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**ICDL**

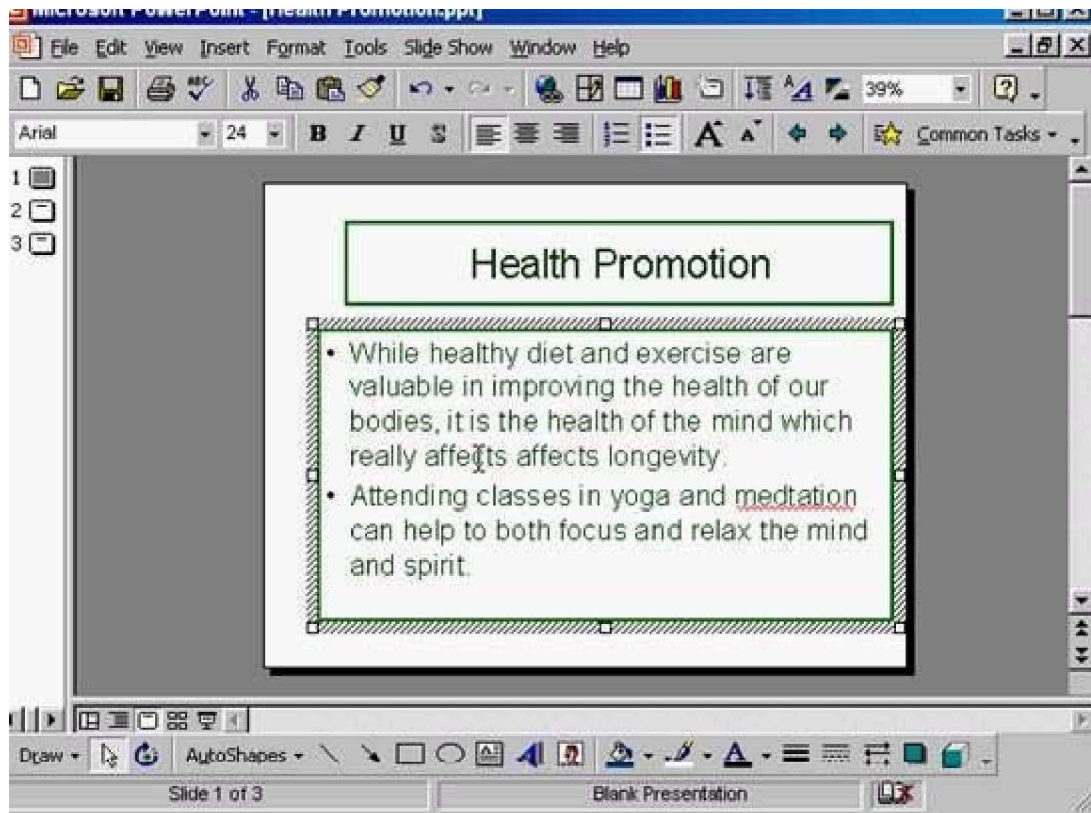
# ICDL-Powerpoint

*The ICDL L4 PowerPoint*



**QUESTION: 59**

PowerPoint has detected a spelling error on this slide.

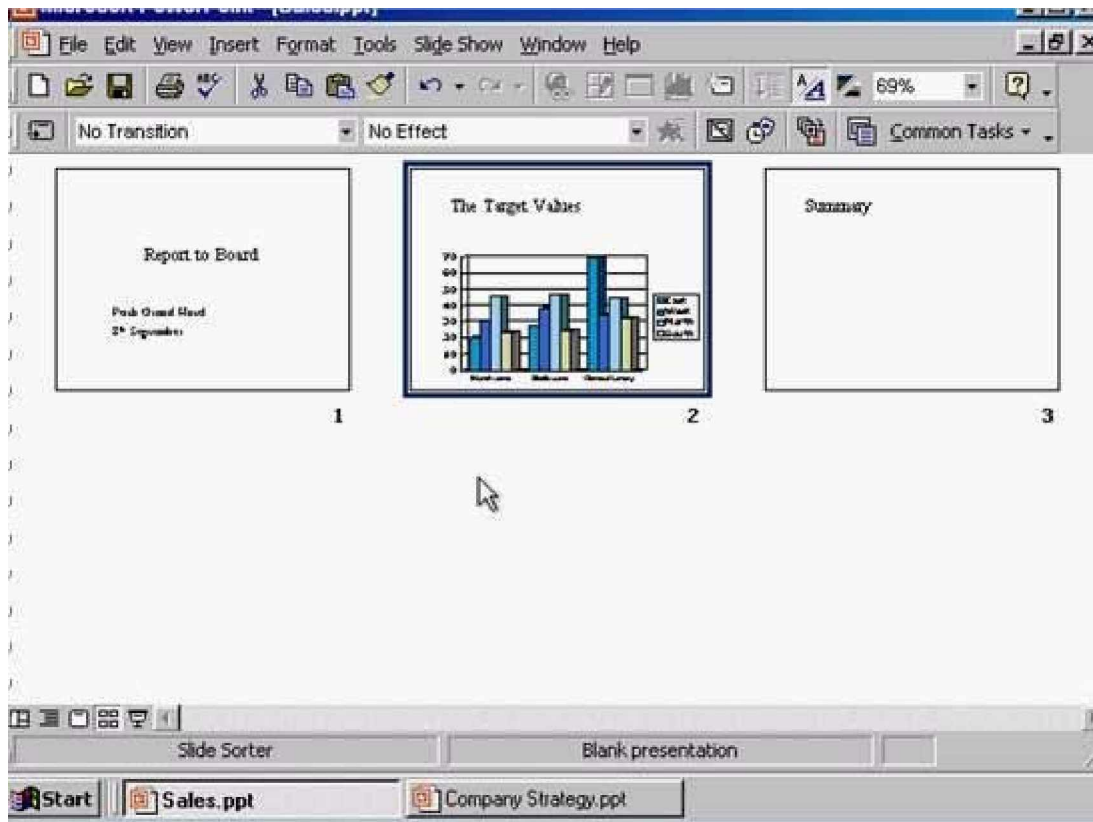


Use the spell checker to correct the spelling of just this occurrence of the word, meditation.

**Answer:** Right click on the word meditation

**QUESTION: 60**

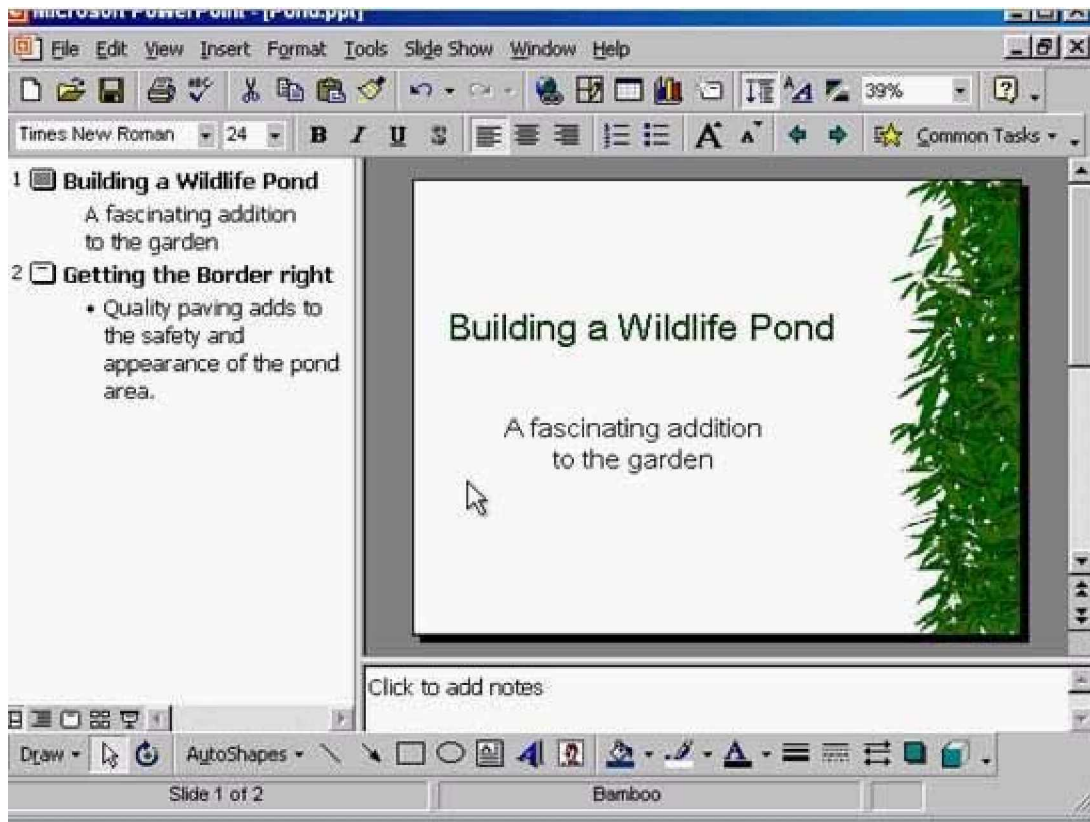
Duplicate the selected slide as slide number 2 in Company Strategy, which is also currently open.



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

**QUESTION:** 61

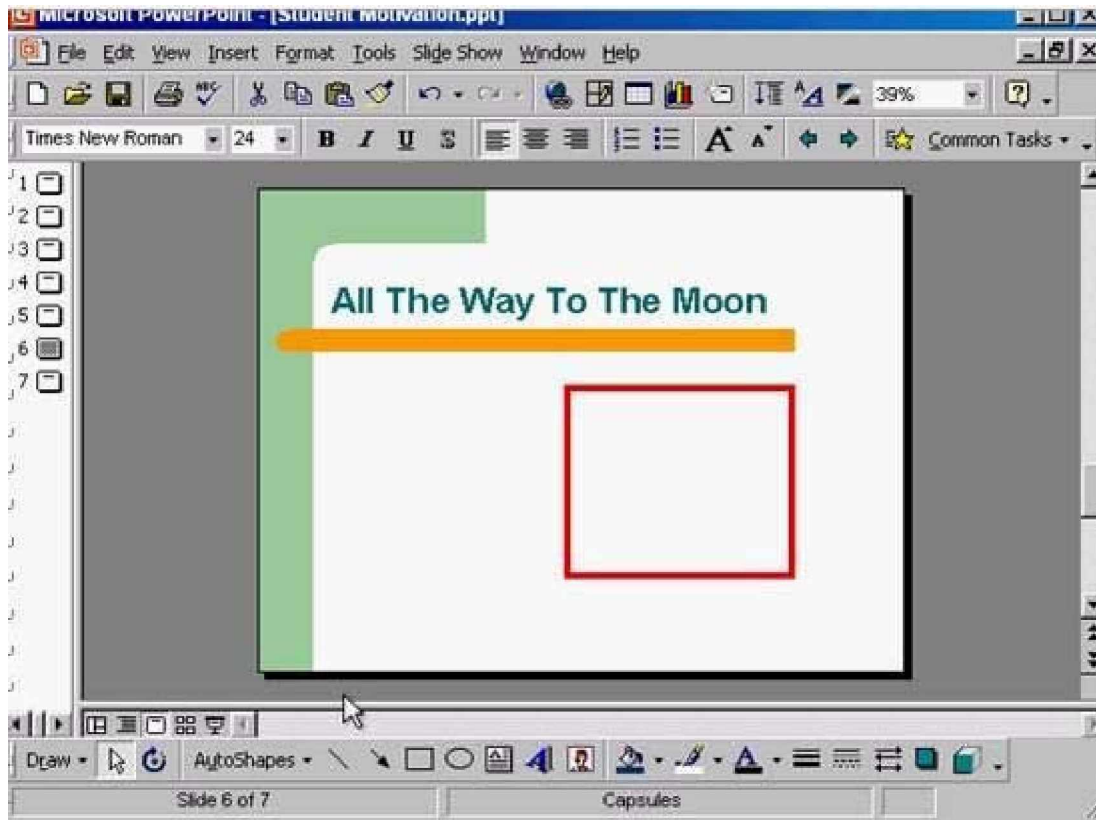
Add an image of a Frog to this slide from the Animals category of the Microsoft Clip Art gallery.



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

**QUESTION:** 62

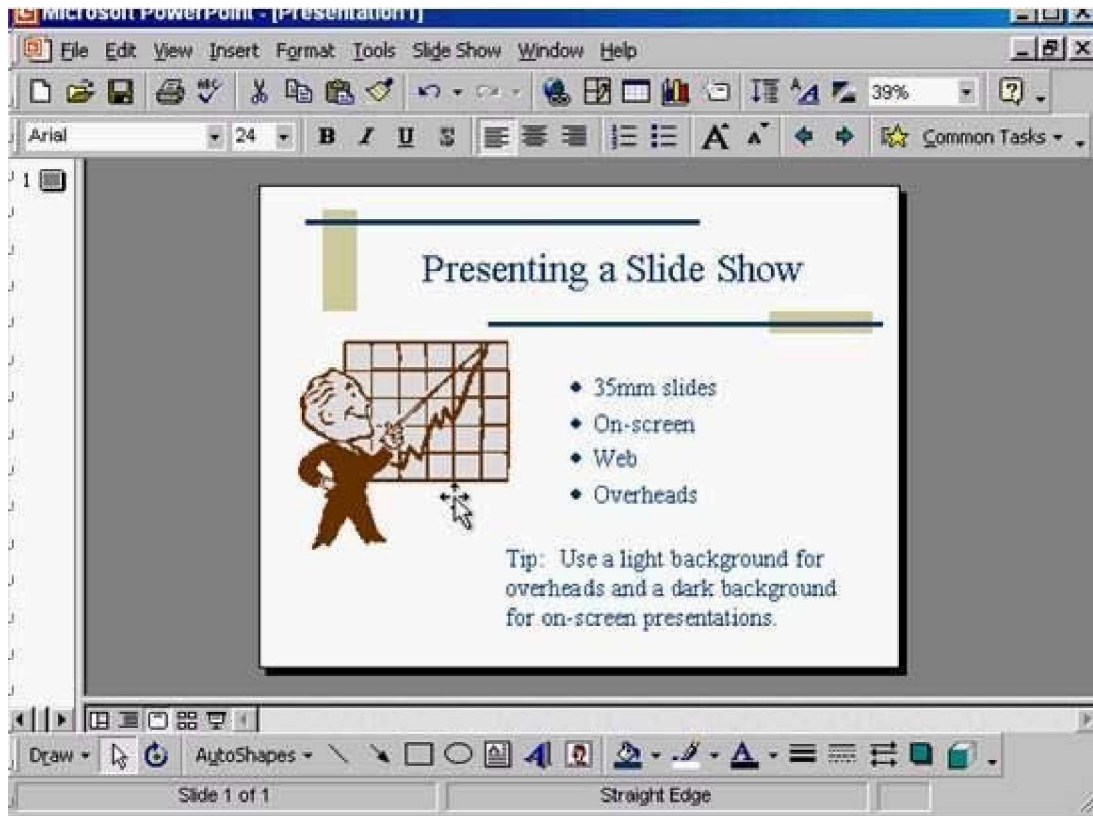
Insert a text box within the red square.



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

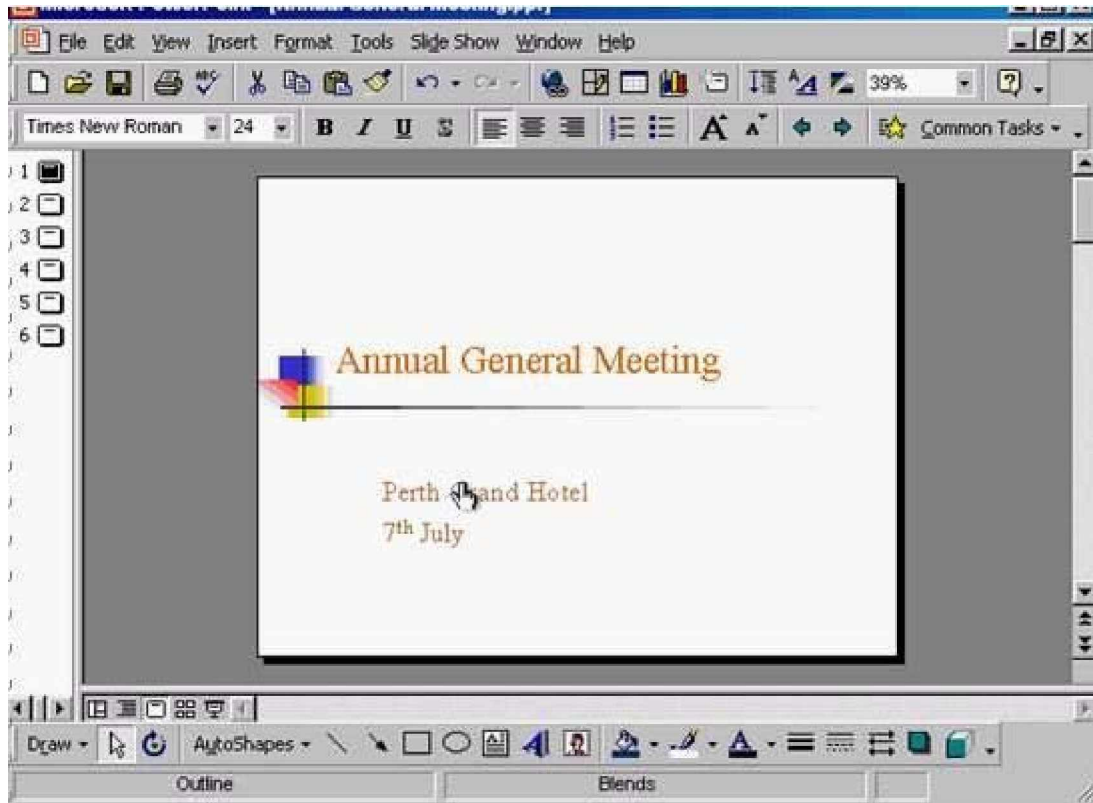
**QUESTION:** 63

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



# SAMPLE QUESTIONS

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

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