



Free Questions for ICDL-PowerP by dumpshq

Shared by Kirby on 29-01-2024

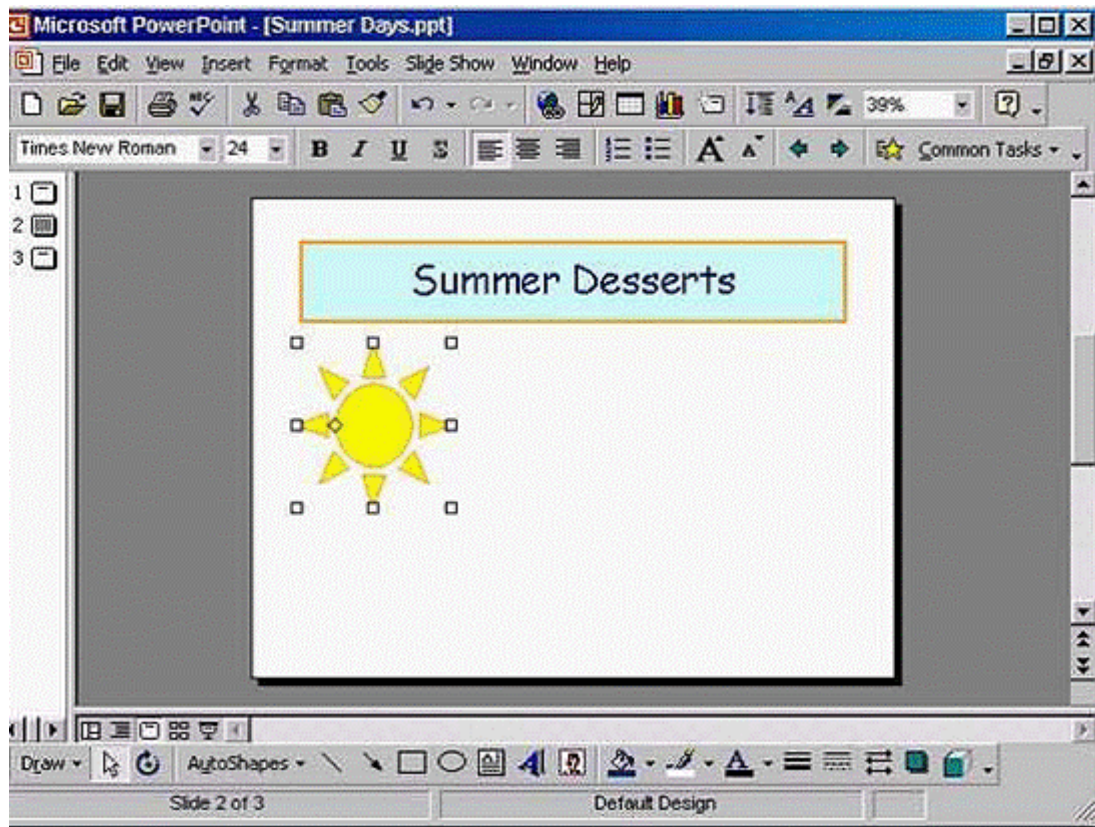
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Question 1

Question Type: MultipleChoice

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



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

Options:

A- Double click on the auto shape -> position tab -> in the horizontally form select center

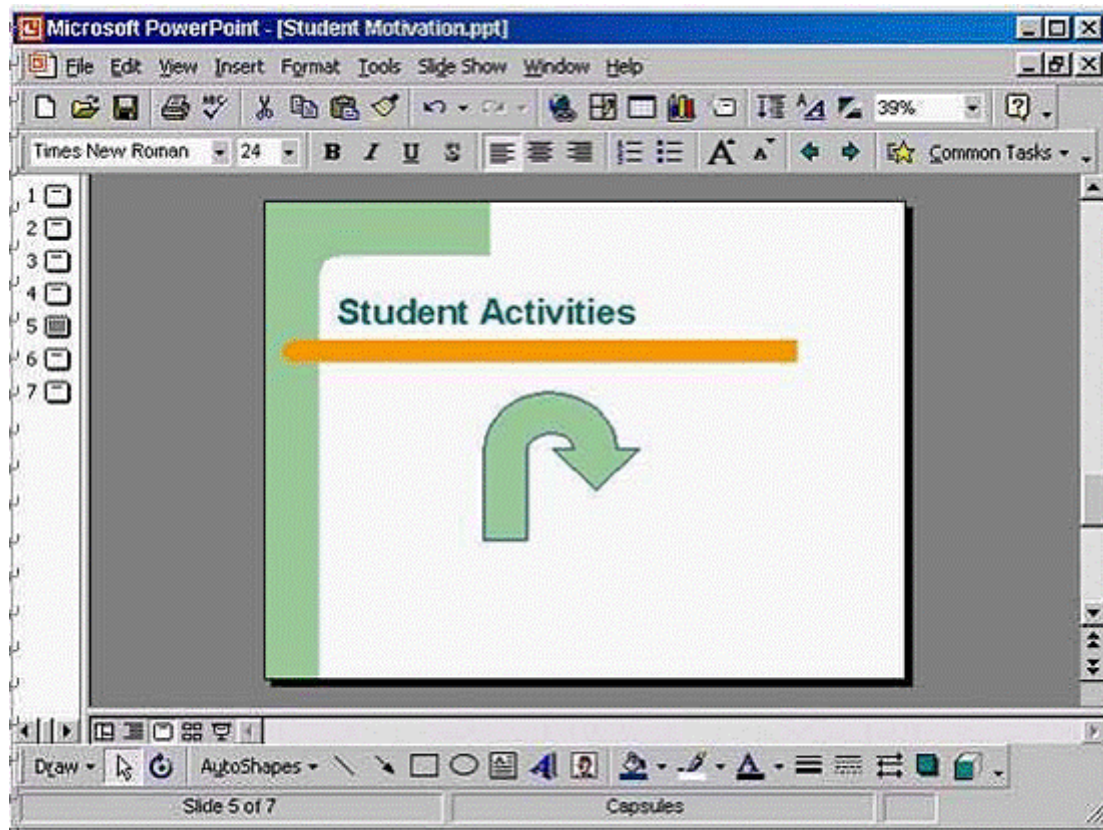
Answer:

A

Question 2

Question Type: MultipleChoice

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.)

Options:

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

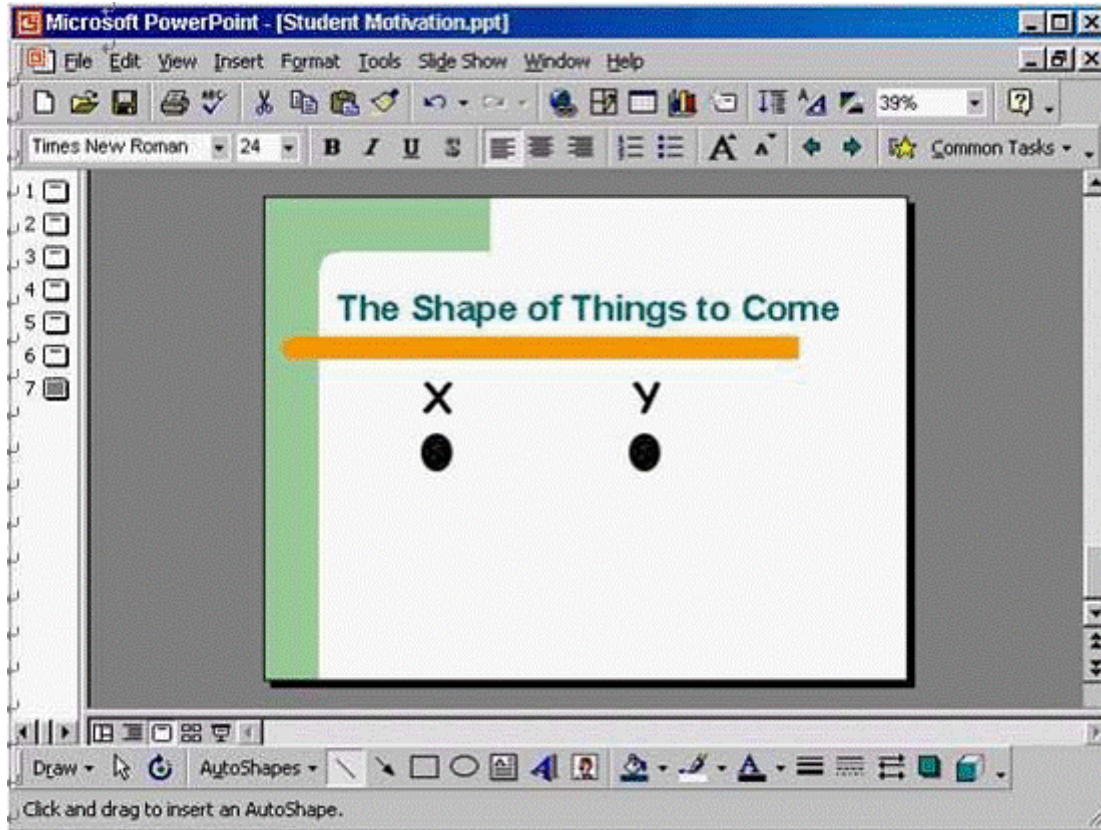
Answer:

A

Question 3

Question Type: MultipleChoice

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



Options:

A- Click on the line tool from the drawing toolbar -> draw the line from x to y

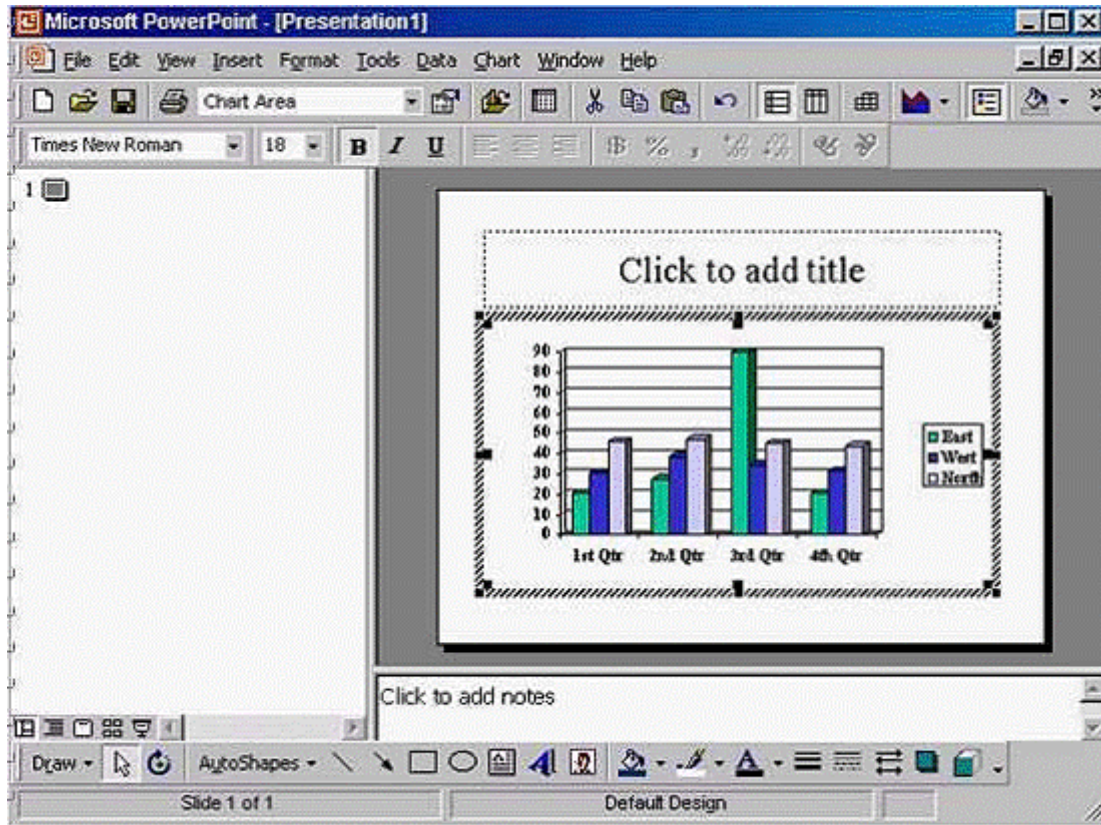
Answer:

A

Question 4

Question Type: MultipleChoice

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



Options:

A- From the chart objects drop down list select series west -> from the fill color tool in the standard tool bar select yellow

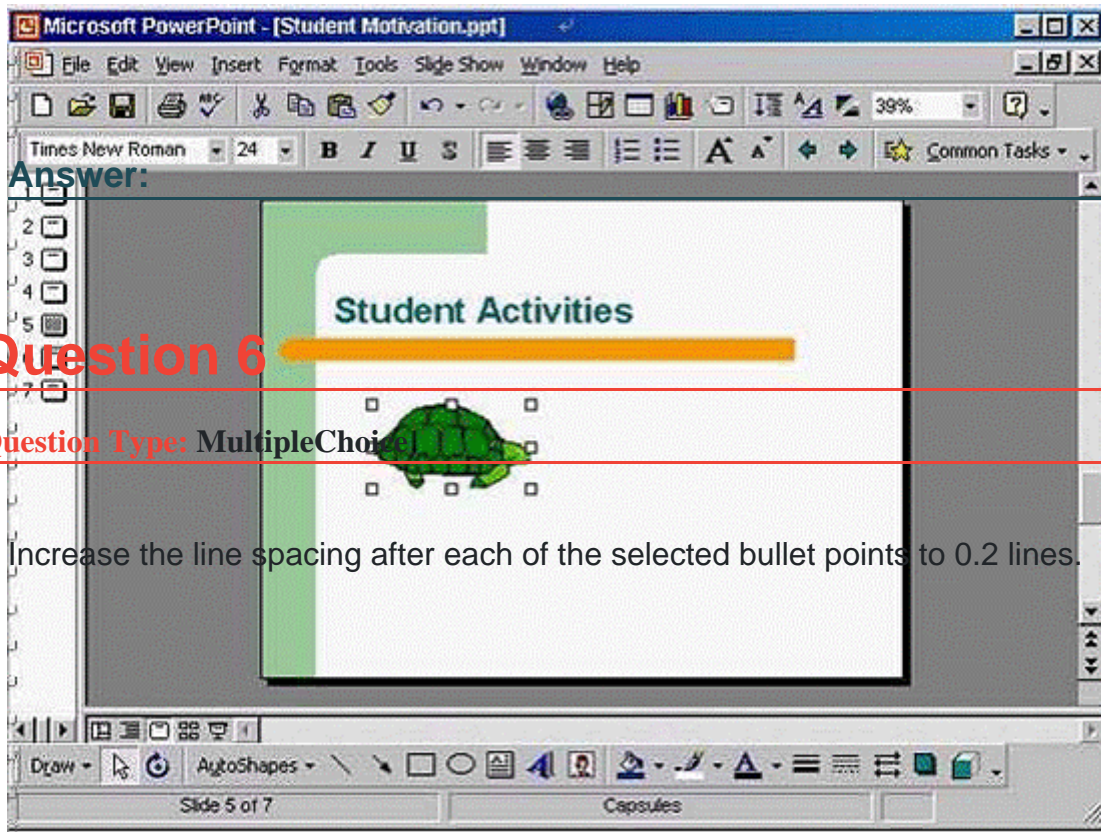
Answer:

A

Question 5

Question Type: Hotspot

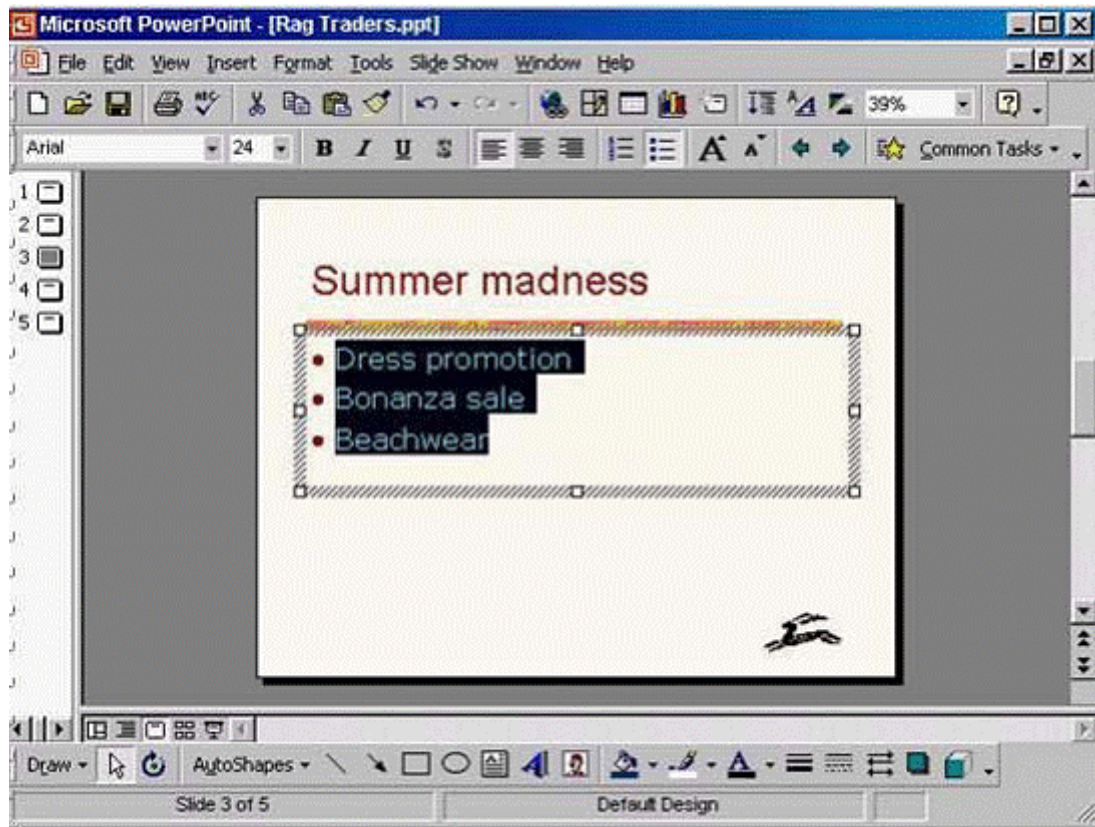
If you wanted to resize this picture while maintaining its original proportions where would you click begin?



Question 6

Question Type: Multiple Choice

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



Options:

A- Format -> line spacing -> in the after paragraph section select 0.2 -> ok

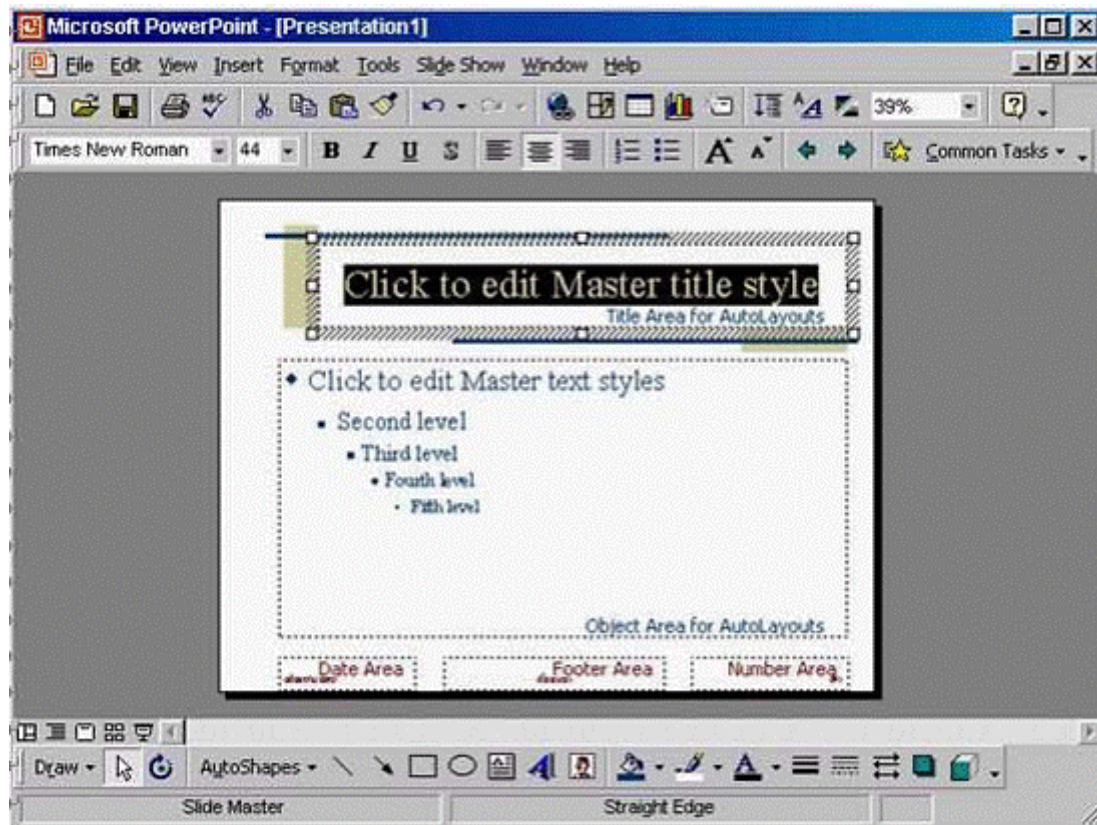
Answer:

A

Question 7

Question Type: MultipleChoice

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



Options:

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

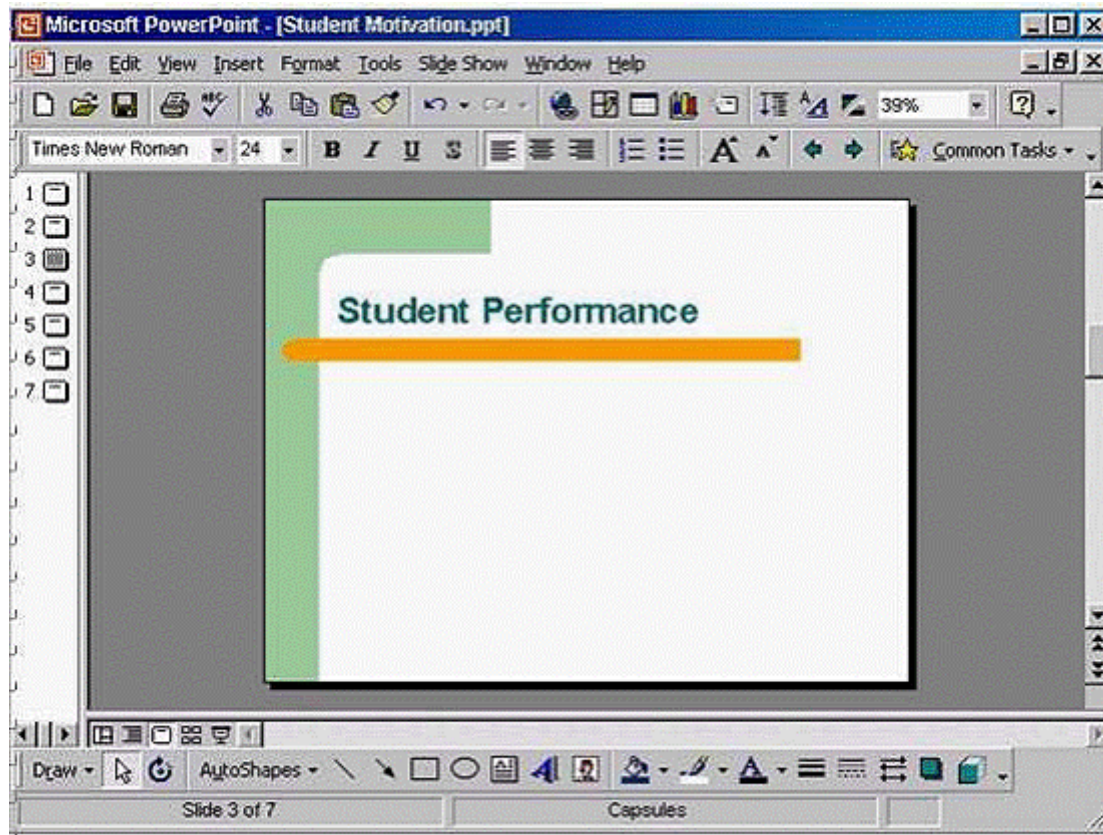
Answer:

A

Question 8

Question Type: MultipleChoice

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



Options:

A- View -> header and footer -> in the fixed box type 04/05/03 -> apply all

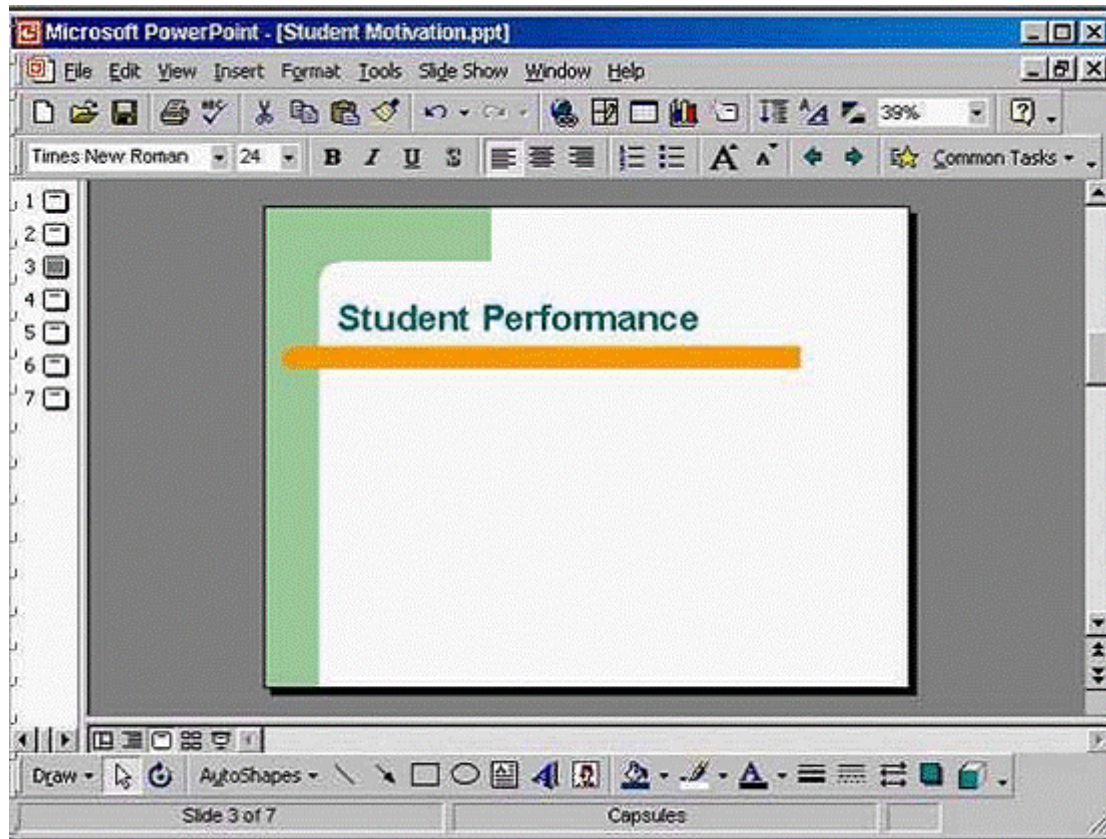
Answer:

A

Question 9

Question Type: MultipleChoice

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



Options:

A- View -> header and footer -> in the footer box type Draft -> apply

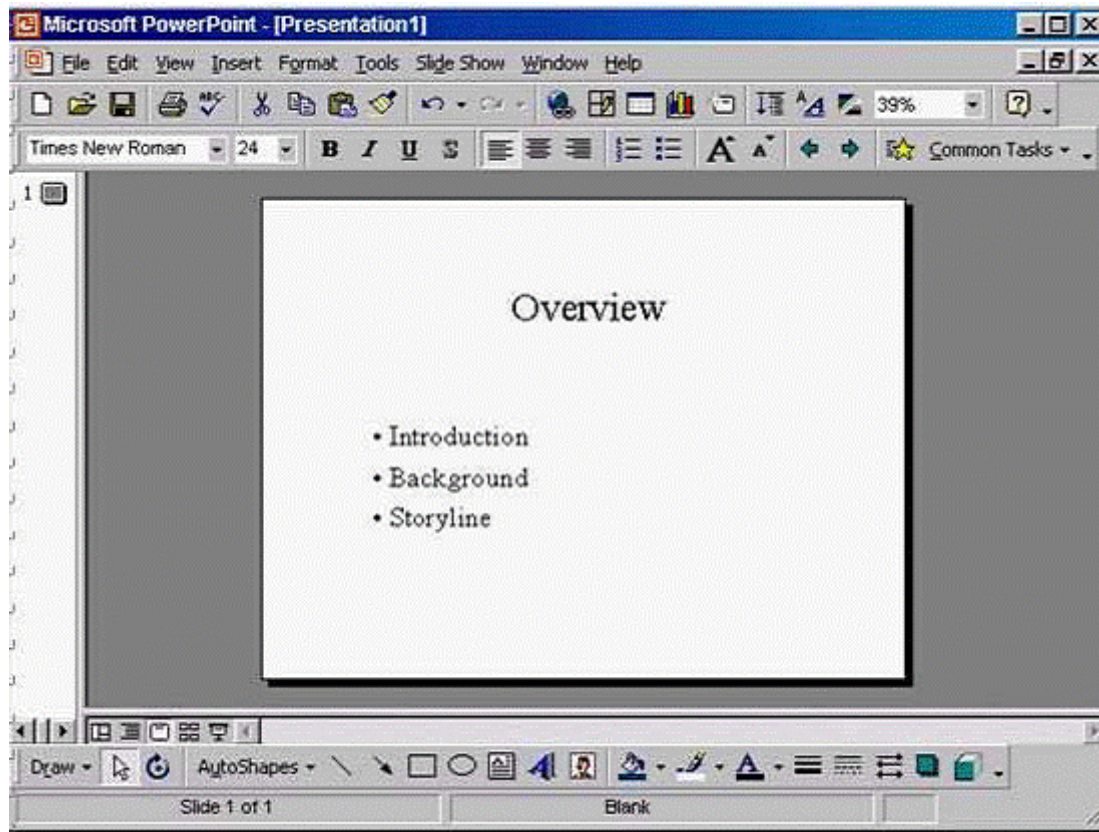
Answer:

A

Question 10

Question Type: MultipleChoice

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



Options:

A- Format -> slide layout -> select 2 columns text -> reapply

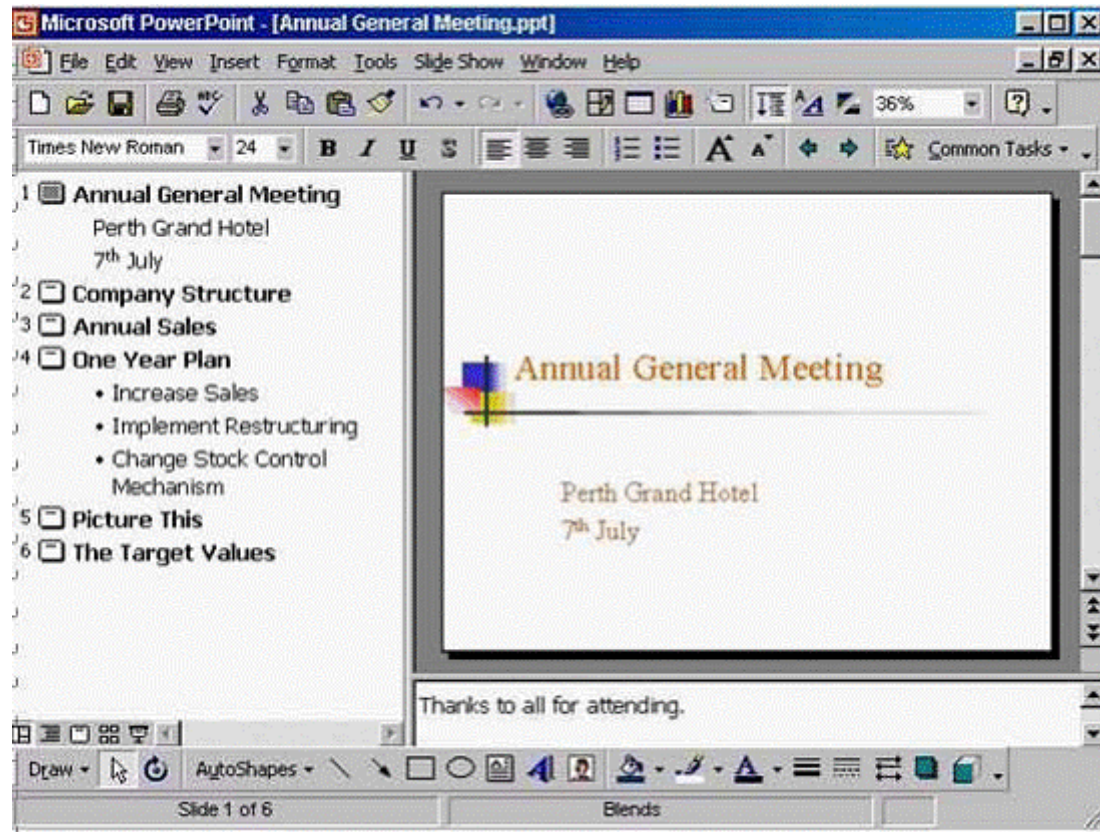
Answer:

A

Question 11

Question Type: MultipleChoice

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



Options:

A- View -> notes page

Answer:

A

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