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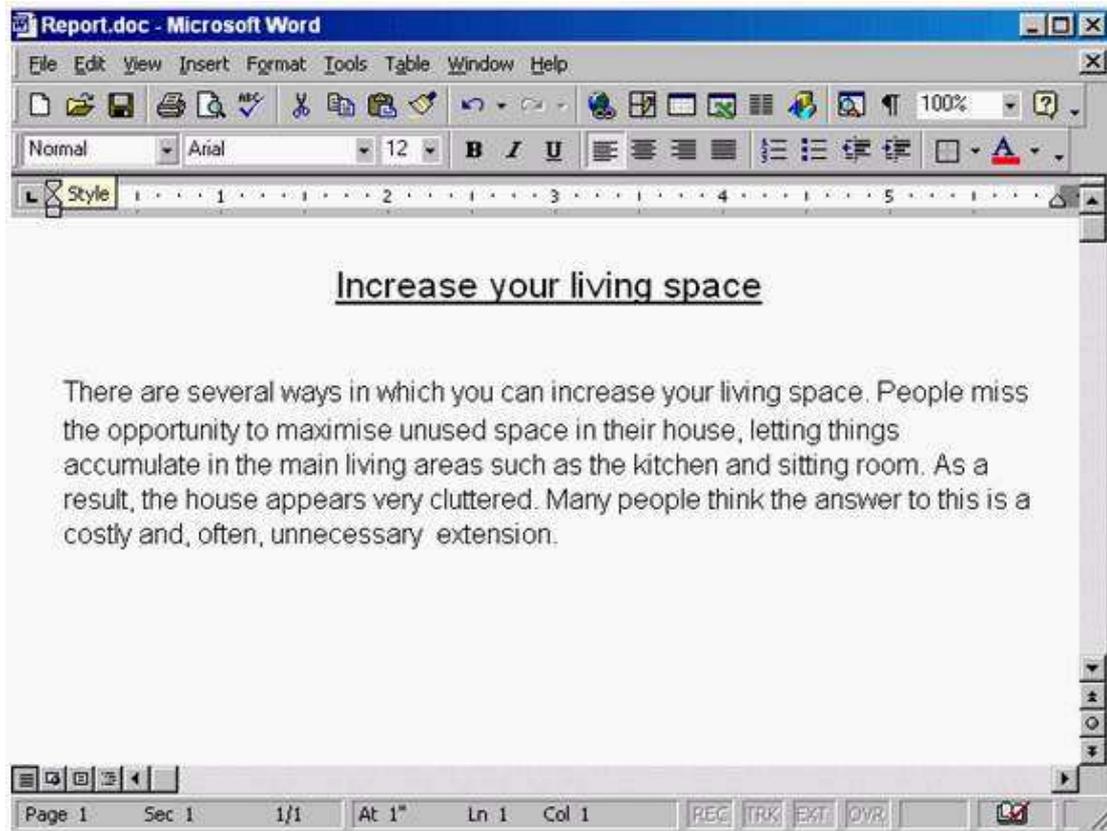
File->save as web page->save.

Correct Answers:

2: Switch to the other open document Mission Statement.
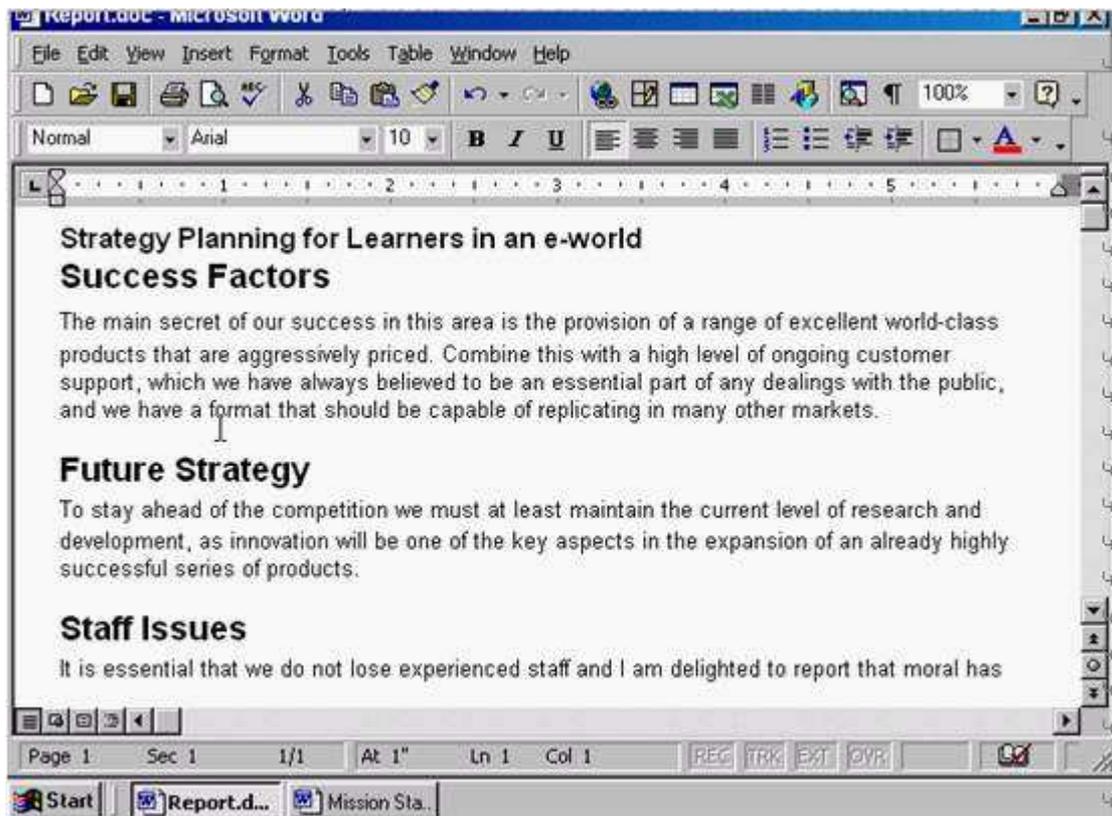
Click on the Mission Statement from the task bar

Correct Answers:

3: Use Microsoft Word Help to access information on Format Painter.
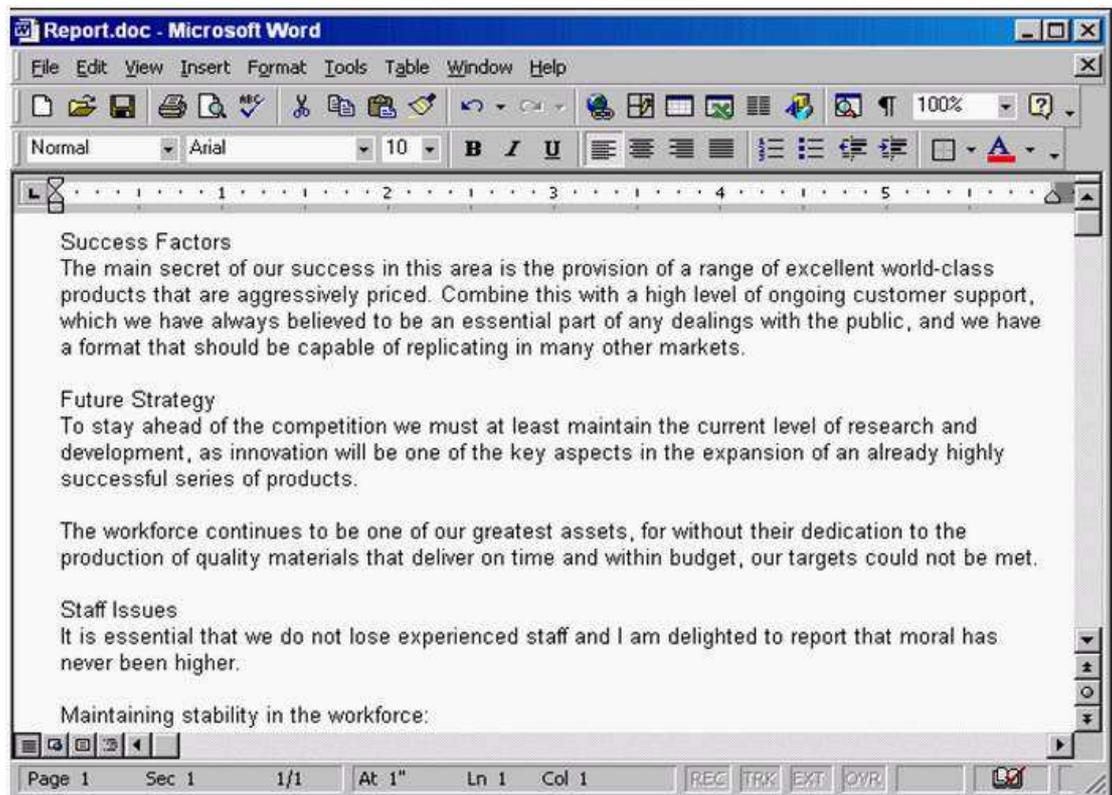
Help -> Microsoft word help -> write the sentence format painter -> click search
Correct Answers:

4: Change the view mode for this document to Print Layout View.
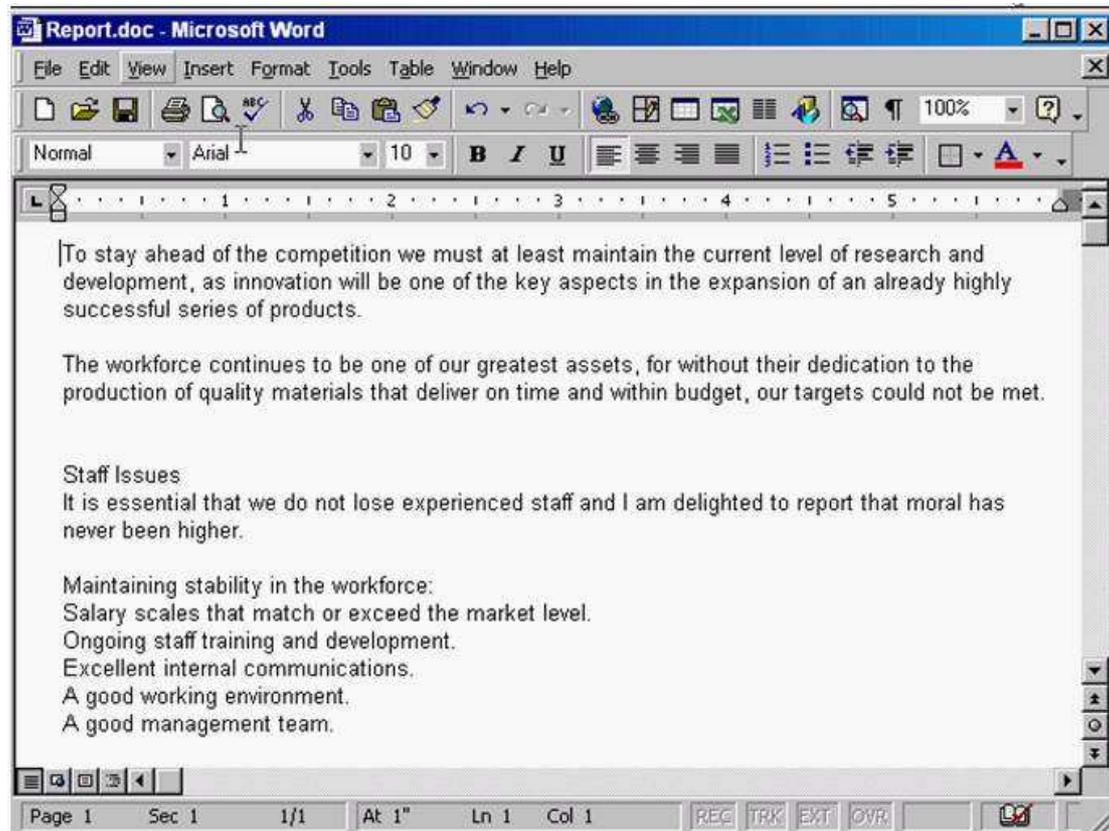
View -> select print layout
Correct Answers:

5: Remove the Standard toolbar from the Microsoft Word application window.
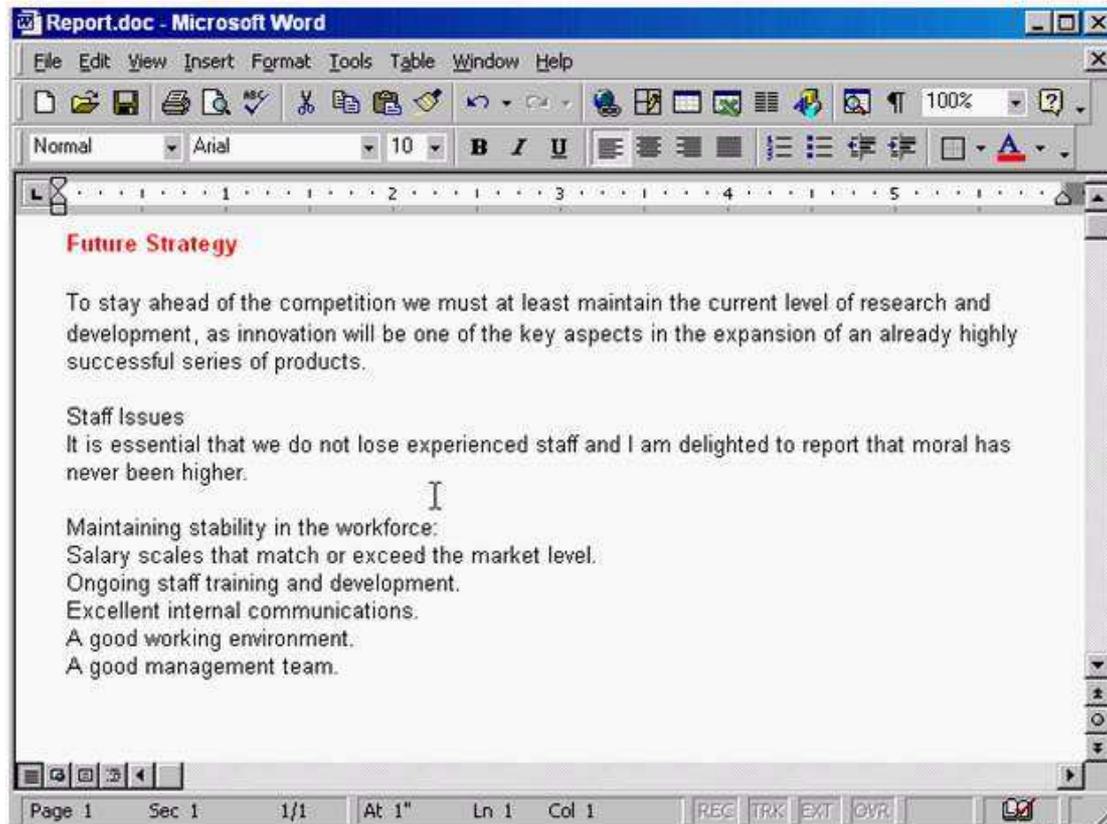
Right click on any place in the toolbar -> uncheck the standard

Correct Answers: