

European Computer Driving Licence – Unit 6
Syllabus Version 5.0 – Sample Test

Presentations

Version SampleMQTB/5.0/PR2/v1.1

<h2 style="margin: 0;">SAMPLE TEST</h2>

You work as the administrator for the Apple Marketing Board. Your manager has asked you to complete a presentation for an important meeting.

You will need to add information to a presentation, apply various formatting actions, add a chart and print the presentation.

There are 30 tasks in this test.

You have 45 minutes to complete them.

Tasks.	Marks.
<p>1. Open the presentation application.</p> <p>Open the file called answerfile.ppt from your Learner Drive.</p> <p>When creating text content for a slide presentation which one of the following should be used?</p> <ul style="list-style-type: none">A. Use long detailed paragraphs to make a point.B. Use as many different fonts as possible in the presentation.C. Use only short concise phrases.D. Fill each slide with text to eliminate white space. <p>Enter A, B, C, or D in answerfile.ppt in the “Click to add text” placeholder.</p> <p>Save and close your presentation keeping the same filename answerfile.ppt.</p>	<p>[1 Mark].</p>
<p>2. Open the file called apple varieties.ppt from your Learner Drive.</p> <p>Save this presentation in Rich Text Format as apples to your Learner Drive.</p> <p>Save and close your presentation keeping the same filename apple varieties.ppt.</p>	<p>[1 Mark].</p>

3.	<p>Open the file called apple pips.ppt from your Learner Drive. [2 Marks].</p> <p>Save this file to your Learner Drive using the new filename apple marketing.ppt.</p> <p>Apply the design template pomme.pot from your Learner Drive to ALL slides in the presentation.</p>	
4.	<p>Continue using the new file apple marketing.ppt. [1 Mark].</p> <p>Zoom this presentation in normal view to 65%.</p>	
5.	<p>Find slide 1 titled The Apples of our Isles. [1 Mark].</p> <p>Apply a Title Slide layout.</p>	
6.	<p>Add the following text as a subtitle: [1 Mark].</p> <p>Apple Marketing Board</p>	
7.	<p>Insert the image file red apple.jpg from your Learner Drive into the [1 Mark].</p> <p>bottom left corner of the presentation.</p> <p>This image must appear on ALL slides except the Title Slide.</p> <p>Use the most suitable tool to complete this task.</p>	
8.	<p>Find slide 2 titled Apple Marketing Board. [1 Mark].</p> <p>Find the name John Browne titled Finance Manager.</p> <p>Add a subordinate.</p> <p>His name is Carl Kent titled of Assistant Accountant.</p> <p>Save your presentation keeping the same filename apple marketing.ppt.</p>	
9.	<p>Continue using slide 2. [1 Mark].</p> <p>Add the following text as a note for the presenter:</p> <p>Carl Kent – newly appointed to the Finance Team.</p>	
10.	<p>Find slide 3 titled Apple Varieties. [1 Mark].</p> <p>Increase the font size for the title Apple Varieties to 44.</p>	
11.	<p>Align the bulleted text to the left. [1 Mark].</p>	
12.	<p>Find slide 4 titled Green Apples. [1 Mark].</p> <p>Apply a shadow effect to the text Granny Smith.</p>	

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13. Find the green and grey apple image. [1 Mark].
Resize the image to **11** cm high and **8.68** cm wide.
Save your presentation keeping the same filename ***apple marketing.ppt***.
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14. Find slide 6 titled **Using Green Apples**. [1 Mark].
Enter the following bullet point text:
- **Jams and jellies**
 - **Classic pies and crumbles**
 - **Sauce for meats - goose and pork**
-

15. Bring the **Pie** object to the front of the **Jam** and the **Sauce** objects. [1 Mark].
Do **NOT** move or resize the objects.
-

16. Find slide 7 titled **When Buying Apples**. [1 Mark].
Change the font colour for the bullet point text to a colour of your choice.
-

17. Flip the **arrow** vertically. [1 Mark].
-

18. Find slide 8 titled **Apple Production 2008**. [1 Mark].
Create a pie chart from the data below:

Pies	Jams	Sauces	Juices
30	75	32	145

Accept default settings.

19. Find slide 9 titled **Current Production Statistics**. [1 Mark].
Add value data labels to the column chart.
-

20. Add a text box directly below the column chart with the text: [1 Mark].
Most apples make juice.
Save your presentation keeping the same filename ***apple marketing.ppt***.
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21. Find slide 11 titled **Apple Nutrition**. [1 Mark].
Change the paragraph spacing for **ALL** bullet points to **0.3** lines before.
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22. Insert a new slide straight after slide 11 titled **Apple Nutrition**. [2 Marks].
Choose a slide layout which allows a title **ONLY** to be added.
Add the text **Questions & Answers**.
-
23. Change the order of the slides. [1 Mark].
Move slide 5 titled **Finally** so it becomes the last slide in the presentation.
Save your presentation keeping the same filename **apple marketing.ppt**.
-
24. Apply a slide transition effect of your choice to **ALL** the slides in the [1 Mark].
presentation.
Accept the default settings.
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25. Enter your own name into the footer for **ALL** the slides in the [1 Mark].
presentation.
Use the most suitable tool to complete this task.
Save your presentation keeping the same filename **apple marketing.ppt**.
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26. Open the file called **apple trees.ppt** from your Learner Drive. [1 Mark].
Find slide 2 titled **Apple Trees**.
Copy the **apple** image from this slide to the bottom right corner of slide 6 titled **When Buying Apples** in the file **apple marketing.ppt**.
Save both presentations keeping the same filenames **apple trees.ppt** and **apple marketing.ppt**.
Close your presentation **apple trees.ppt**.
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27. Find slide 4 titled **Green Apples**. [1 Mark].
Hide this slide.
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28. Continue using the presentation **apple marketing.ppt**. [1 Mark].
Find slide 9 titled **Cooking With Apples**.
Delete this slide.
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29. Check the presentation for spelling mistakes using the most suitable [1 Mark].
tool from the application.
Make corrections where needed.
You can safely ignore proper names.
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30. Print the ***apple marketing.ppt*** presentation as a handout. [1 Mark].
Print **6** slides to a page.
Save and close your presentation keeping the same filename ***apple marketing.ppt***.
Close **ALL** files and the presentation application.
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Total Marks	32
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This is the end of the test.
If you have time, check the work you have done.