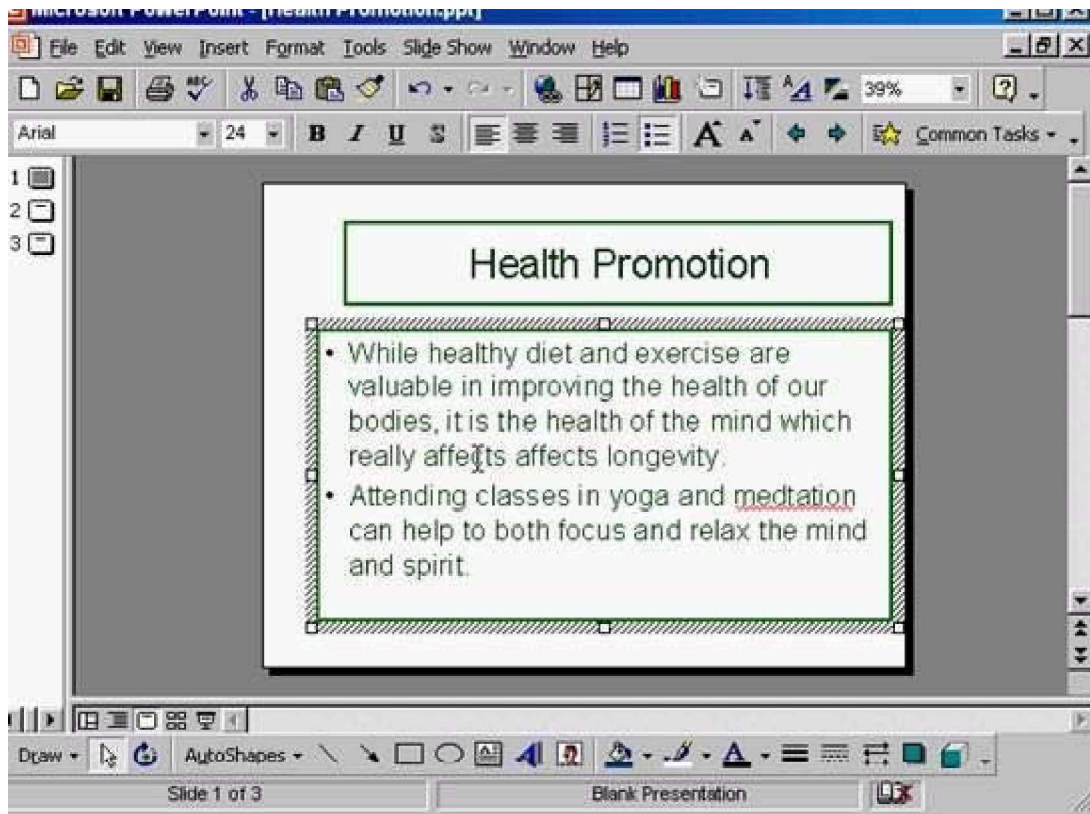**PASS** ✓

ICDL

ICDL-Powerpoint

The ICDL L4 PowerPoint

QUESTION: 59

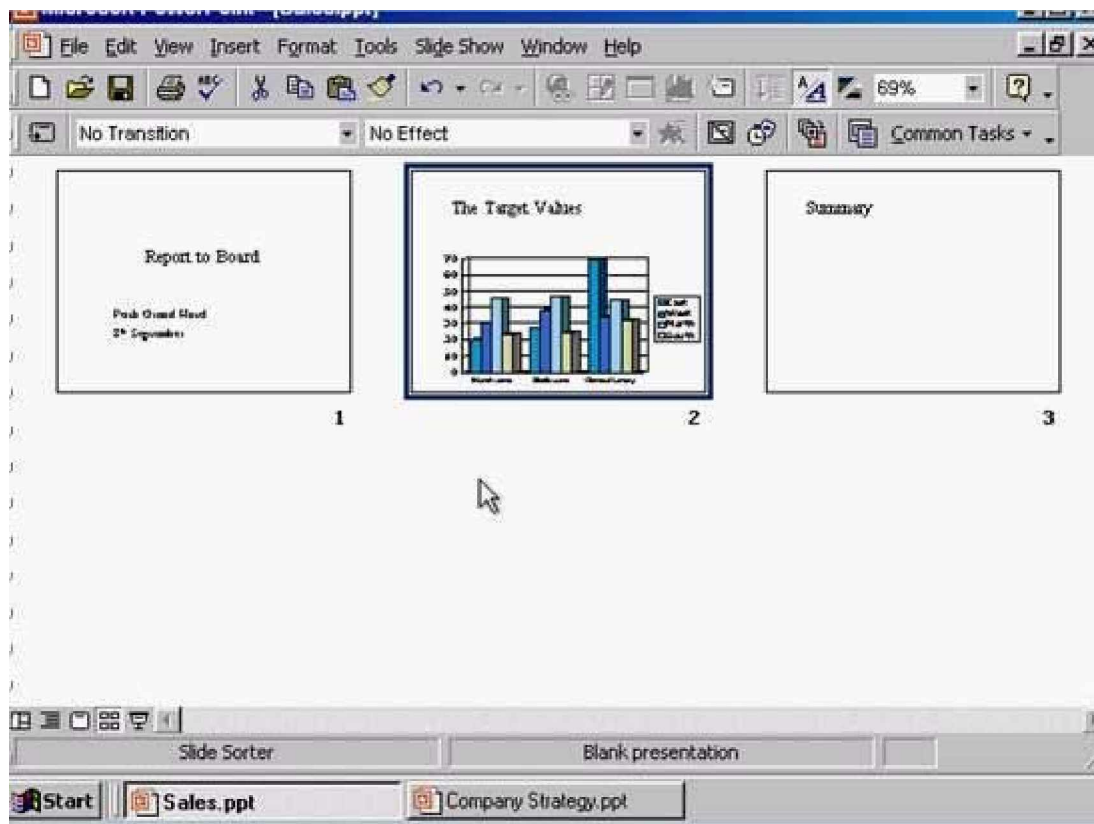PowerPoint has detected a spelling error on this slide.

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

Answer: Right click on the word meditation
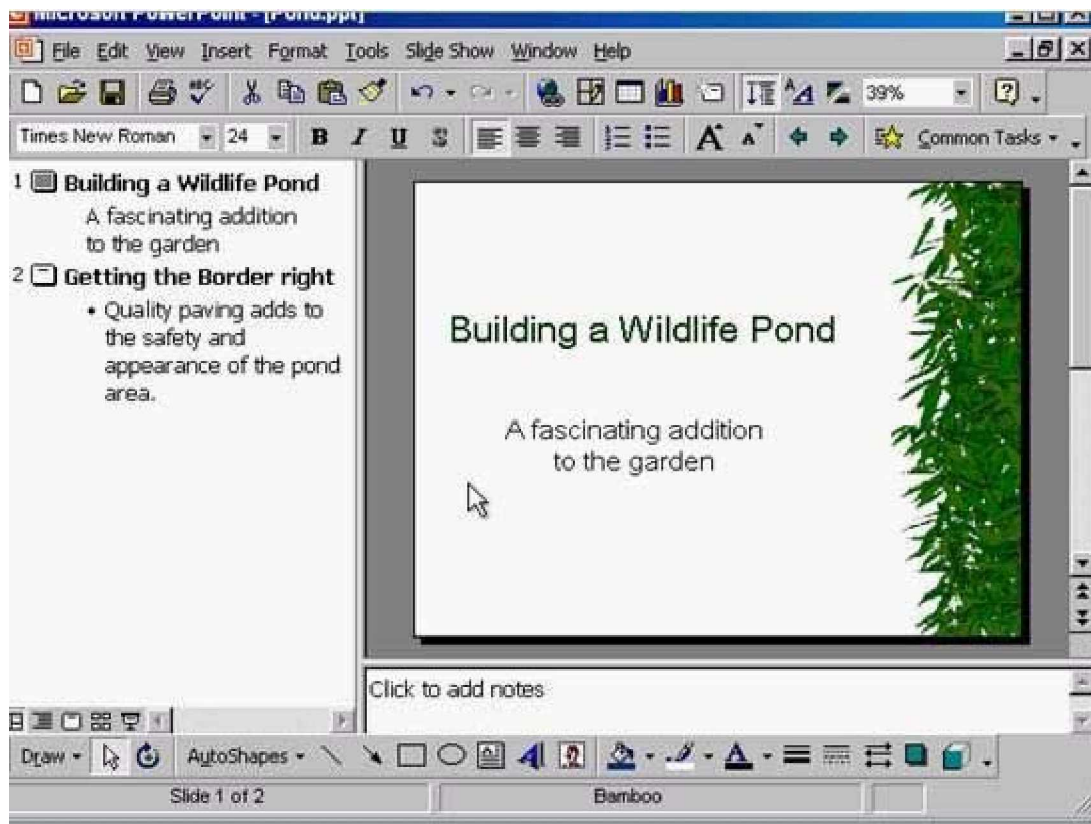
QUESTION: 60

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

Answer: Right click on slide 2 -> select copy -> Select Company Strategy from the taskbar -> right click after slide 1 and select paste
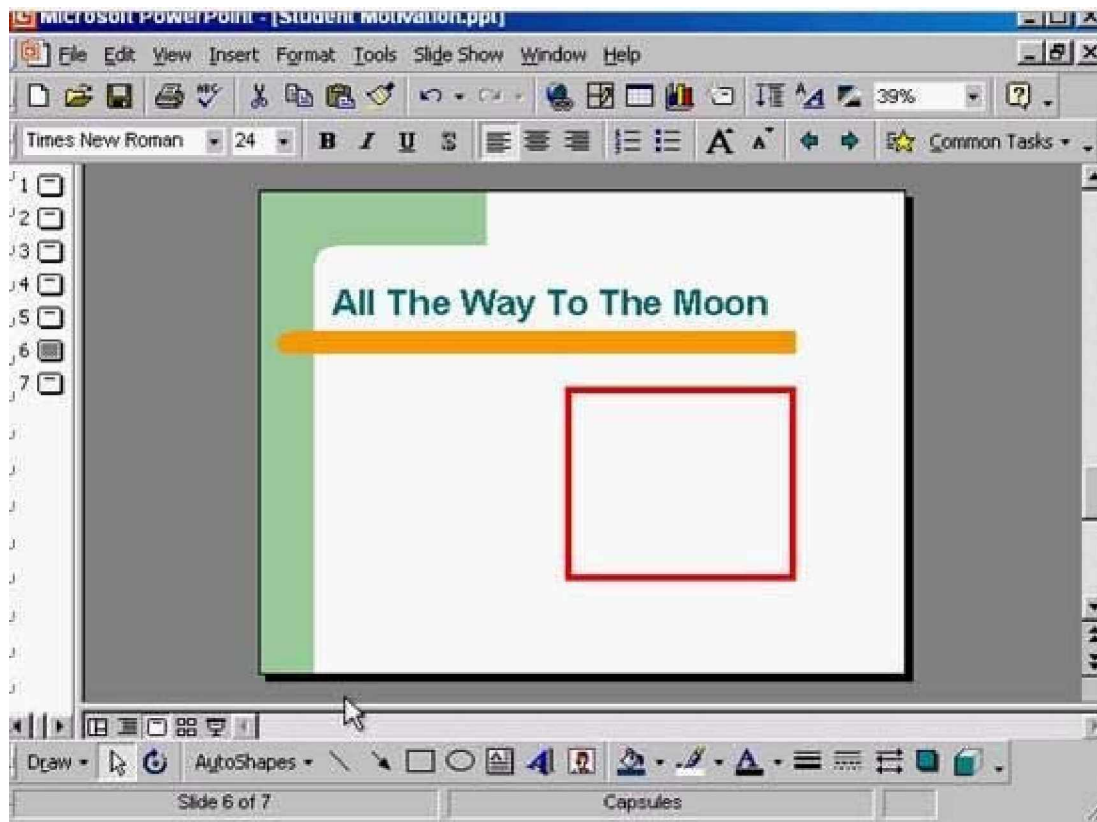
QUESTION: 61

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

Answer: Insert -> picture -> clip art -> animals -> select frog -> insert

QUESTION: 62
Insert a text box within the red square.

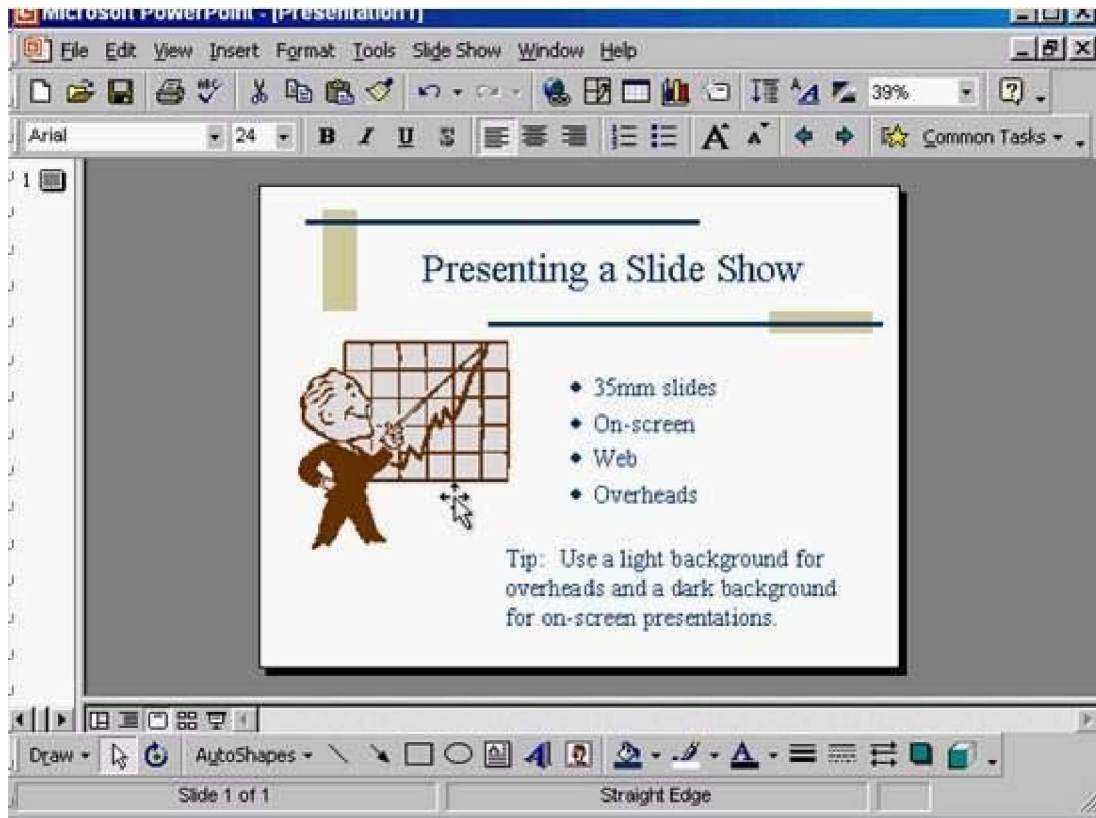**Answer:** Select text box tool from the drawing toolbar -> put the cursor in the red square and draw the text box

QUESTION: 63
Change the output settings for this presentation to those best suited for printing 35mm slides.
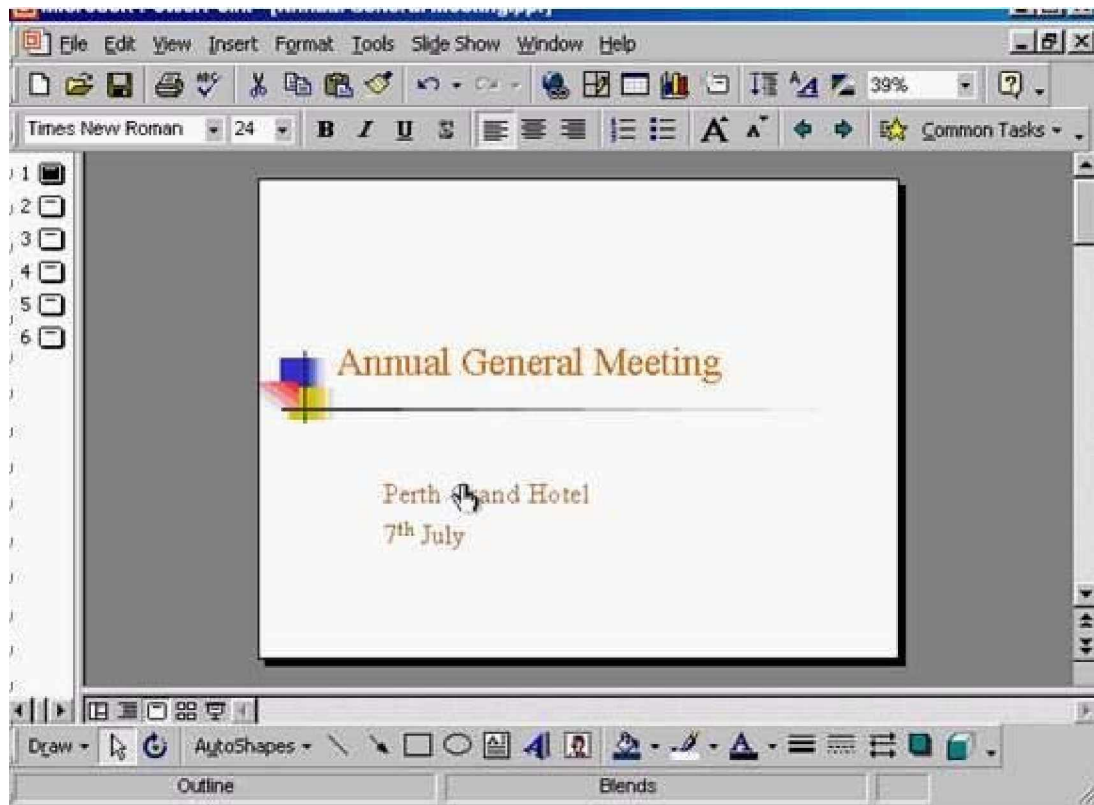
Answer: File -> page setup -> in the slides sized for from the drop down list select 35 mm slides -> ok

QUESTION: 64
Print 3 copies of the outline of this presentation.

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

These questions are for demo purpose only. **Full version** *is up to date and contains actual questions and answers.*

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