HIGHER QUALITY BETTER SERVICE

CERTTREE

QUESTION & ANSWER



Exam : ICDL-Word

Title : The ICDL L4 word exam

Version : DEMO

Report.do	oc - Microsoft	Word										l.	
	-	ormat Tools							-			_	×
0 🗳 🔒	@ Q ♥	× 🗈 🖻	1 a n	• 64	00			-	3 2	1	100%		2.
Normal	🖌 Arial		12 • B	IU		a 1		目目	∃ t)	律		- 🗛	•
	1 .			3		1.1.1	• 4	• • •		• 5 •	• •	123	. 6
		al ways in v o maximise						110733	5003049		ople	miss	
accun result,	nulate in th the house	e main livin appears v , unnecess	ig areas ery clutte	such a	as the Aany	kitch	nen a	nd sit	ting r	oom			
													A la la
G B C													
Page 1	Sec 1	1/1 At	1	n 1 G	ol 1		REC	TOP	VT. O	202	-	Ga	Þ

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.

2.Switch to the other open document Mission Statement.

File Edit V	iew Insert i		ools Table	Window	Help								-	
			b 🖻 🗸	-	C. CTICLE				B	A	¶ 1	00%	• 0	2.
Normal	- Arial		- 10 -	and in the lot of the				Contraction of the local distance of the loc	-	h and a state	ALCOHOL & LA		Δ.	
- 8		* * † *	• • 2 • •		• 3 •			4 • •	• • •	• • •	5 • •	1		01
	gy Plann ess Fa		Learne	rs in a	n e-v	vorld								
product: support	in secret of s that are a , which we l have a form I	ggressive have alwa	ely priced. ays believe	Combined to be	e this an es	with a sential	high lev part of	el of o any de	ngoir ealing	ng cus s with	stom	er		
Futu	re Strat	egy												
develop	ahead of th ment, as inn sful series o	novation	will be one										nly	
Staff	Issues													1
		up do not	loco ovo	eriencer	i staff :	e I hne	m delia	head to		1.14	100	und has	~	1.1
1.	ential that v	ve do no.	t lose exp	enenees		anuia	in dengi	uted to	repo	ort tha	t mo	rai na	15	- 34
1000		we do no	1 1036 exp			anora	in delig	nted to	o repo	ort tha	t mo	irai na	15	2

Answer: Click on the Mission Statement from the task bar

3.Use Microsoft Word Help to access information on Format Painter.

Report.doc - Microsoft Word	
Eile Edit View Insert Format Iools Table Window Help	×
🗅 🚅 🖬 🚳 🔃 💖 👗 🖻 🛍 🝼 🖙 - ా - 🍓 🗗 🗔 📰 🤣 🖾 ୩ 100% 🔹 🖸) - [
Normal • Arial • 10 • B <i>I</i> <u>U</u> ≡ ≡ ≡ ≡ ≣ ⊑ ⊑ ⊑ ⊑ ⊑ . • <u>A</u> •	-
■ A state of the st	
products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets. Future Strategy To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.	
The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.	
Staff Issues It is essential that we do not lose experienced staff and I am delighted to report that moral has never been higher.	* * 0
Maintaining stability in the workforce:	+
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REG TRK EXT OVR	T /

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

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

and the second se	oc - Micros														
Eile Edit y	View Insert	Format	<u>T</u> ools T <u>a</u> ble	₩indow	Help										1
🗅 😅 🗖	160	NEC X	la 🔁 🍼	5.	CH +					13		T	100%	-	2.
Normal	- Arial		• 10 •	в	<u>u</u>		= 1		JΞ	IΞ	f	ŧ		A .	
- g · · ·	1 * * * 1	• • • • •		· [· ·	• • 3			• 4		1.1	• •	5 ·		1.1	. 01
The wo produc	ssful series orkforce con tion of quali	tinues to	be one of											e met	Ľ.
	sential that		ot lose exp	erience	d staff	and I	am de	lighte	ed to	repo	ort th	iat m	noral h	as	
It is es never b Mainta Salary Ongoin Excelle A good		ty in the match o ing and o commun wironmer	workforce: or exceed th developmen ications. nt.	ne mark			am de	lighte	ed to	repo	ort th	at m	ioral h	as	
It is es never b Mainta Salary Ongoin Excelle A good	sential that been higher. scales that ng staff train ent internal d working er d managem	ty in the match o ing and o commun wironmer	workforce: or exceed th developmen ications. nt.	ne mark		d.		REG		repo	ort th	at m	noral h	as	

Answer: View -> select print layout

5.Remove the Standard toolbar from the Microsoft Word application window.

Report.	doc - Microso	ft Word											
Eile Edit	View Insert	Format Ic	ols T <u>a</u> ble	Window	Help								×
0 🗳 🛛	860:	۶ 🔏 🛙	e 🖪 🝼	5.	× - 📢			II 🚯		¶ 1	00%	- 0	2) .
Normal	✓ Arial	N. Alter	• 10 •	B /	U	F 🗃 :		1= 1	E (#	鐔	•	<u>A</u> -	•
•8		2.2 J.2	· · 2 · ·	• [• •	• 3 • •	• [•	••• 4	• • • 1	x 4 4	5 ·	• • •		0-
Futur	e Strategy												_
develo succe Staff I It is e	ay ahead of t opment, as ir ossful series Issues ssential that been higher.	novation of product	will be one Is.	of the k	ey aspe	cts in t	he exp	ansion	of an	alread	Jy high	nly	
111110000			I										
Salar Ongo Excel	aining stabili y scales that ing staff train llent internal od working en	match or ing and d communic	exceed th evelopment cations.		t level.								
	od manageme												*
BGB 3													*
Page 1	Sec 1	1/1	At 1"	Ln 1	Col 1		REG	TRK EX	TOV	R		20	TF /

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