



Vendor: ICDL

Exam Code: ICDL-Word

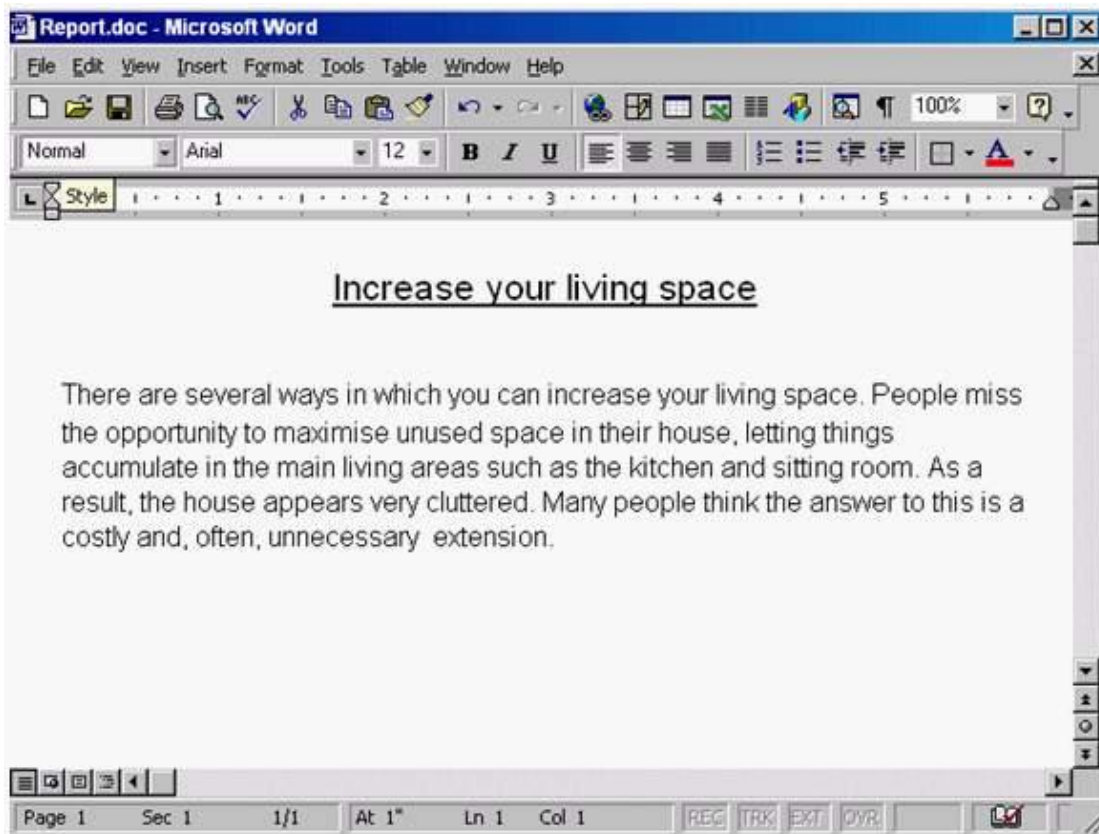
Exam Name: ICDL Word exam

Version: DEMO

QUESTION 1

Save this document as a Web Page.

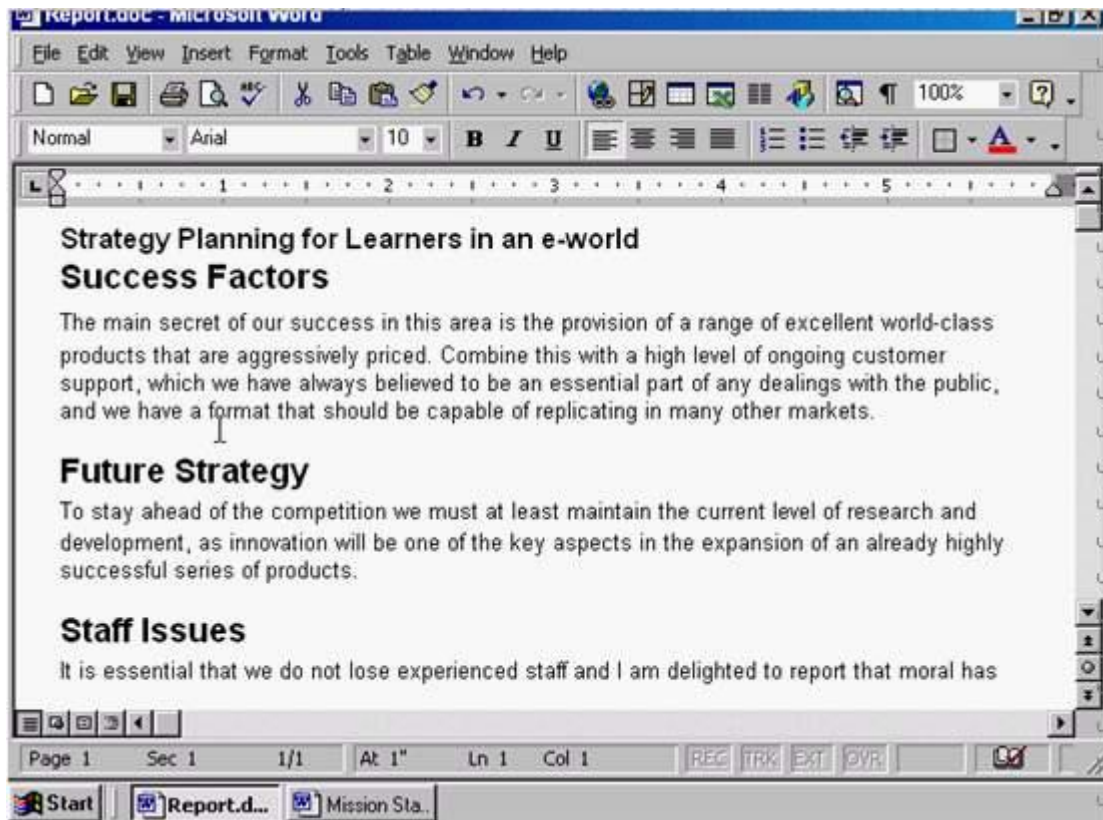
Note: Do not change the default file name or location.



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

QUESTION 2

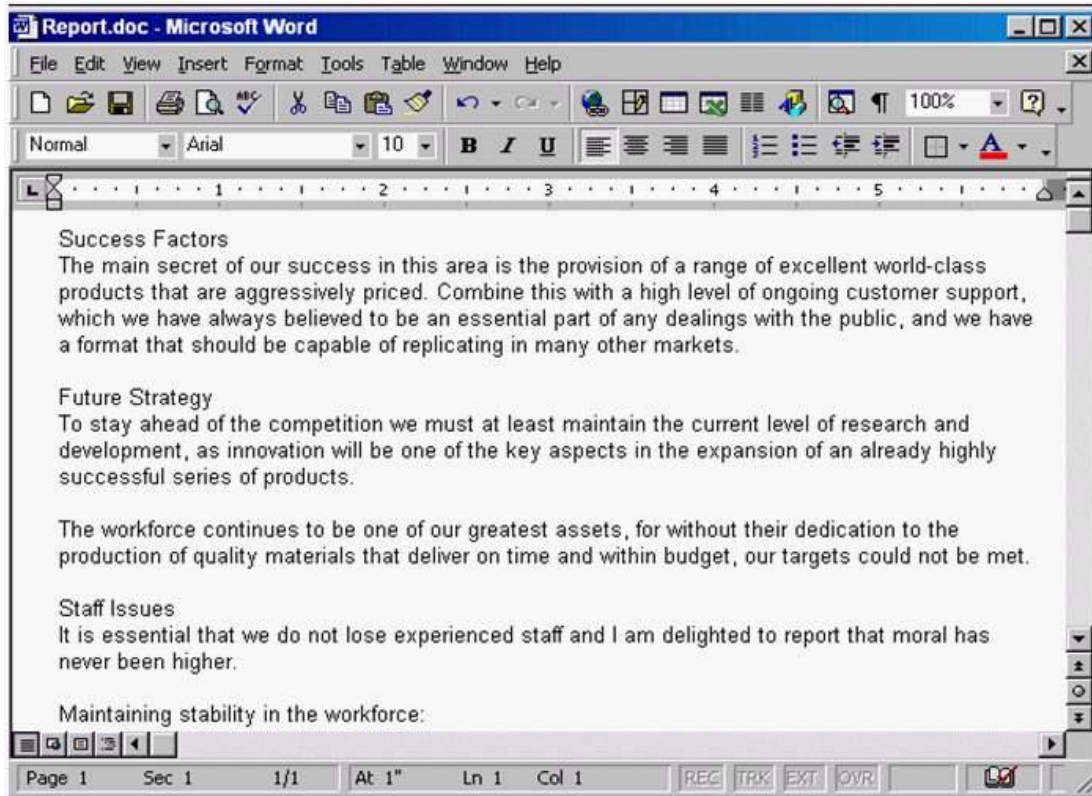
Switch to the other open document Mission Statement.



Answer: Click on the Mission Statement from the task bar

QUESTION 3

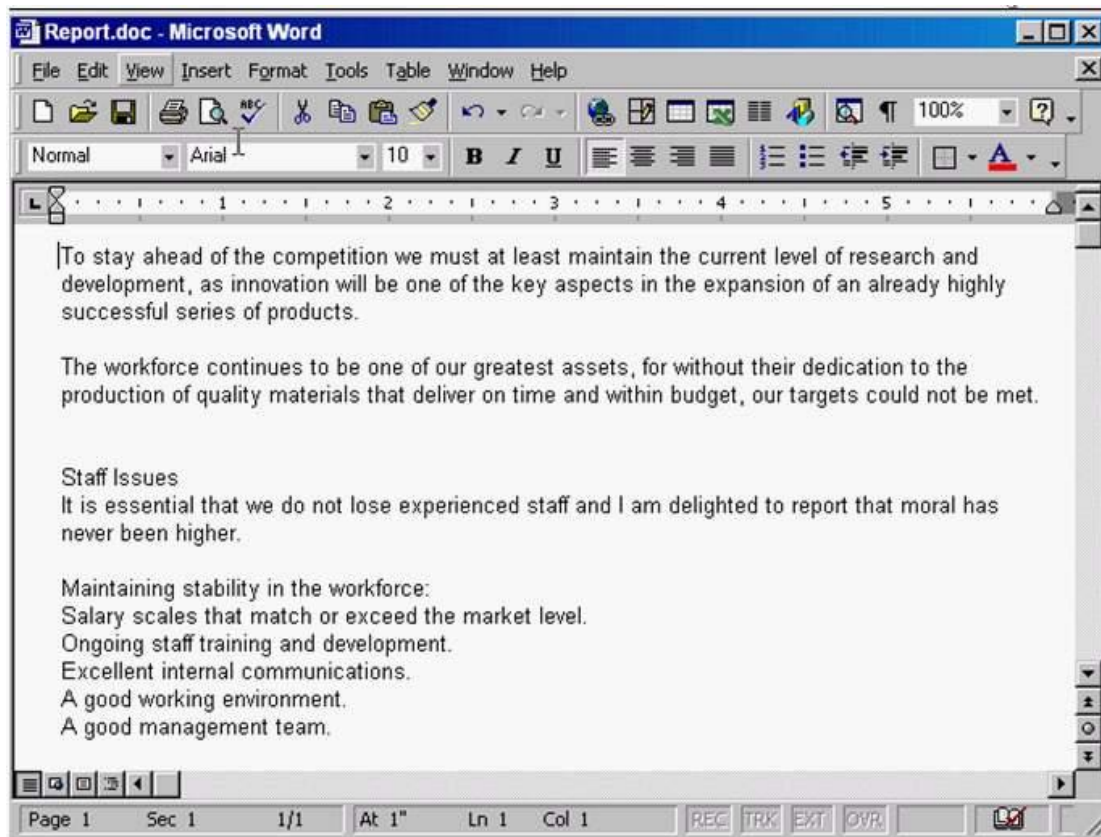
Use Microsoft Word Help to access information on Format Painter.



Answer: Help -> Microsoft word help -> write the sentence format painter -> click search

QUESTION 4

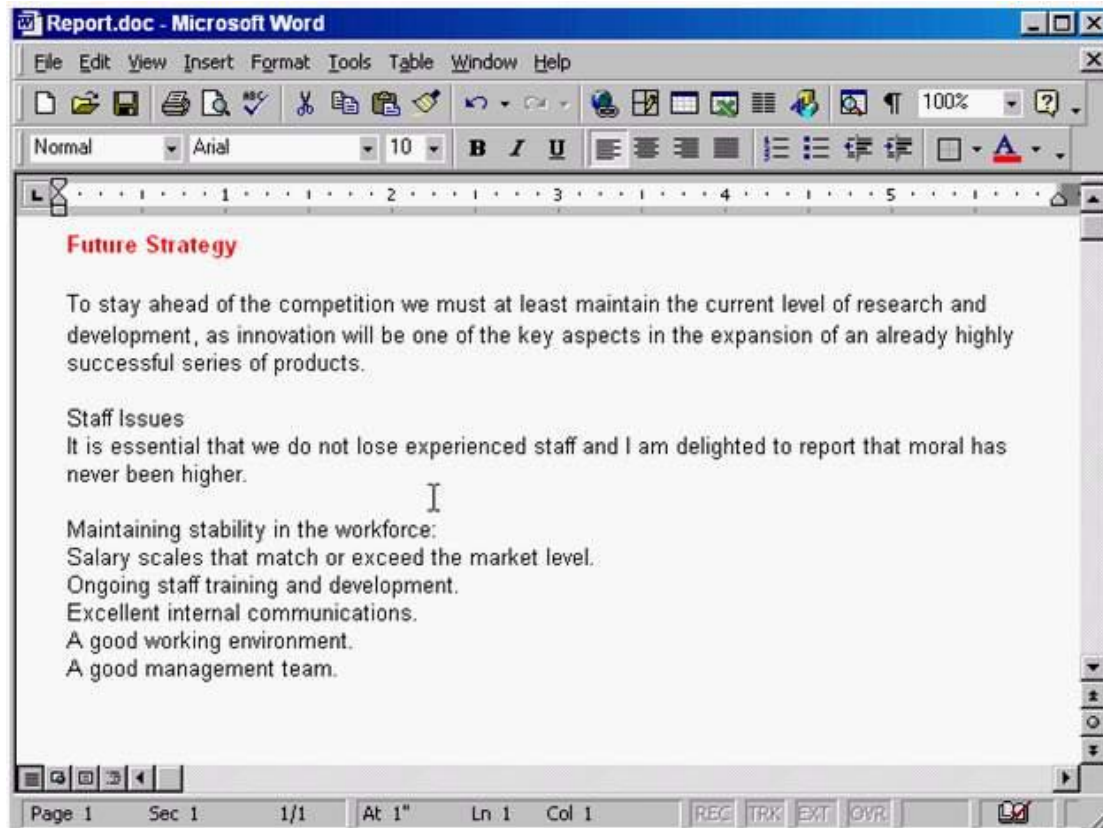
Change the view mode for this document to Print Layout View.



Answer: View -> select print layout

QUESTION 5

Remove the Standard toolbar from the Microsoft Word application window.



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

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