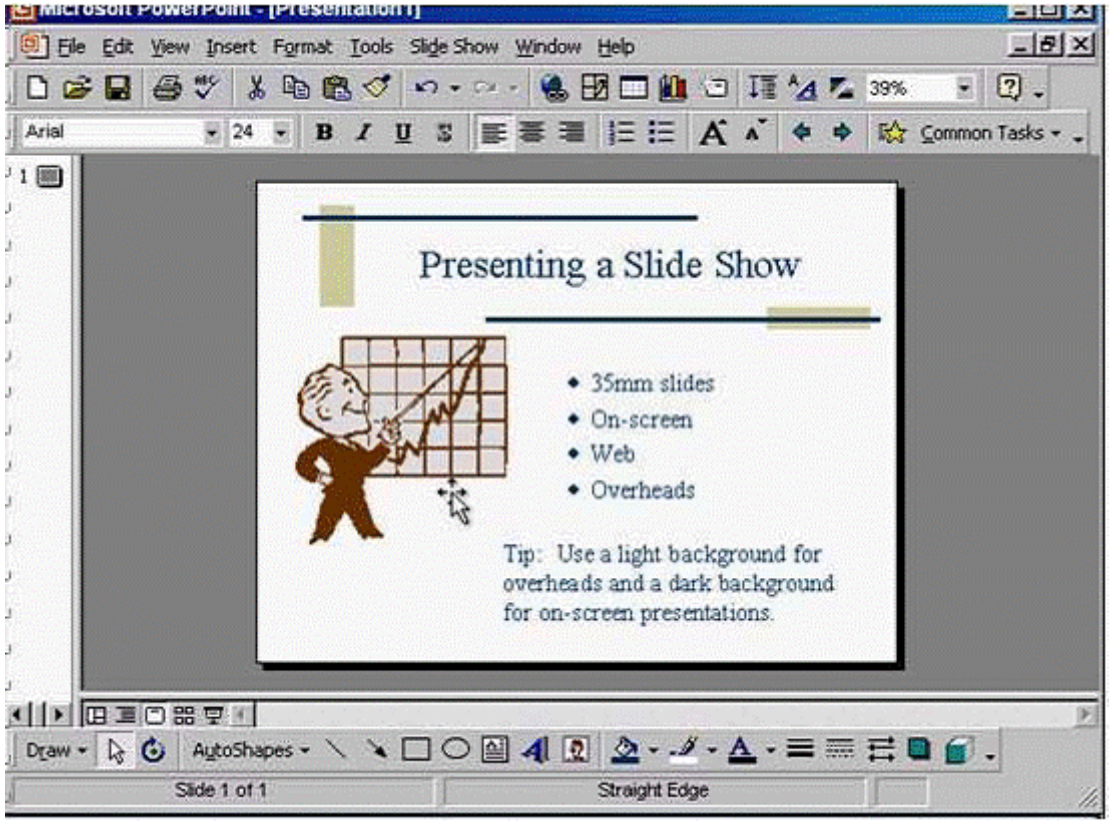
Answer:

A

Question 2

Question Type: **MultipleChoice**

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



Options:

A- File -> page setup -> in the slides sized for from the drop down list select 35 mm slides -> ok

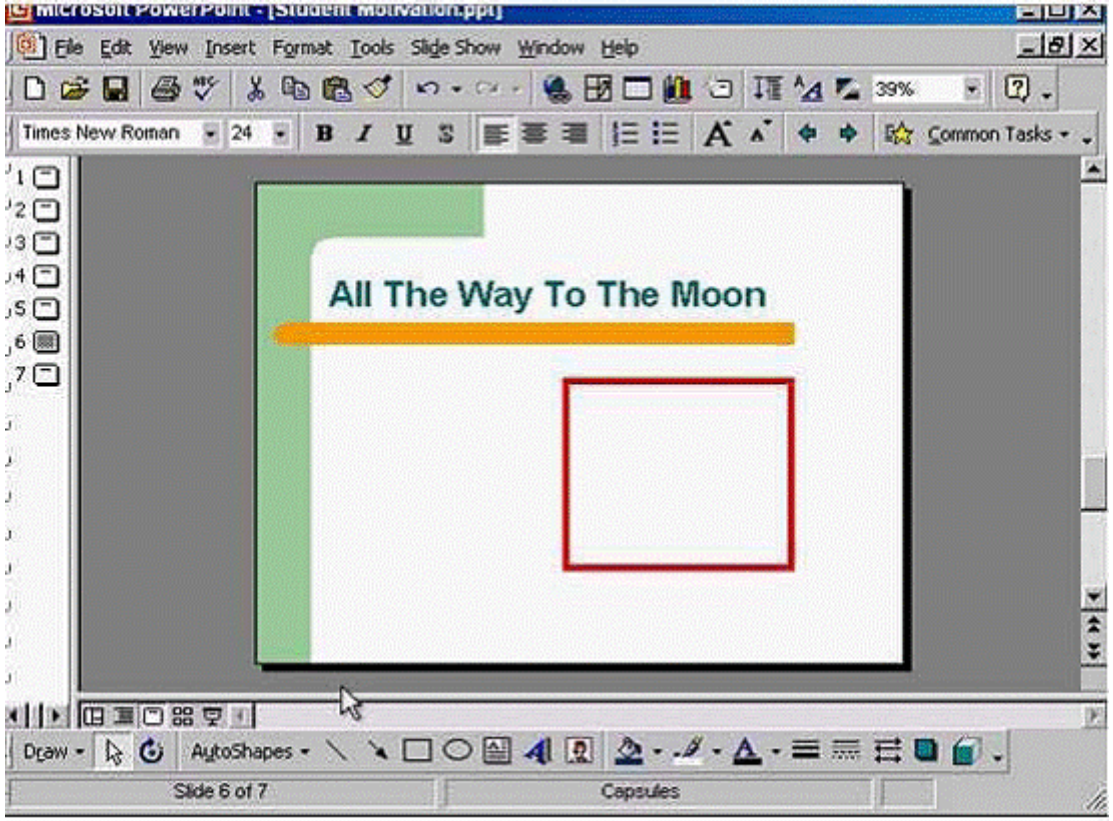
Answer:

A

Question 3

Question Type: MultipleChoice

Insert a text box within the red square.



Options:

A- Select text box tool from the drawing toolbar -> put the cursor in the red square and draw the text box

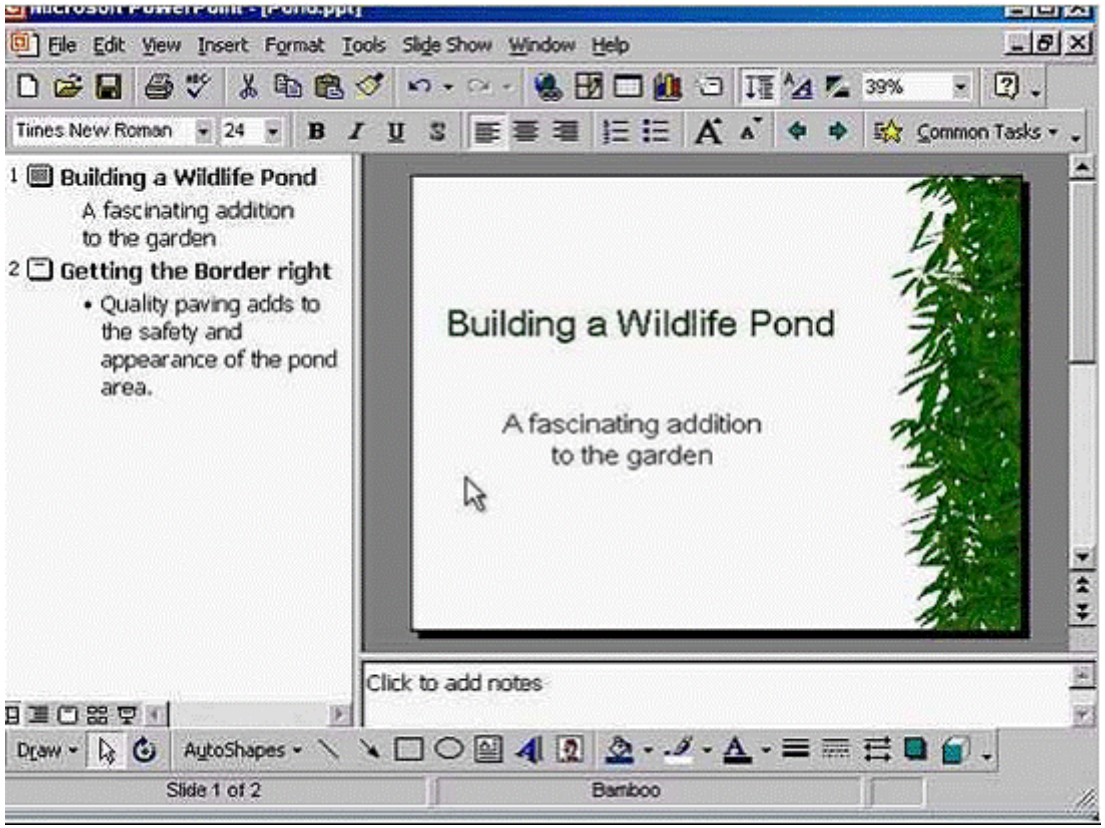
Answer:

A

Question 4

Question Type: **MultipleChoice**

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



Options:

A- Insert -> picture -> clip art -> animals -> select frog -> insert

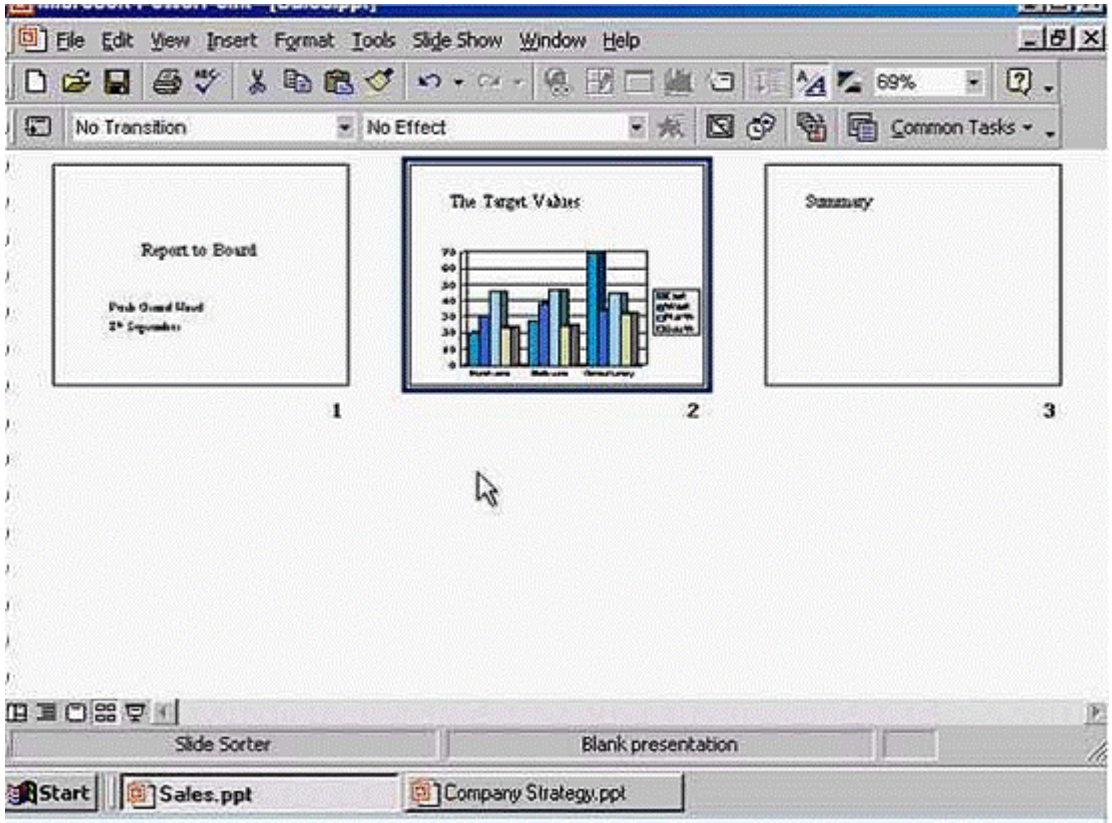
Answer:

A

Question 5

Question Type: MultipleChoice

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



Options:

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

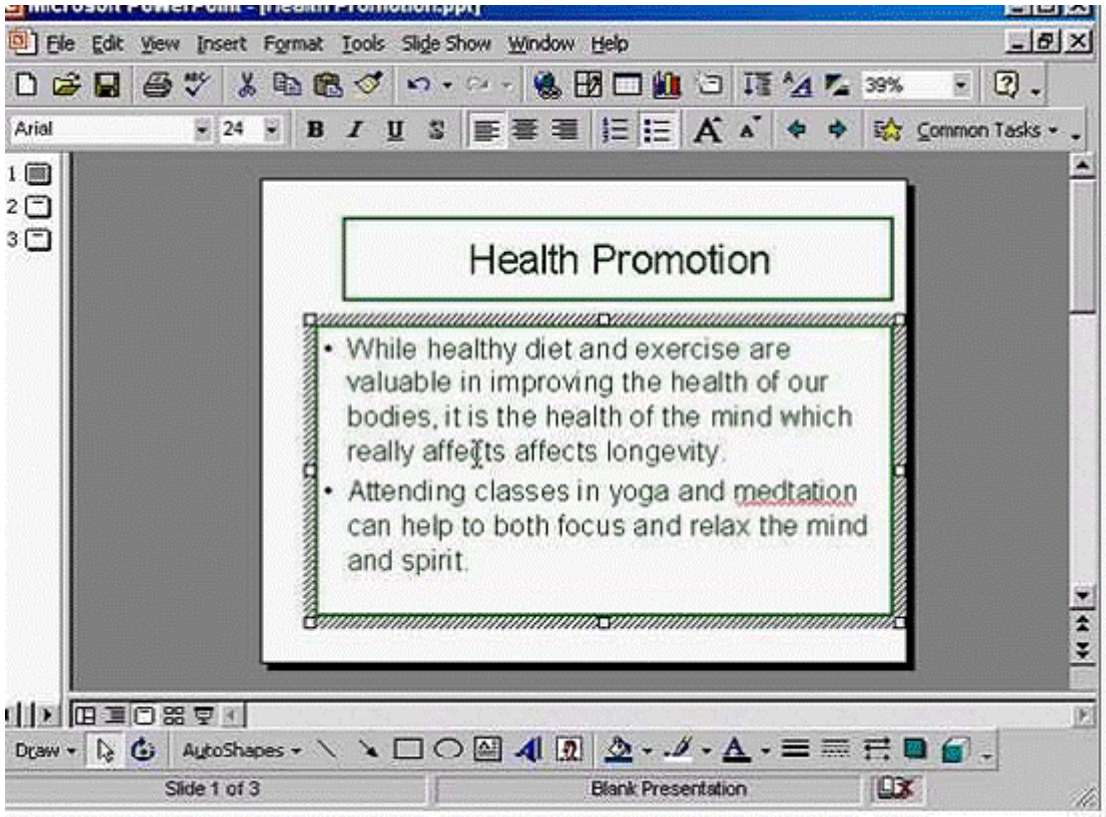
Answer:

A

Question 6

Question Type: **MultipleChoice**

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.

Options:

A- Right click on the word meditation

Answer:

A

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