



ICDL ICDL-Word

Exam Name:

Q & A : 31 Q&As

Pdf Demo

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Exam : ICDL ICDL-Word

Title : The ICDL L4 Word Exam

1. Remove the Standard toolbar from the Microsoft Word application window.

Answer: Right click on any place in the toolbar -> uncheck the standard

2. Use Microsoft Word Help to access information on Format Painter.

Answer: Help -> Microsoft word help -> write the sentence format painter -> click search

3. Use the Find and Replace dialog box to find the next instance of the word area in this document.

Answer: Edit -> find -> type area in the find what box -> find next

4. Cut the selected word possible and paste it between the words best and scenario.

Answer: Click cut from the standard toolbar -> put the cursor after the word best -> click paste from the standard toolbar

5. Use the Change Case dialog box to change the selected text to Sentence case.

Answer: Format -> change case -> check the sentence case -> ok

6. TM Insert the trademark symbol at the insertion point.

Answer: Insert -> symbol -> select the tm symbol -> click insert -> close

7. Select ONLY the 2nd sentence Our products ... in the above text.

Answer: Select the sentence -> Our products provide quality at minimal cost.

8. Save this document as a Web Page. Note: Do not change the default file name' or location.

Answer: File->save as web page->save.

9. Switch to the other open document Mission Statement.

Answer: Click on the Mission Statement from the task bar

10. Change the view mode for this document to Print Layout View.

Answer: View -> select print layout

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