

Working towards ECDL Practice Test

PowerPoint Paper 1

Preparation: Ask your tutor for the following file: PP PT1 newshops.ppt
 PP PT1 glamour.gif
 PP PT1 clotheswear.ppt

This is based on modifying presentations for a clothes retail chain called Snake opening in different cities. Your tasks include adding information to the presentation, formatting the presentation content, adding a chart and printing the presentation for an upcoming board meeting. **16 Marks**

1. Start the presentation application and open the file called **new shops.ppt** from your Candidate Disk. **[1 Mark]**
2. Save the **new shops.ppt** presentation in rtf (rich text format) as **new shops.rtf** to your Candidate Disk. Close the **new shops.ppt** file. **[1 Mark]**
3. Open the file called **clotheswear.ppt** from your Candidate Disk and save the presentation as a file called **snake.ppt** to your Candidate Disk. **[1 Mark]**
4. Zoom the snake.ppt presentation in normal view to **66%**. **[1 Mark]**
5. Change the layout of slide 1 to a title slide. **[1 Mark]**
6. Insert the image file **glamour.gif** from your Candidate Disk once into the top right of the presentation so it will appear on all slides except title slides in the presentation. **[1 Mark]**
7. On slide 2 add a subordinate named **Paula Green** titled **Assistant Buyer** to **Ann Reid** titled **Chief Buyer** in the organization chart and save. **[1 Mark]**
8. On slide 5 titled "Italy" resize the **Italian flag** image so that it is 2.36 cms high and 3.81 cms wide and save the **snake.ppt** presentation. **[1 Mark]**
9. On slide 5 enter the following information in bullet point format:
 - **Milanese store opening next week**
 - **New fashion ranges**
 - **20% discounts**

[1 Mark]
10. On slide 6 titled "France" change the font colour for the bullet point text from light blue to white and save. **[1 Mark]**
11. Insert a new slide immediately after slide 6 with a chart slide layout and a slide title **Target Profits €000** **[1 Mark]**

12. On the newly inserted slide 7 create a column chart (accept default column chart) from the data below:

| | Year1 | Year 2 |
|-----------------------|--------------|---------------|
| <i>Ireland</i> | 30 | 63 |
| <i>Italy</i> | 35 | 69 |
| <i>France</i> | 26 | 58 |

[1 Mark]

13. Move slide 3 titled "Summary" so it becomes the last slide in the presentation and save. [1 Mark]
14. Apply a transition effect (accept default settings) between all the slides in the presentation. [1 Mark]
15. Apply automatic numbering to all the slides in the presentation. [1 Mark]
16. Print the ***snake.ppt*** presentation ready for distribution with four slides to a page to an output printer if available, or as a print file to your Candidate Disk. (Use the file name ***snake.prn*** if you are adding a print file to your Candidate Disk.) Save the ***snake.ppt*** presentation and close the presentation application. [1 Mark]