

ECDL Advanced – Unit 6
Syllabus Version 2.0 – Sample Test

Presentations
Version SampleMQTB/2.0/PR3/v1.0

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

You need to finalise a presentation for a small airline company Avalonair planning to launch new routes from Dublin. Amongst other things, you are required to insert a movie, manipulate charts and merge an outline into the presentation.

There are 20 tasks in this sample test with 5 marks available for each question.

You have 60 minutes to complete them.

Tasks.	Marks.
Open the file called answerfile.pps from your Learner Drive. Enter your name in the space provided. Use this document to record your answers to the relevant questions.	
1.1 Which one of the following presentations is best suited for an audience of teenagers? A. A long detailed presentation with a lot of text. B. A short detailed presentation with a lot of text. C. A short humorous presentation with a lot of colourful images. D. A long detailed presentation with a lot of text and images. Click on your answer A, B, C, or D in answerfile.pps for question 1.1.	[2.5 Marks].
1.2 Which one of the following is the least important consideration when selecting a room for delivery of a slide show to a large audience? A. Availability of a flip chart and white board. B. Availability of a digital projector and screen. C. Number of seats in the room. D. Layout and size of the room. Click on your answer A, B, C, or D in answerfile.pps for question 1.2.	[2.5 Marks].

2.1 Which one of the following best describes a presentation that has adequate colour contrast? [2.5 Marks].

- A. A presentation where a foreground colour does not stand out against the background colour.
- B. A presentation where a foreground colour clearly stands out against a darker background colour.
- C. A presentation where the foreground colour and the background colour are both very dark colours.
- D. A presentation where the foreground colour and the background colour are both very bright colours.

Click on your answer **A, B, C,** or **D** in **answerfile.pps** for question 2.1.

2.2 Which one of the following best describes alternative text when used to make a presentation more accessible to a visually impaired audience? [2.5 Marks].

- A. Text that describes a design scheme when viewed in slide sorter view.
- B. Text that describes animating chart elements by series when detected by a magnifier.
- C. Text that describes a graphic object when detected by a screen reader.
- D. Text that describes how to apply a transparency effect to a drawn object.

Click on your answer **A, B, C,** or **D** in **answerfile.pps** for question 2.2.

Click on the yellow 'Save and close' button to save and close the file **answerfile.pps**.

3 Open the file called **opportunities.pot** from your Learner Drive. [5 Marks].

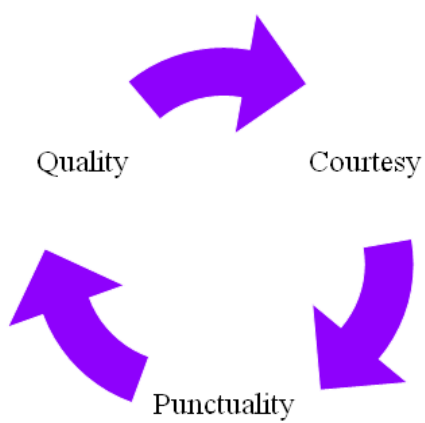
Edit the template so that **ALL** slides that use this design template will have Arial font, size **44** for **ALL** title placeholders.

Do **NOT** include subtitle placeholders.

Save and close your file keeping the same filename **opportunities.pot**.

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- 4 Open the file called **research.ppt** from your Learner Drive. [2 Marks].
Insert a new title master.
- Insert the file **europe.gif** from your Learner Drive so that it will appear [3 Marks].
at the top right on **ALL** slides except title slides.
- Save the **research** presentation as a design template named **marketing** to your Learner Drive.
Close the **marketing** design template file.
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- 5 Open the file called **history.ppt** from your Learner Drive. [2 Marks].
Delete the date area, footer area and number area placeholders from the title master.
- Delete **ONLY** the date area placeholder from the slide master. [2 Marks].
- Format **ALL** titles to have a white font colour. [1 Mark].
- Save and close your file keeping the same filename **history.ppt**.
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- 6 Open the file called **new route.ppt** from your Learner Drive. [2 Marks].
Do **NOT** update the links.
Break the link to the **start time** document.
- On slide 1 remove the hyperlink applied to the **Eiffel Tower** image. [2 Marks].
- Delete the embedded **Revenue** object. [1 Mark].
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- 7 Crop the **Eiffel Tower** image on slide 1 by **0.6cm** from the top. [2 Marks].
- Save the **Eiffel Tower** image in **gif** format as **tower** to your Learner Drive. [3 Marks].
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- 8 Create a custom show named **strategic objectives** that will contain slides 3 and 4 of the **new route** presentation. [5 Marks].
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- 9 On slide 2 insert the movie file **landing** from your Learner Drive to the right of the bulleted list so that it plays automatically when the slide show is run. [5 Marks].
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10	On slide 3 fill the yellow drawn object with the europa.gif file from your Learner Drive.	[3 Marks].
	Apply a 10% transparency effect to the filled drawn object.	[2 Marks].
11	Remove the animation from the slide title on slide 3.	[1 Mark].
	Edit the animation settings applied to the second bullet point 10% market penetration by end 1st year so it will dim to a colour of your choice after animation.	[3 Marks].
	Change the sequence of animation so that the Tight cost controls bullet point text will animate last.	[1 Mark].
	Save your file keeping the same filename new route.ppt .	
12	On slide 4 format the world map picture without ungrouping it, to recolour the purple background to a colour of your choice.	[2 Marks].
	On slide 5 format the flag picture on the top left of the slide to restore the original colours.	[3 Marks].
13	On slide 6 edit the data displayed on the slide so that the figure for Revenue for Year 1 is 1.75 .	[2 Marks].
	Ensure the data in column F titled Year 5 of the embedded data is also displayed on the slide.	[3 Marks].
14	On slide 7 format the legend to appear at the right of the chart.	[1 Mark].
	Change the chart type for the No. of Passengers data series to display as a column chart.	[4 Marks].
15	On slide 8 apply settings to the chart so that the minimum value for the value axis is 0 , the maximum value 4 and the major unit is 0.5 .	[3 Marks].
	Set the gap width for the data series to 100 .	[2 Marks].
	Save your file keeping the same filename new route.ppt .	

16	On slide 9 apply the style from the Comprehensive web site shape to the Efficient staff shape.	[3 Marks].
	Make the fill colour and font colour of the Comprehensive web site shape the default for new drawn objects.	[2 Marks].
17	On slide 9 distribute the four pale blue text boxes vertically relative to the slide.	[5 Marks].
18	On slide 10 insert the diagram shown below ensuring the font size for the three shapes containing text is size 24 . Ensure the diagram is NOT covering the title placeholder.	[5 Marks].
		
19	Immediately after slide 8 merge the file further data.rtf from your Learner Drive into the new route presentation.	[5 Marks].
20	Apply settings to the new route presentation to ensure slides will ONLY advance manually.	[3 Marks].
	Ensure that the slide show will NOT loop continuously when played. Save your file keeping the same filename new route.ppt . Save and close ALL open objects and close any open applications.	[2 Marks].
Total Marks		100

This is the end of the sample test.
If you have time, check the work you have done.