

Exam Code: ICDL-Word Exam Name: The ICDL L4 word exam Vendor: ICDL Version: DEMO

Part: A

1: Save this document as a Web Page.

Note: Do not change the default file name' or location.



File->save as web page->save.

Correct Answers:

2: Switch to the other open document Mission Statement.



Click on the Mission Statement from the task bar

Correct Answers:

3: Use Microsoft Word Help to access information on Format Painter.

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File Edit View Insert Format Tools	Table Window Help		×
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products that are aggressively pr which we have always believed to a format that should be capable Future Strategy To stay ahead of the competition development, as innovation will b successful series of products.	iced. Combine this with o be an essential part of of replicating in many ot we must at least maint we one of the key aspect	a high level of ongoing cu any dealings with the pub her markets. ain the current level of res s in the expansion of an a	stomer support, lic, and we have earch and Iready highly
The workforce continues to be or production of quality materials th	ne of our greatest assets at deliver on time and wi	s, for without their dedicati ithin budget, our targets c	on to the ould not be met.
Staff Issues			
lt is essential that we do not lose never been higher.	e experienced staff and I	am delighted to report that	at moral has 💌
Maintaining stability in the workf	orce:		Ŧ
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Help -> Microsoft word help -> write the sentence format painter -> click search **Correct Answers:**

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

View -> select print layout

Correct Answers:

5: Remove the Standard toolbar from the Microsoft Word application window.

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

Correct Answers: