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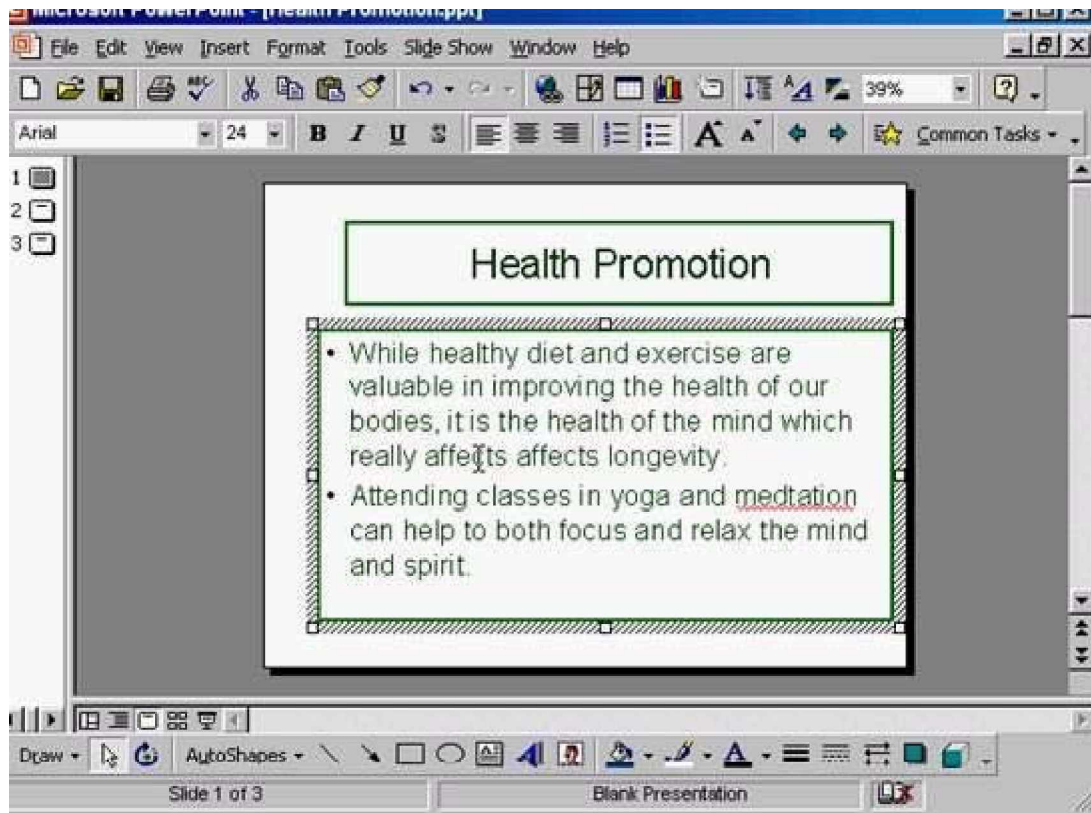
ICDL-Powerpoint

The ICDL L4 PowerPoint



QUESTION: 59

PowerPoint has detected a spelling error on this slide.

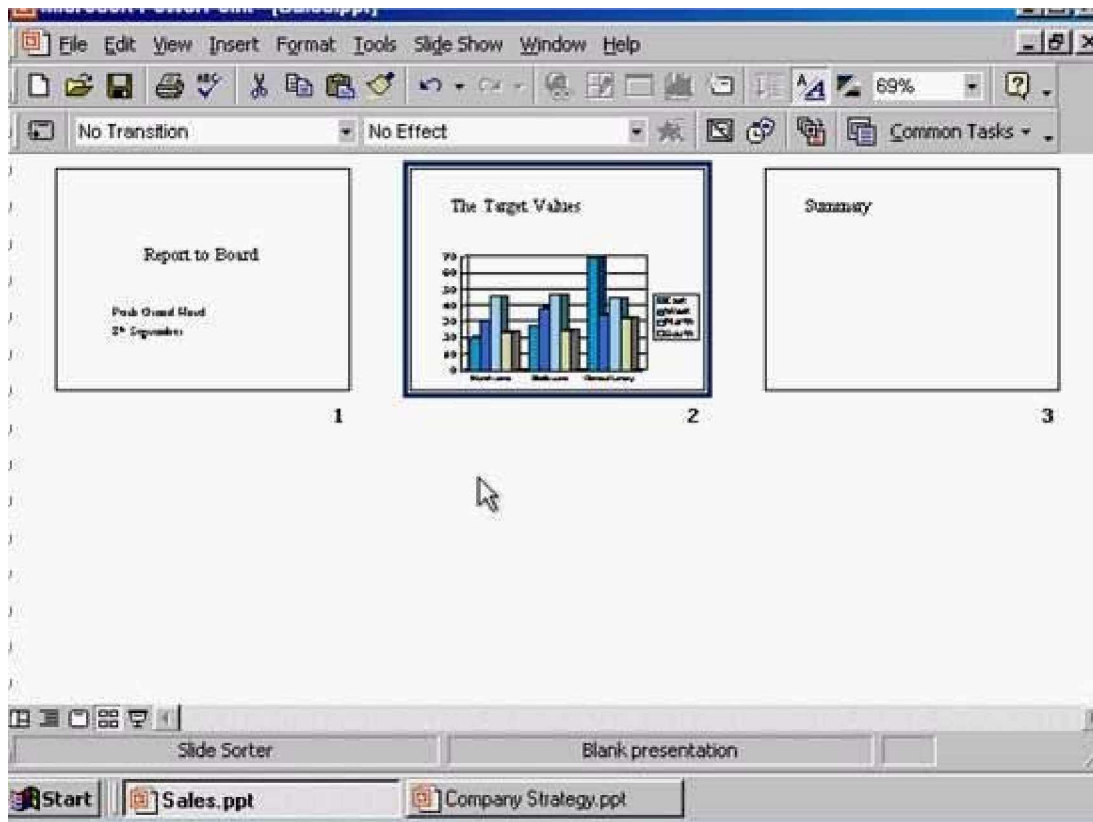


Use the spell checker to correct the spelling of just this occurrence of the word, meditation.

Answer: Right click on the word meditation

QUESTION: 60

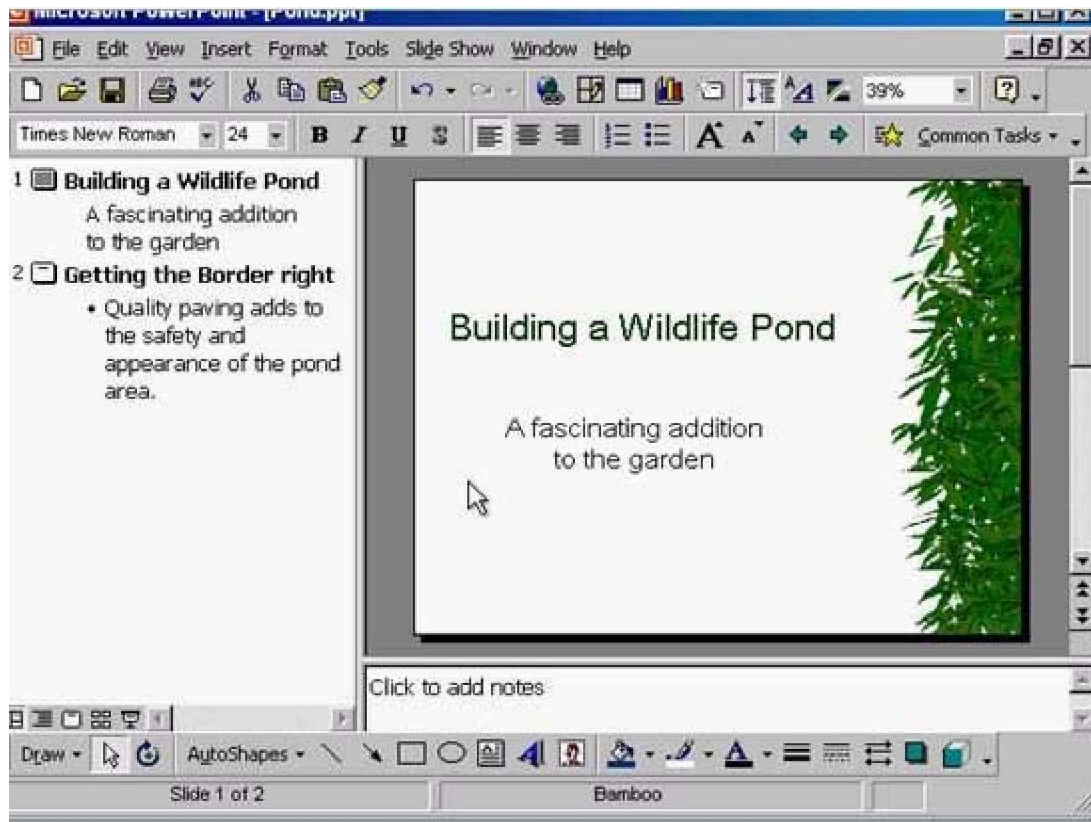
Duplicate the selected slide as slide number 2 in Company Strategy, which is also currently open.



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

QUESTION: 61

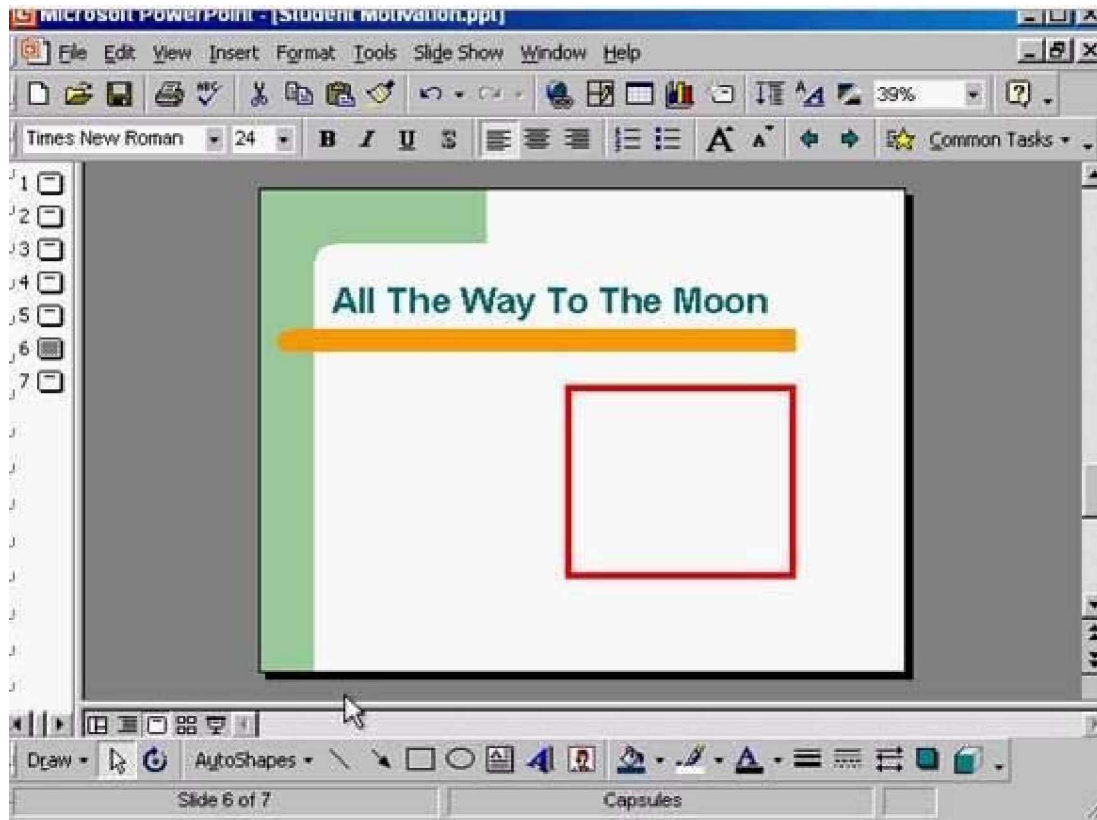
Add an image of a Frog to this slide from the Animals category of the Microsoft Clip Art gallery.



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

QUESTION: 62

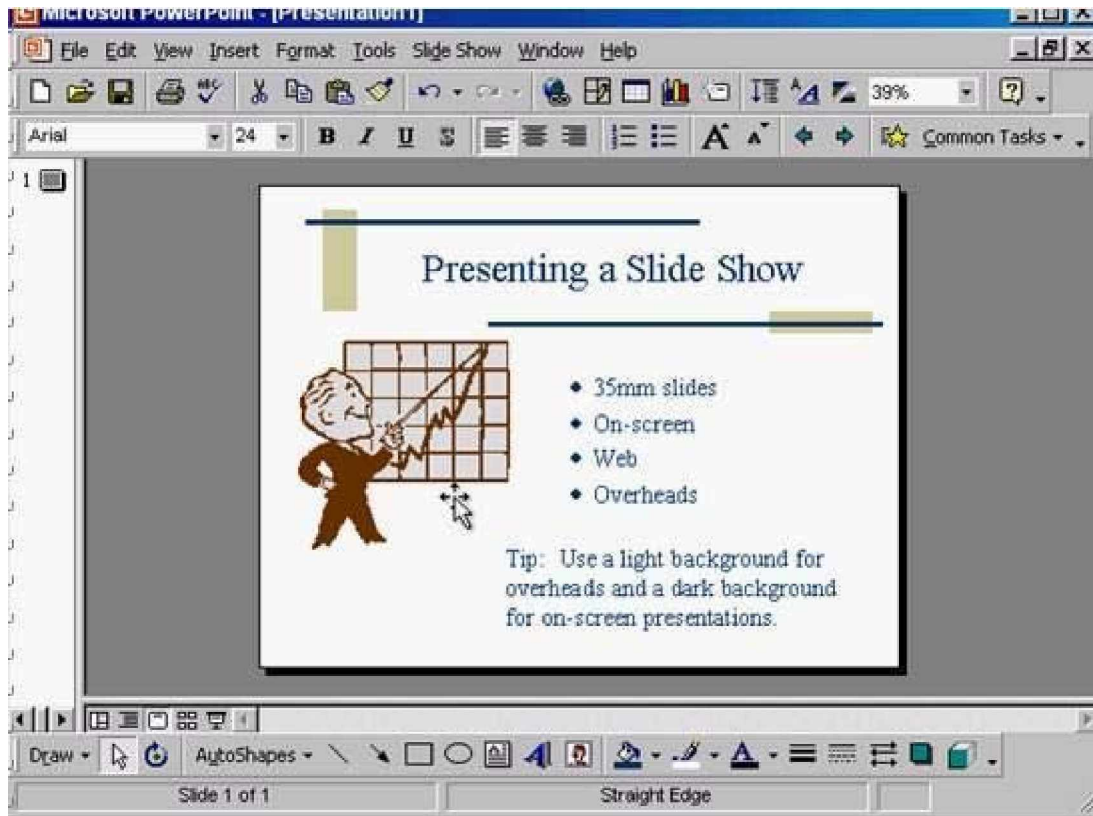
Insert a text box within the red square.



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

QUESTION: 63

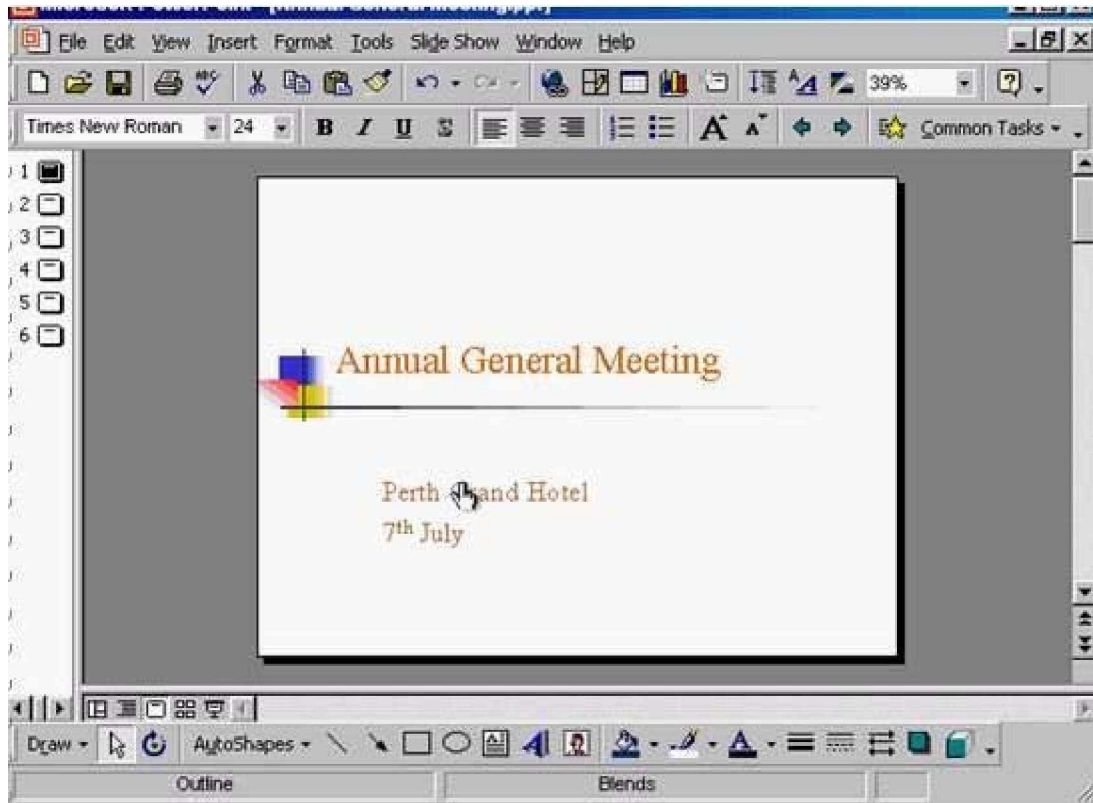
Change the output settings for this presentation to those best suited for printing 35mm slides.



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

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