Free Questions for ICDL-PowerP by dumpssheet

Shared by Mosley on 24-05-2024

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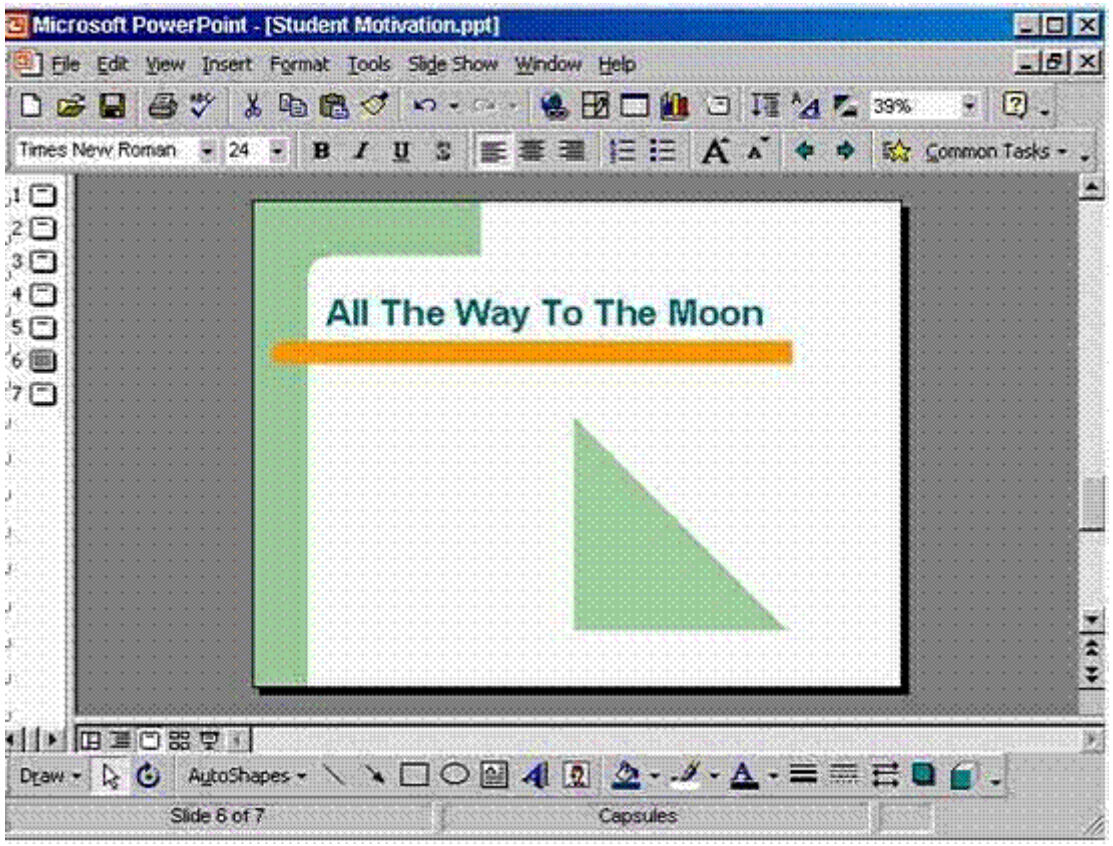
Question 1

Question Type: MultipleChoice

Add any shadow of your choice to the green triangle on this slide.



Options:

A- Select the triangle -> select the shadow tool from the drawing toolbar -> select any shadow

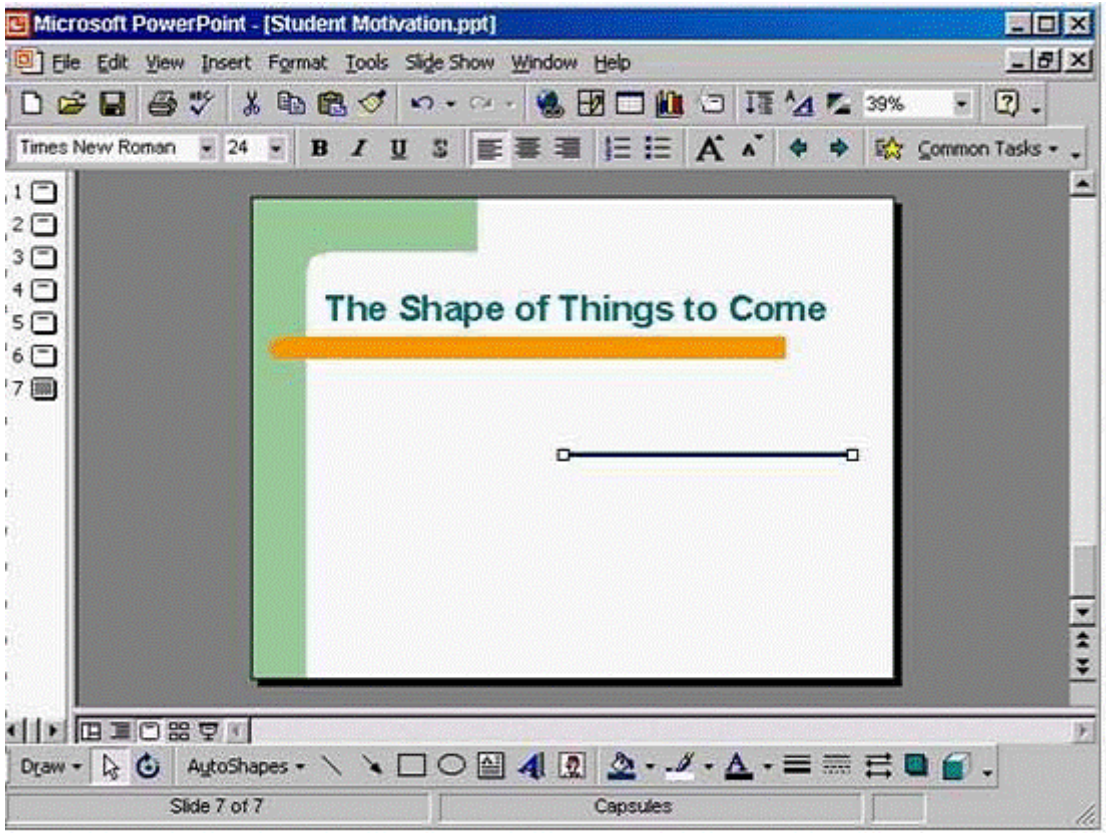
Answer:

A

Question 2

Question Type: **MultipleChoice**

Add an arrow head of your choice to the beginning of the selected line.



Options:

A- Click on the arrow style tool from the drawing toolbar -> select any line with arrow

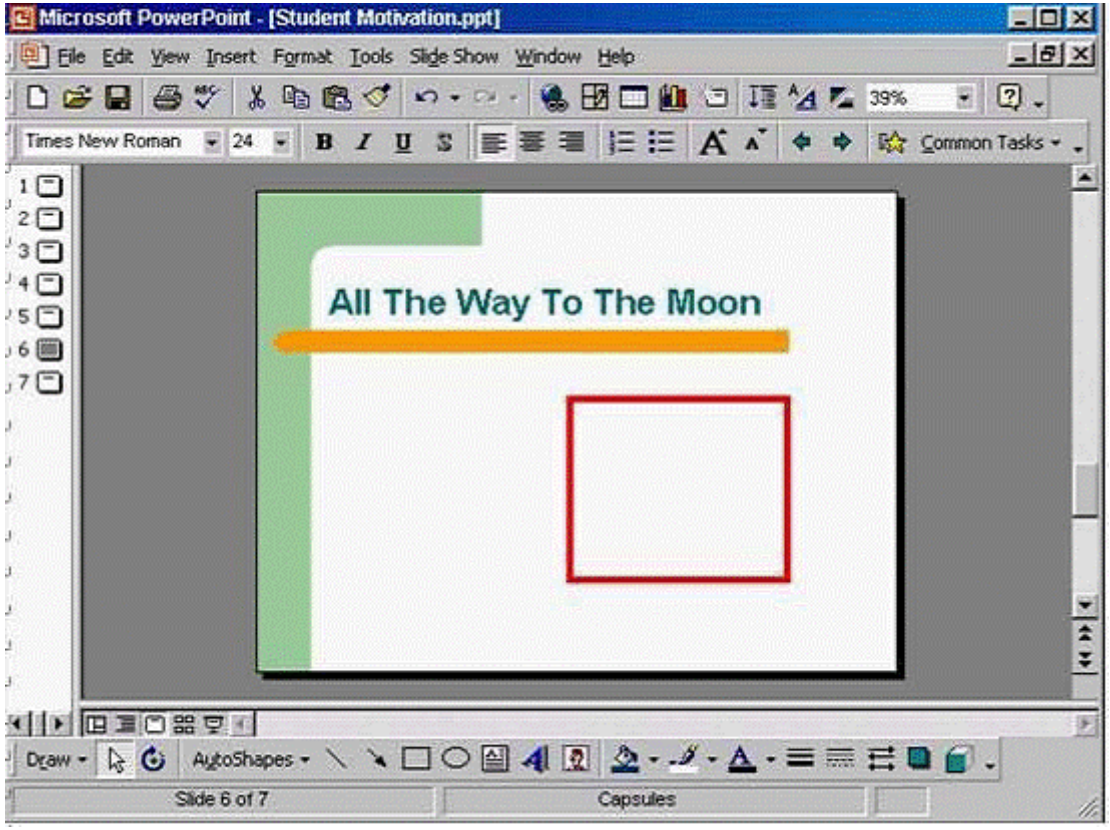
Answer:

A

Question 3

Question Type: **MultipleChoice**

Draw a rectangle within the red square.



Options:

A- Click on the rectangle tool from the drawing toolbar -> put the cursor in the red square and drag

Answer:

A

Question 4

Question Type: DragDrop

Rehearse presentation with timings, transitions and animations.

Answer:

Making global changes to your slides.

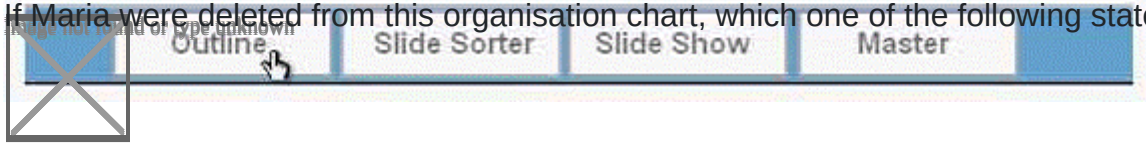
Work with the structure of your file.

Identify slides that have transitions, animations or are hidden.

Question 5

Question Type: MultipleChoice

If Maria were deleted from this organisation chart, which one of the following statements would be True?



Options:

A- Miguel and Lee would become sub-ordinates of Paul.

B- Miguel and Lee would report directly to Alexandra

C- Miguel and Lee would become co-workers of Naim and Michelle.

D- You would be prompted to give Miguel and Lee a new manager.

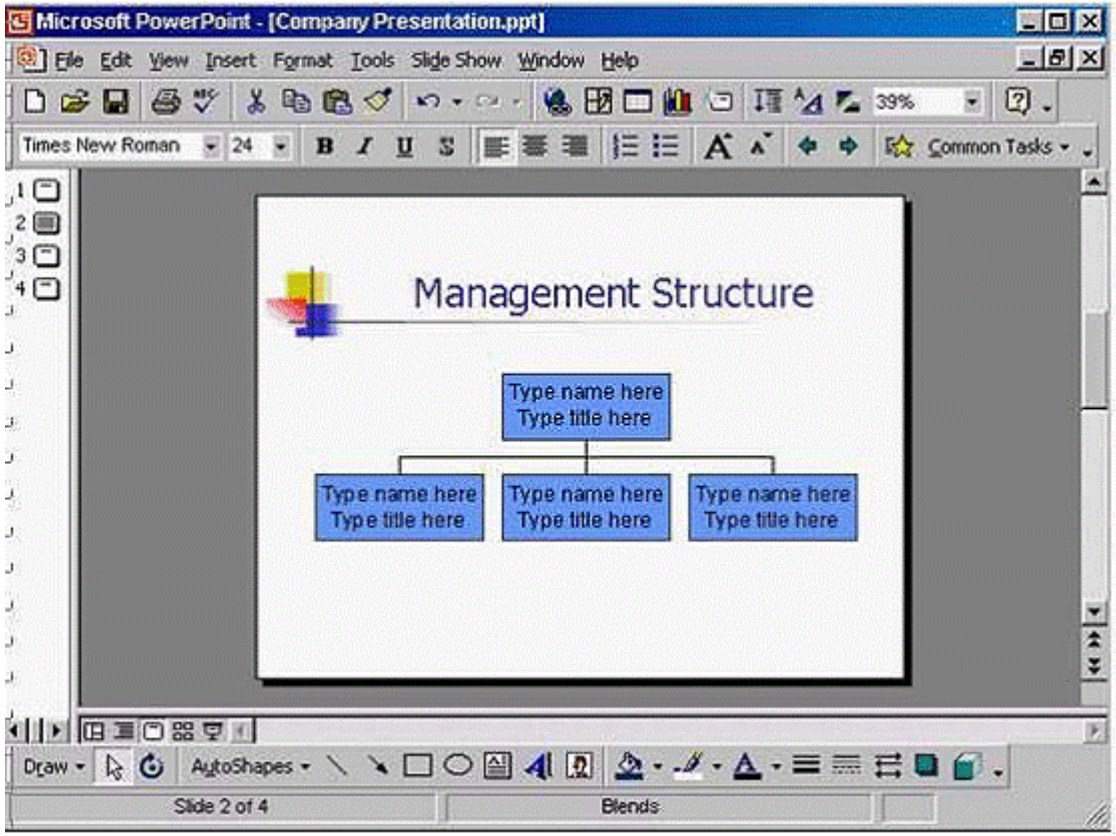
Answer:

B

Question 6

Question Type: MultipleChoice

Sam Elliot is the head of this organisation. Open the organisaton chart in this slide and add the details showing Sam Elliot as Chairperson.



Click any of the sub-ordinate boxes when you have finished. (You don't need to add comments)

Options:

A- Double click on the organisation chart -> in the first box -> select the type name here and type Sam Elliot -> select type title here and type Chairperson -> click on any box from the below

Answer:

A

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