Free Questions for ICDL-PowerP by certsdeals

Shared by Klein on 15-04-2024

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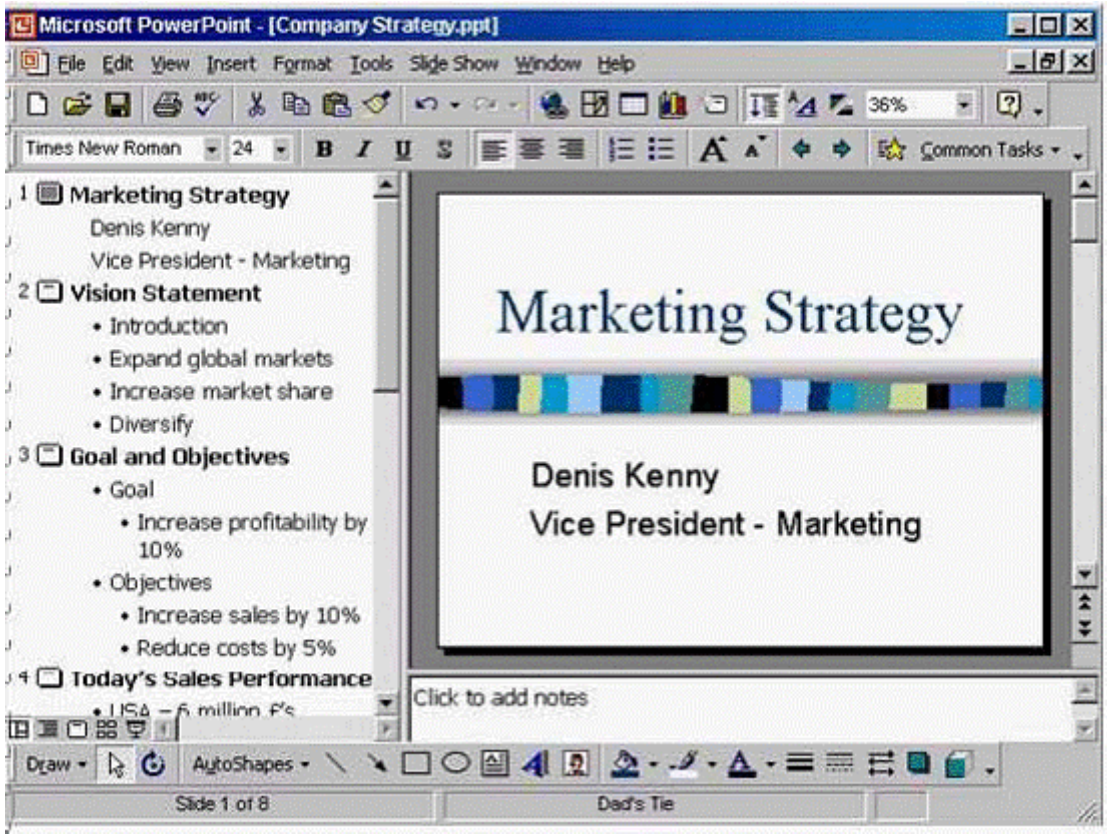
Question 1

Question Type: MultipleChoice

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



Options:

A- Help -> Microsoft PowerPoint help -> type 35 mm slides -> search

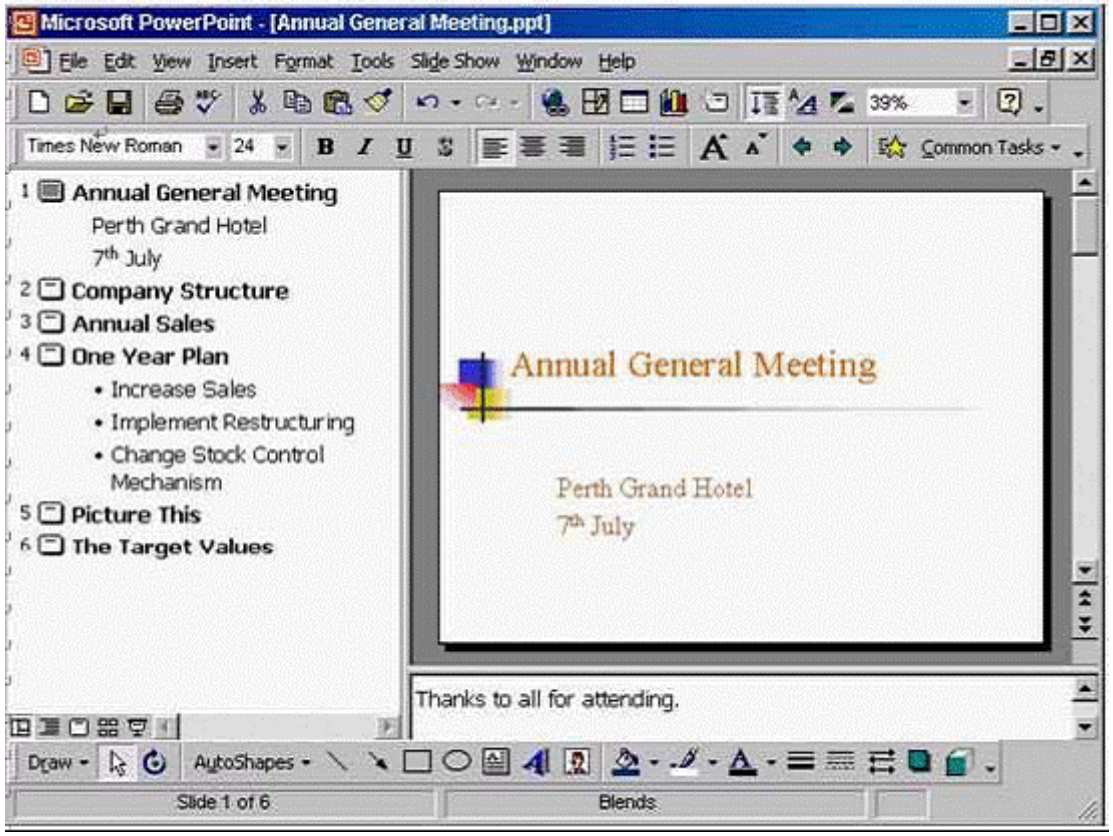
Answer:

A

Question 2

Question Type: **MultipleChoice**

Run this entire presentation as an onscreen slide show.



Options:

A- Slide show -> view show

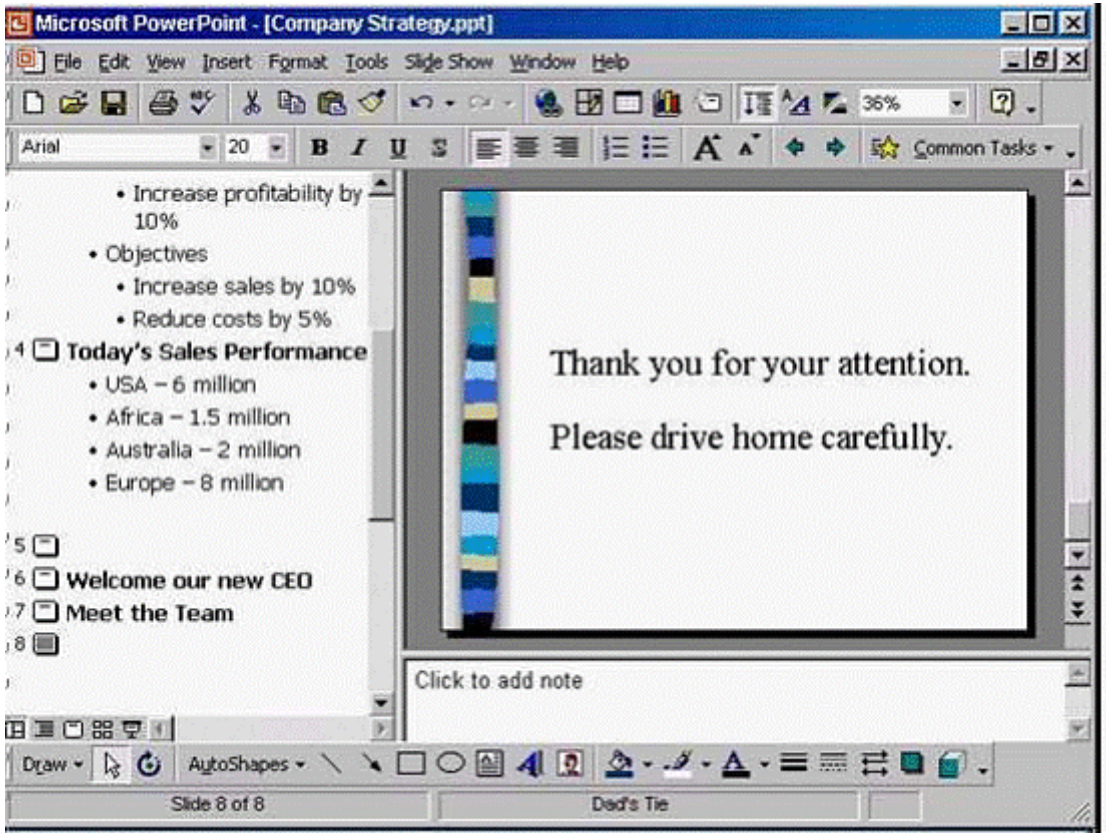
Answer:

A

Question 3

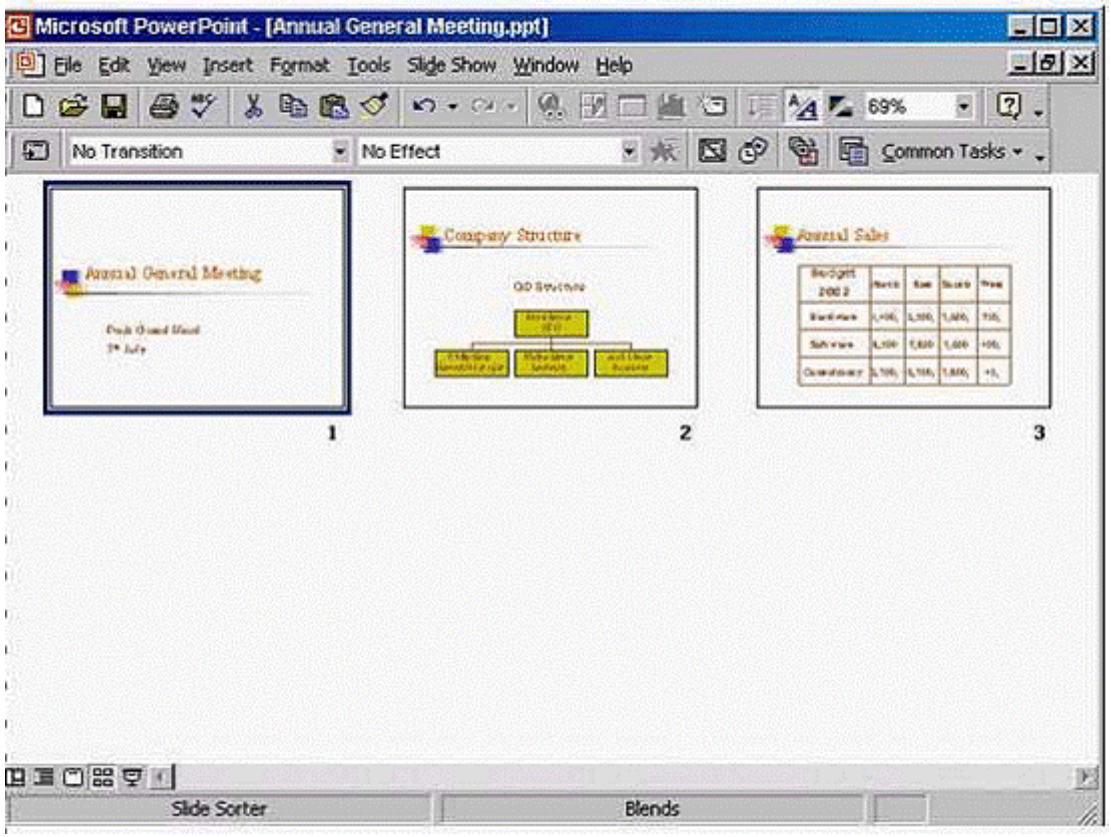
Question Type: MultipleChoice

Add a note to this closing slide saying: Presentation available online. Click anywhere when you have finished.



Options:

A- Click on the click to add note -> type Presentation available online -> click any where



A- Right click on slide number 2 select copy -> right click after slide 3 select paste

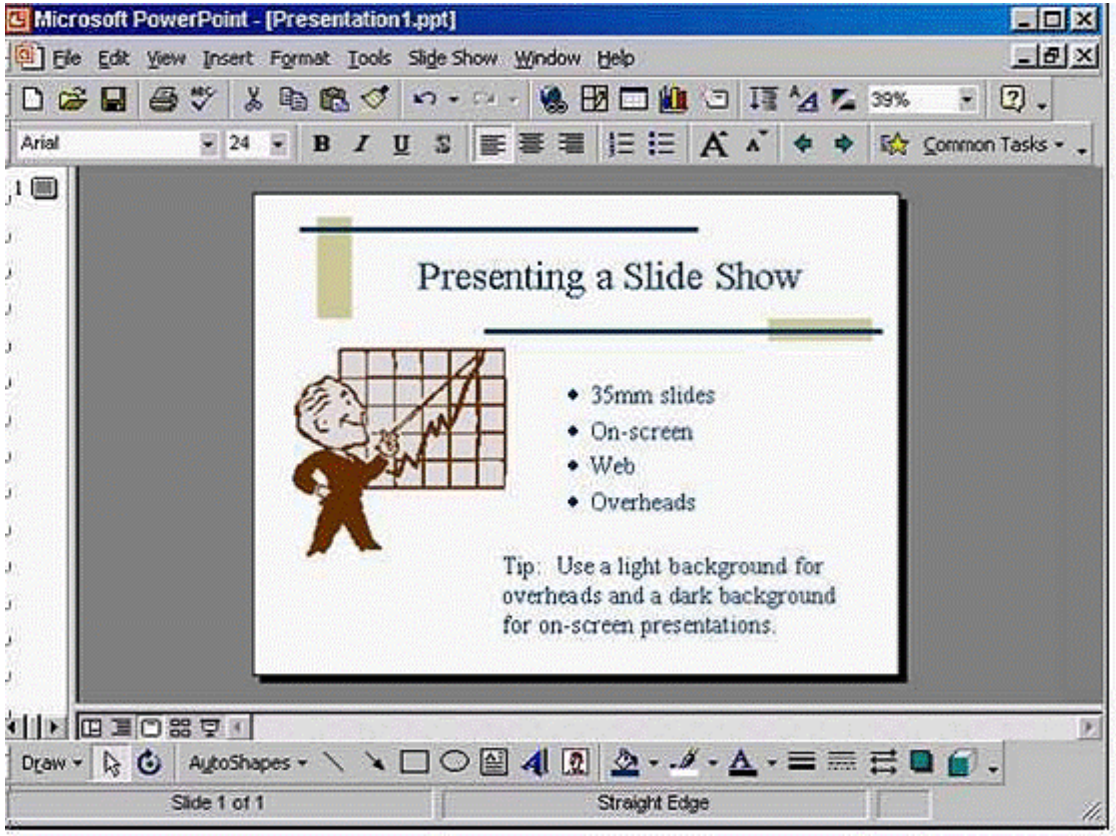
Answer:

A, A

Question 4

Question Type: MultipleChoice

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



Options:

A- File -> page setup -> from the slide size for select A4 paper -> ok

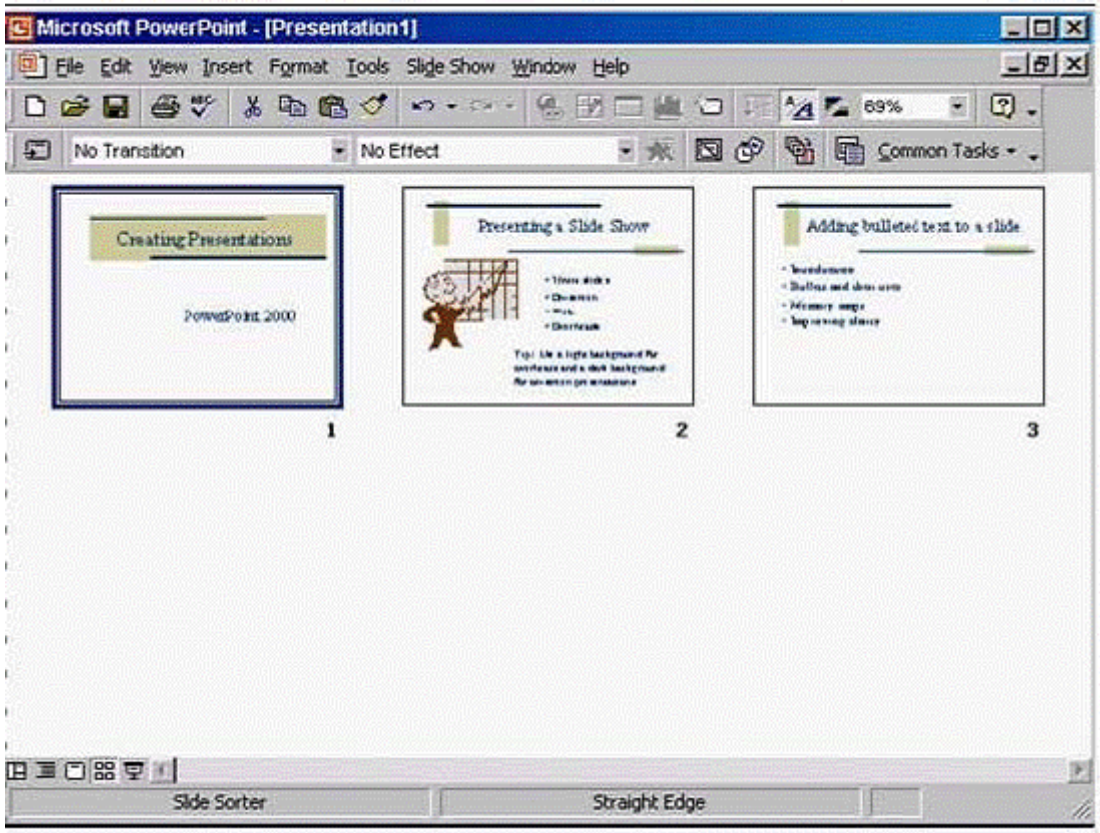
Answer:

A

Question 5

Question Type: **MultipleChoice**

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



Set the speed of transition to medium.

Options:

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

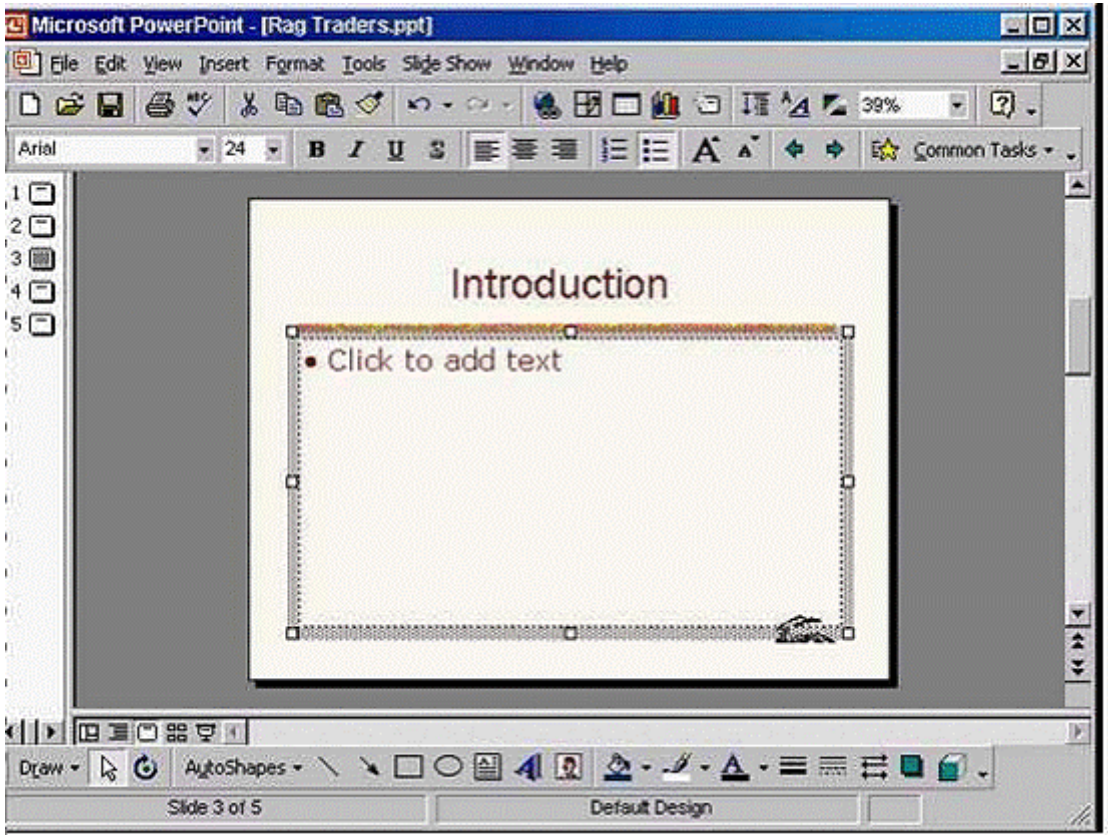
Answer:

A

Question 6

Question Type: **MultipleChoice**

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



Options:

A- Slide show -> preset animation -> select flying

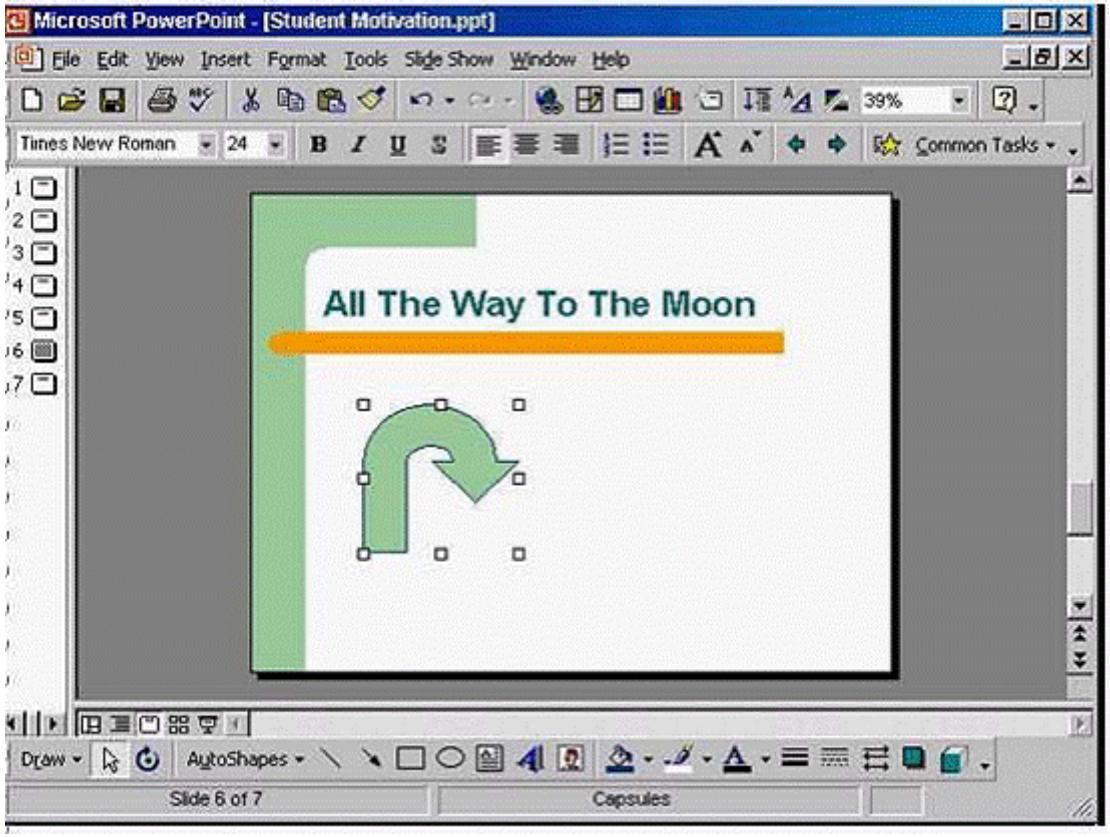
Answer:

A

Question 7

Question Type: MultipleChoice

Duplicate the selected autoshape to slide 7 in this presentation.



Options:

A- Right click on it and select copy -> select slide 7 -> right click and select paste

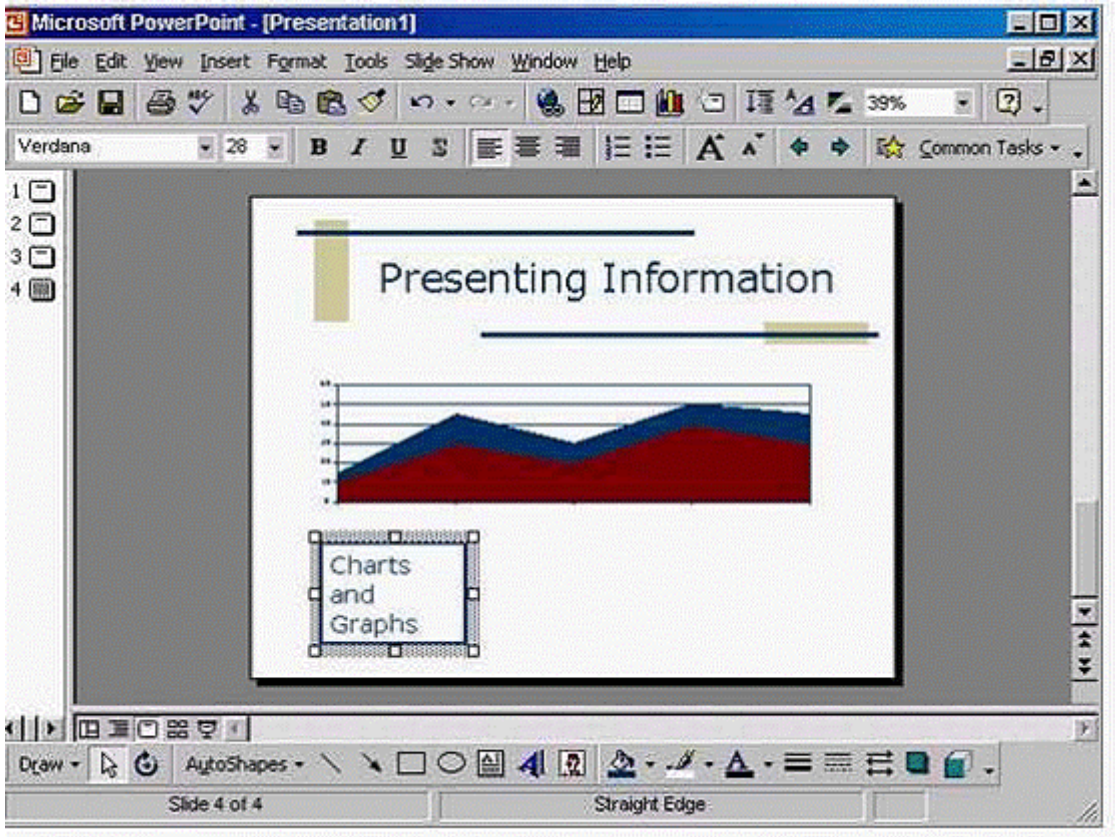
Answer:

A

Question 8

Question Type: MultipleChoice

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



Options:

A- Where would you click to begin to resize this textbox?

Answer:

A

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