

Suggested questions for Module 6 ICDL exam

1. Save a presentation to a location on a drive under a another name

- 1) Click the **office button**
- 2) **Save as**
- 3) In the field **file name** write the name of the presentation
- 4) In the **save in** choose the location

2. Create a new presentation

- 1) Click the **office button**
- 2) Click **new**

3. Choose a different built-in slide layout for a slide

- 1) Select the slide
- 2) In the **home tab, slides group** , click the **layout** command



4. Indent bulleted text/Remove indent

- 1) Select the text
- 2) In the **home tab, paragraph** group, click the **bullets** command

5. Add a new slide with a specific slide layout

In the **home tab, slides group**, click the **new slide** command, choose the specific layout

6. Use available Help functions

Click the **help** button  or press F1

7. Copy slides within presentation/ between presentations

- 1) Right click on the slide, click **copy**
- 2) Go to the destination, right click on the place, and click **paste**.

8. Move slides within presentation/ between presentations

- 1) Right click on the slide, click **cut**
- 2) Go to the destination, right click on the place, and click **paste**

9. show slides, hide slides

Click **slide show** tab, **set up** group, **hide slide** command



10. Delete a slide

- 1) Select the slide
- 2) In the **home tab, slides group**, click the **Delete** command

11. Insert/Remove a graphical object into a master slide

Click **view** tab, **presentation views** group, **slide master** command

12. Apply an available design theme to a presentation

Click the **design** tab, **themes** group



13. Use magnification /zoom tools

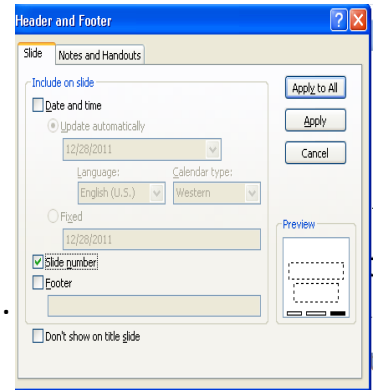
Click the **view** tab, **Zoom** group

14. Apply automatic slide numbering, dates into footer

Click **Insert** tab, **Header & Footer** group

This window will open to you

Check in front of slide number & click **Apply** to apply numbering only in one slide or **Apply to all** to apply numbering to the whole slides.



15. Change between presentation view modes

Click **view** tab, **presentation views** group, select the appropriate view.

16. Apply different colors to text

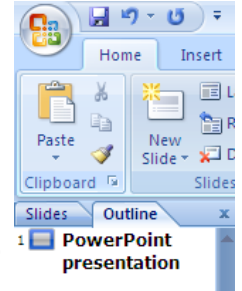
Select the text, go to **home** tab, **font** group, and **font color** command

17. Enter text into outline view

Select the **outline pane**, go to the appropriate slide and start writing

18. Align text: left, center, right in a text frame

Select the text, go to **home** tab, **paragraph** group, **Alignment** commands



19. Apply text formatting: bold, italic, underline, shadow

Select the text, go to **home** tab, **Font** group.

20. Switch between the different standard bullet, number styles

Home tab, **Paragraph** group

21. Apply case changes to text

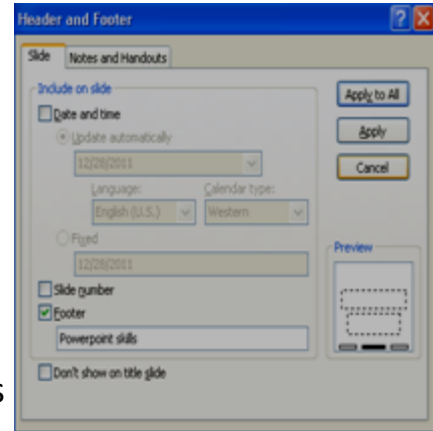
Select the text, go to **home** tab, **Font** group, **Change Case** command.

22. Delete text

Select the text, click on the Delete key from the keyboard

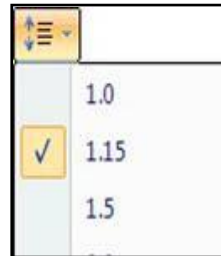
23. Enter text into footer of specific slides, all slide

- 1) Click **Insert** tab, **Header & Footer** group
- 2) This window will open to you, Check in front of **Footer**
- 3) **Write the text**
- 4) Click **Apply** for a specific slide & **Apply to all** for all slides



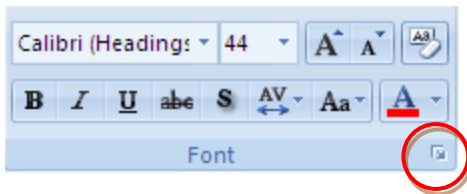
24. Adjust line spacing

- 1) In the **home** tab, **paragraph** group,
- 2) click the Line Spacing command



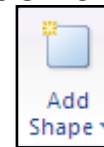
25. Change text formatting

Click on **Home** tab, **Font** group, click on the **small arrow** in the right corner



26. Add, remove co-workers, sub-ordinates in an organization chart

Right click on the shape, select **Add shape**



27. Create an organization chart with labeled hierarchy

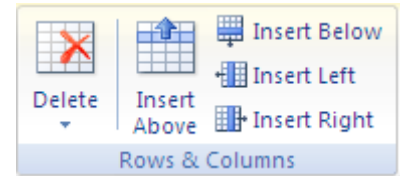
- 1) Click **insert** tab, **illustrations** group, **smart art** command
- 2) Choose **hierarchy** option

28. Change the hierarchical structure of an organization chart

- 1) Select the chart
- 2) Click **design** tab
- 3) **Layout** group
- 4) Choose the structure wanted

29. Insert, delete rows and columns to a table

Select the table, **Layout** tab, **Rows and Columns** group



30. Enter, edit text in a table slide

Select the appropriate **cell** and write the text

31. Modify row height

Move the cursor over the border between the rows.

Click and drag down or up to increase or decrease the height.

32. Modify column width

Move the cursor over the border between the columns.

Click and drag right or left to increase or decrease the width.

33. Add, remove, edit a chart title

- 1) Select the chart
- 2) Click **layout** tab
- 3) Click **labels** group
- 4) Click **chart title** command

34. Change the column, bar, line, pie slice colors in the chart

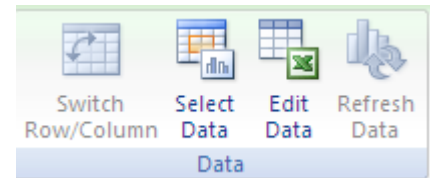
- 1) Select the chart
- 2) Click **Design** tab
- 3) Click **chart styles** group

35. Add data labels to a chart

- 1) Select the chart
- 2) Click **layout** tab, **labels** group, **data labels** command

36. Input data to create different built in charts

Select the chart, **Design** tab, **Data** group, **Edit Data** command



37.Change the chart type

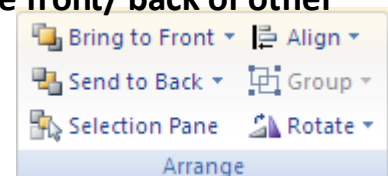
- 1) Select the chart
- 2) Click **Design** tab
- 3) Click **Type** group
- 4) Click **change chart type** command

38.Change arrow start style, arrow finish style

- 1) Select the arrow
- 2) Go to **format** tab, **shape styles** group
- 3) Select **shape outline** command, then **arrow** option

39.Bring a drawn object one level forward/ backward, to the front/ back of other drawn object

Select the **object**, **Format** tab, **Arrange** group



40.Copy, move graphical objects, charts within / between presentations

- 1) Select the object or the chart
- 2) Right click on it
- 3) Choose **copy** or **cut**
- 4) Go to the place you want to paste it on, right click on it and choose **paste**

41.Insert a graphical object into a slide

Click the **insert** tab, **illustrations** group

42.Enter text into a text box, block arrow, rectangle, square, oval, circle

- 1) Right click on the shape
- 2) Choose add text

43.Rotate, flip a graphical object

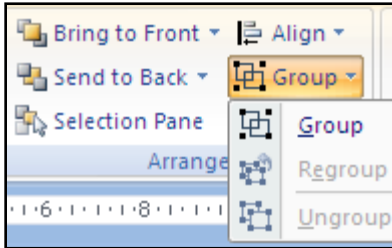
- 1) Select the object
- 2) Go to **format** tab, **arrange** group, **rotate** command



44.Group, ungroup drawn objects in a slide

Select the first object, hold down the <**Shift**> key and click on the others in turn

Click on the **Format** tab, **Arrange** group, **Group** command, **Group** option



45.Add preset animation effects for different slide elements

- 1) Select the element you want to add the animation for it
- 2) Go to **animation** tab, **animations** group, **custom animation** command
- 3) Select **Add effect**, and choose the animation you want

46.Remove preset animation effects from different slide elements

- 1) Select the element you want to remove the animation from
- 2) Go to **animation** tab, **animations** group, **custom animation** command
- 3) Select the animation
- 4) Right click on the animation and choose **remove**

47.Navigate to next slide, previous slide, specified slide during a slide show

During the slide show, right click, select **(Next)** for the next slide, **(previous)** for the previous slide, **(Go to slide)** and choose the slide number for a specific slide

48.Add transition effects between slides

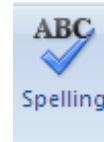
- 1) Select the slide
- 2) Go to **transition** tab, **Transition to this slide** group, then choose the transition

49.Remove transition effects from between slides

- 1) Select the slide
- 2) Go to **transition** tab, **Transition to this slide** group, then choose **No transition**

50. Spell check a presentation and make changes

Go to **review** tab, **proofing** group, **spelling** command



51. Print entire presentation, specific slides, handouts, notes pages

Click the **office button** and select **Print** or press **<Ctrl P>**

- For printing the whole slides:

Check in front of **All**

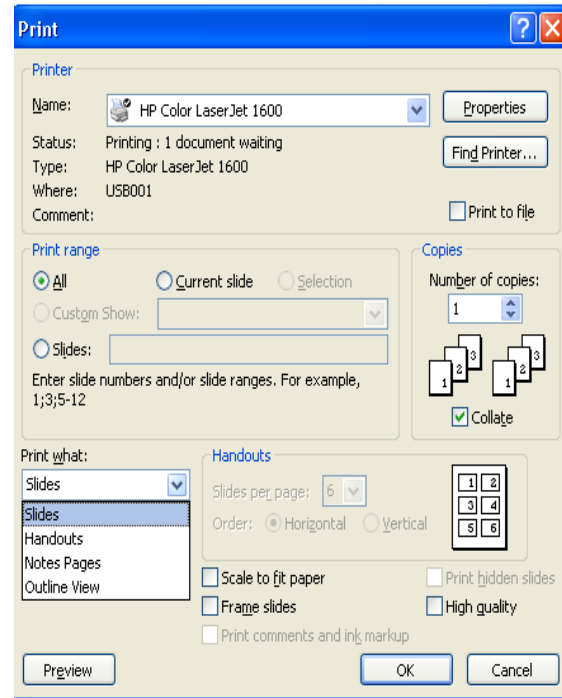
- For printing only the current slide:

Chick in front of **Current slide**

- For printing specific slide:

Click in front of **Slides** and type the number of slides

- In **print what** section, select if you want to print **Slides**, **Handouts**, **Notes pages** or **Outline View**.

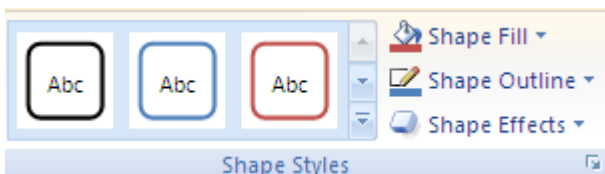


52. Add notes to slides

- 1) In the normal view
- 2) Click to add notes, and write the notes

53. Change drawn object background color, line color, line weight, line style

Select the object, go to **Format** tab, **Shape styles** group



54. Start a slide show from first slide, from current slide

- 1) Select the slide
- 2) Go to **view** tab, **presentation views** group, **slide show** command

55. Change slide orientation

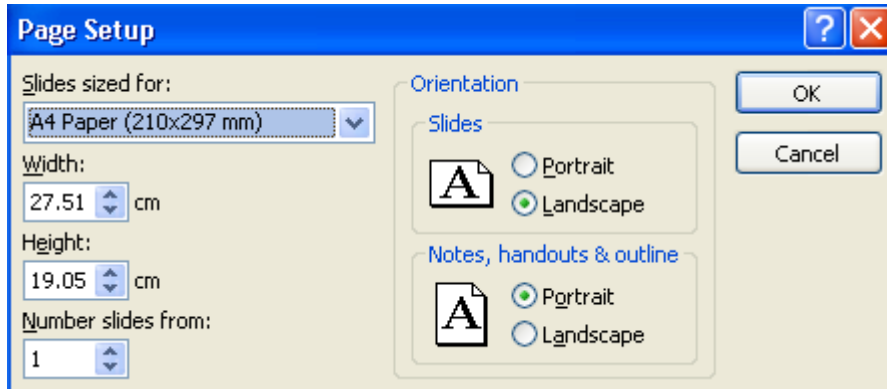
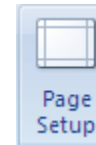
Go to **Design** tab, **Page setup** group, **Slide orientation** command



56. Change slide setup, change paper size

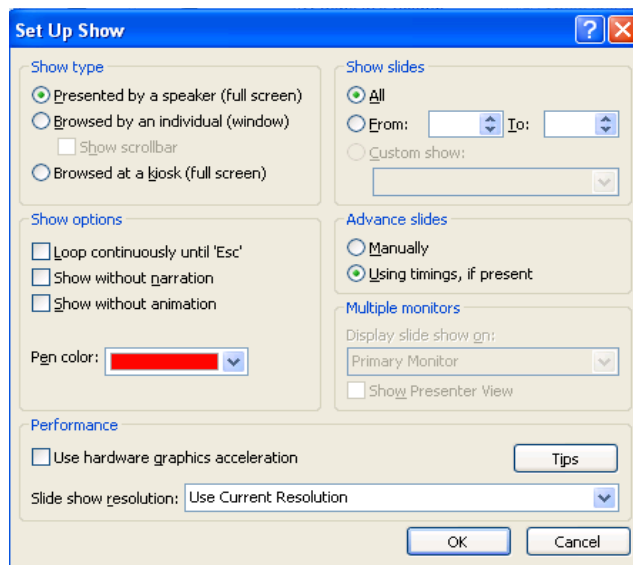
Go to **Design** tab, **Page setup** group, **Page setup** command

This window will open to you



57. Set up the slide show to start from slide number.....

- 1) Click the **slide show** tab, **Set up** group, **Set up slide show** command
- 2) set up slide show dialog box will appear, from **show slides**, select **From** and type the number of the slide you want to start from



58.Add an entrance or exit effect

- 1) Click the **animation** tab, **Animations** group, **Custom animation** command
- 2) Choose **Add effect**, Select **entrance** or **exit**

59.Add a shadow to a text box

- 1) Select the text box
- 2) Go to **Format** tab, **Shape styles** group, **Shape effects** command and select the **shadow effect**

60.Replace a specific text in a slide

- Go to **home** tab, **editing** group, **replace** command
- Or press **CTRL+H**



61. Which corner of the screen displays an icon that allows you to navigate to slides during a slide show

- 1) Bottom right
- 2) Top left
- 3) Bottom left**
- 4) Top right

62. Which on of the following views is commonly used to edit & design slides in a presentation

- 1) Slide master view
- 2) Slide sorter view
- 3) Normal view**
- 4) Outline view

Good luck

