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# ICDL-Powerpoint

## ICDL

*The ICDL L4 PowerPoint exam*

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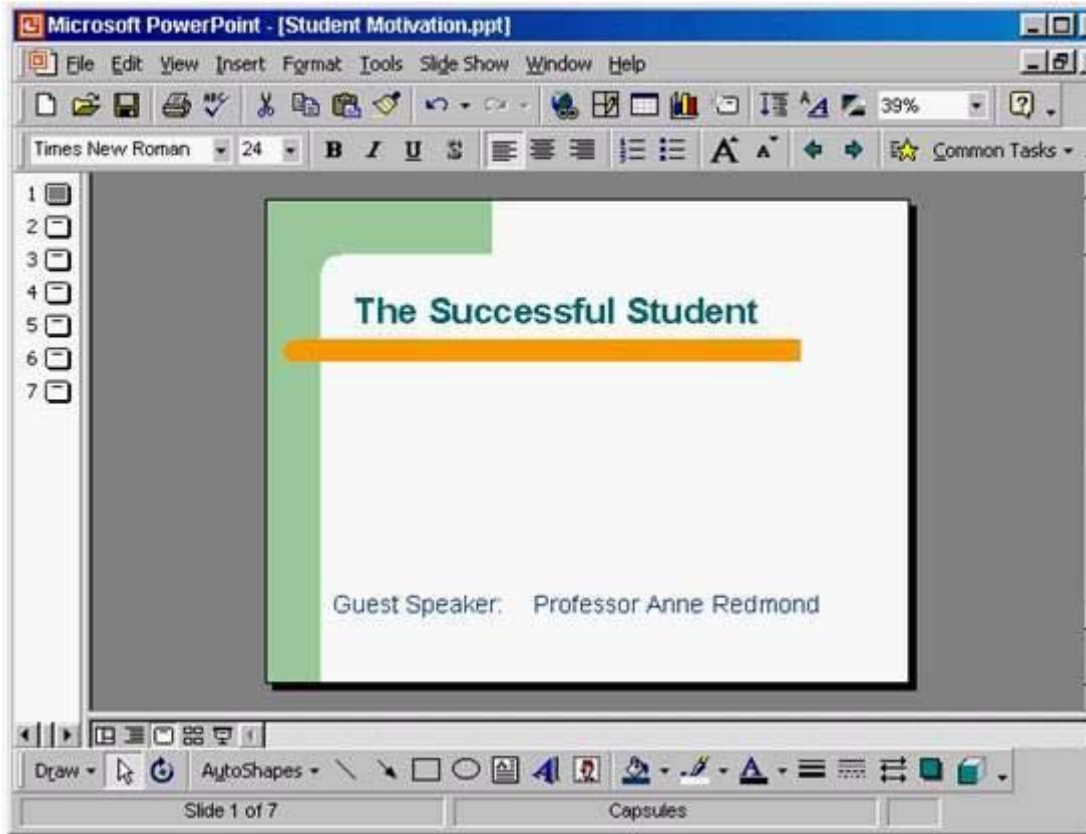
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**Question: 1**

Open the presentation named Training.ppt, which is in the My Documents folder.

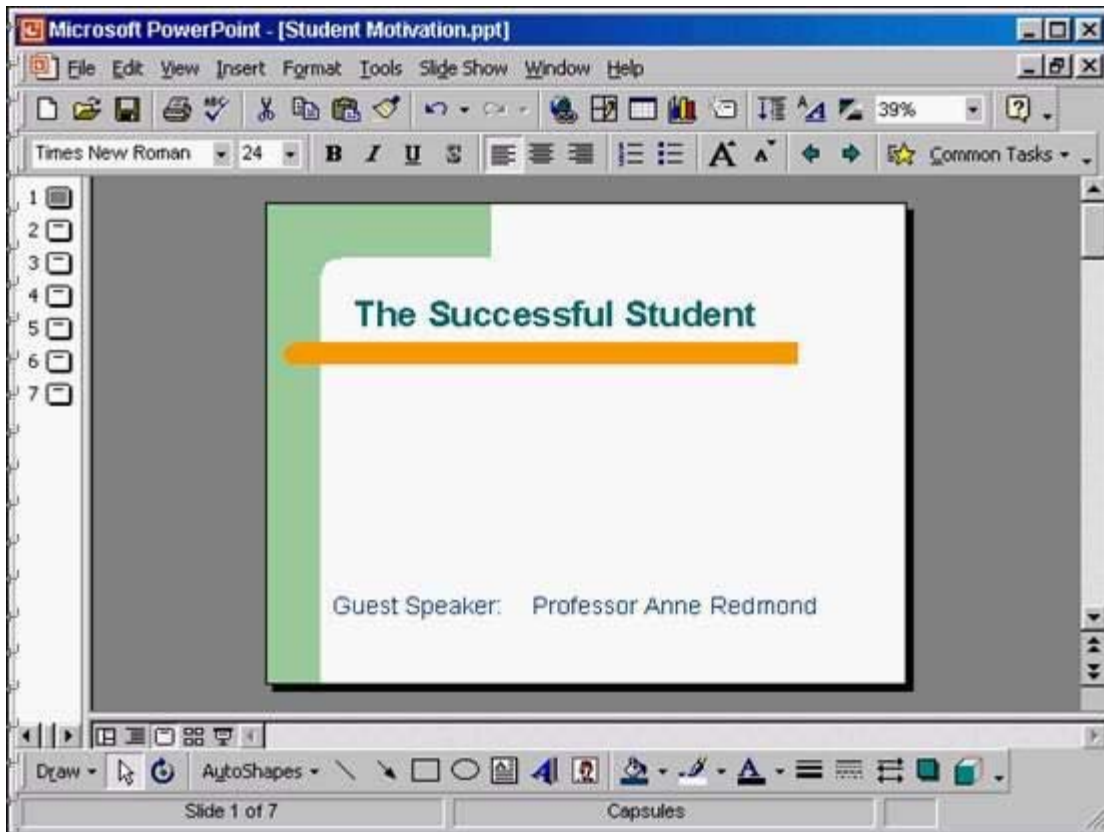


A. Click on open tool ->click on my documents -> select Training.ppt ->open

**Answer: A**

**Question: 2**

Create a new blank presentation.

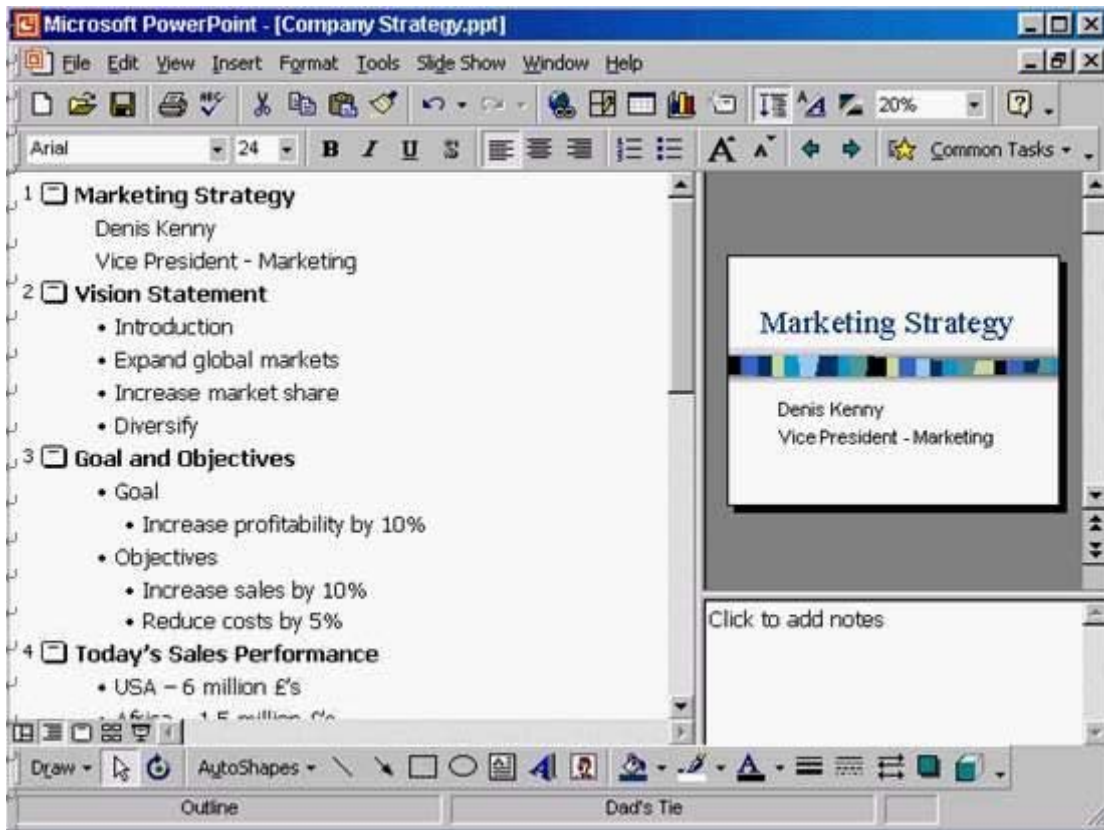


A. Click on the new tool from the standard toolbar

**Answer: A**

**Question: 3**

Save the Company Strategy presentation as an Outline/RTF file.



You don't need to change the file location.

A. File -> save as -> use the drop down list in the save as type box and select outline/RTF-> save

**Answer: A**

**Question: 4**

Change the default user name for this application to Lee Smith.



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