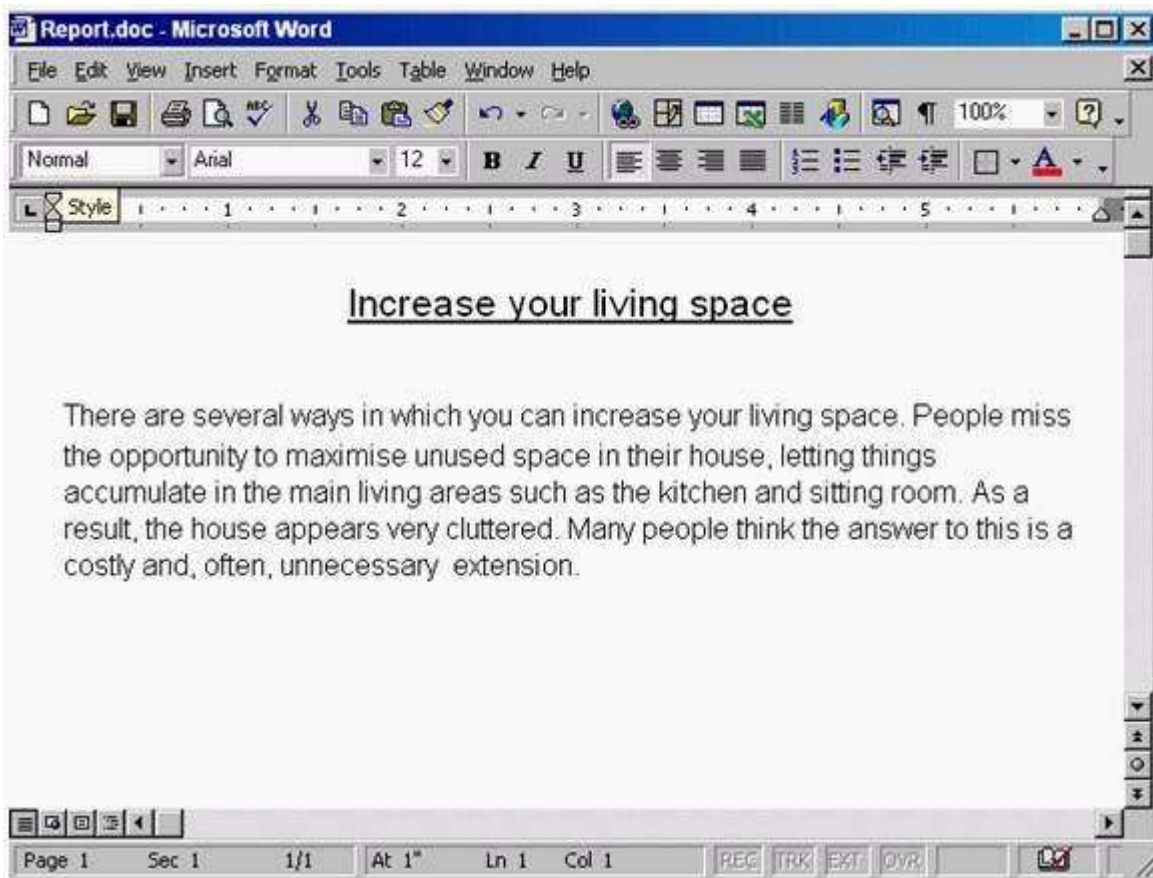**Exam** : **ICDL-Word**

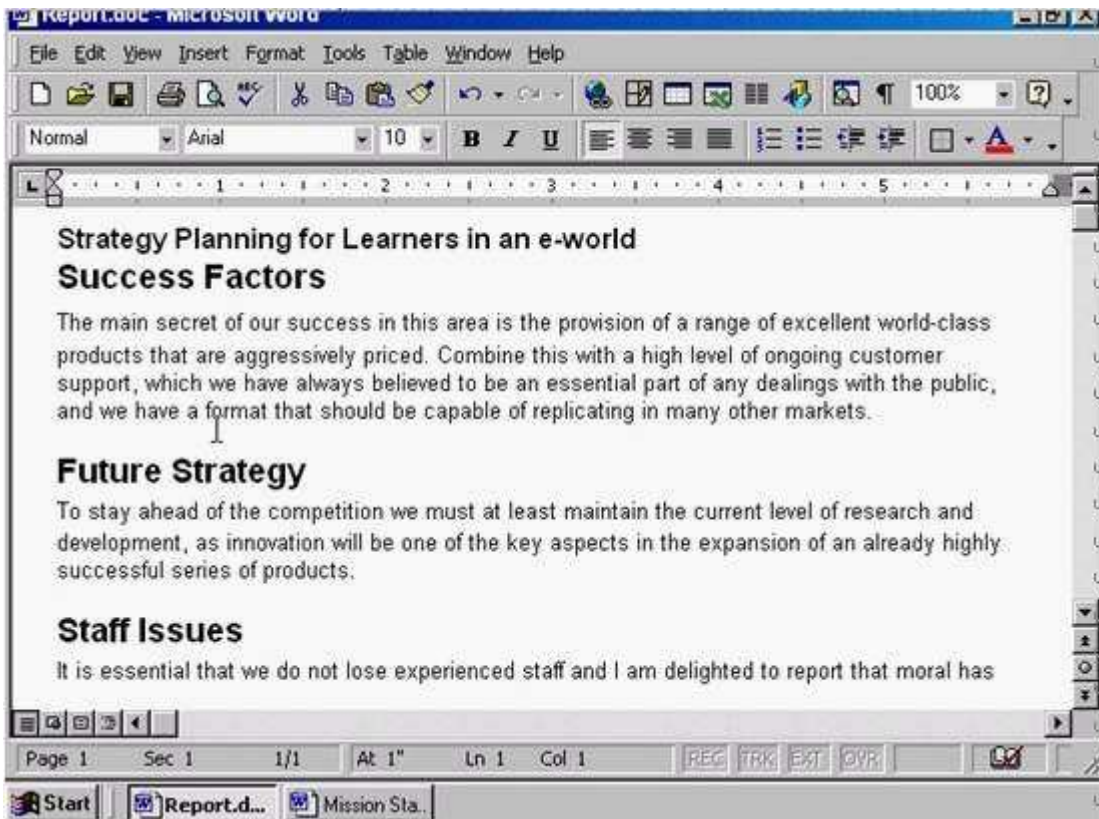**Title** : The ICDL L4 word exam

Version : DEMO

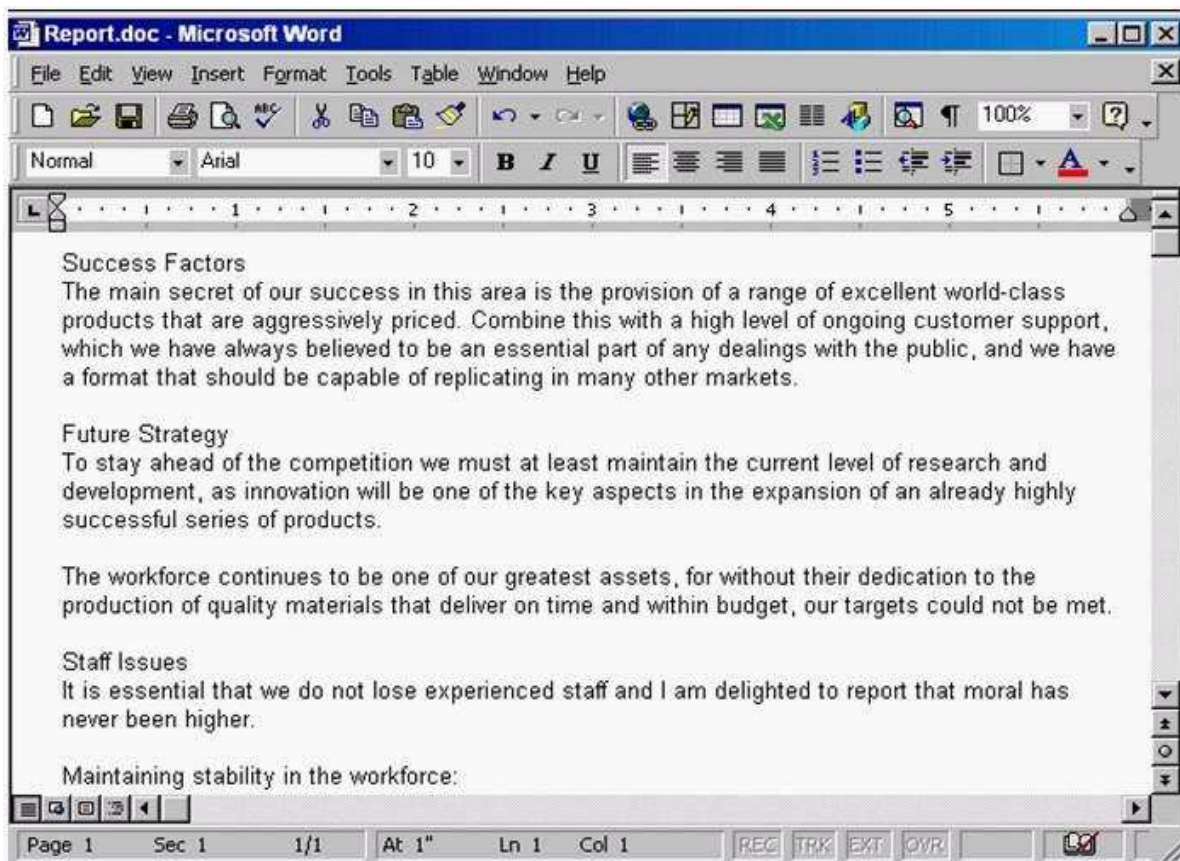1.Save this document as a Web Page. Note: Do not change the default file name' or location.

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

2.Switch to the other open document Mission Statement.

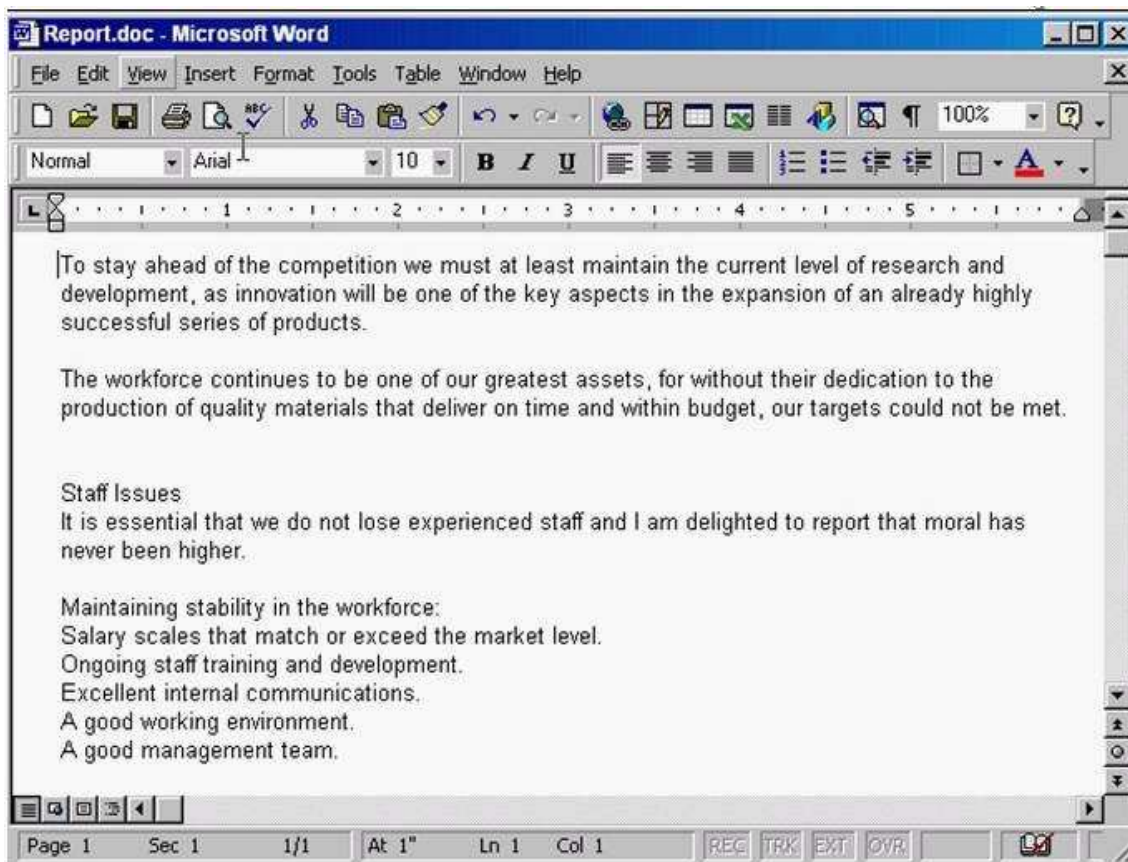**Answer:** Click on the Mission Statement from the task bar

3.Use Microsoft Word Help to access information on Format Painter.
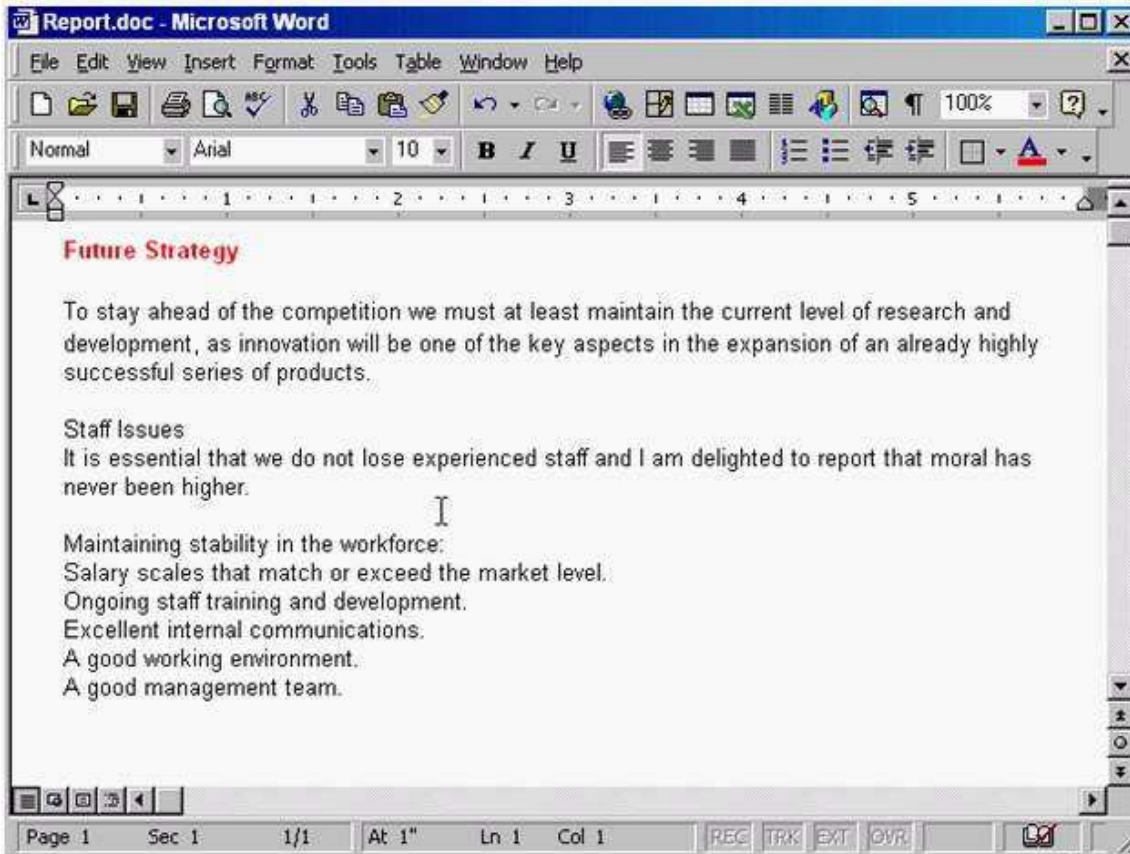
Answer: Help -> Microsoft word help -> write the sentence format painter -> click search

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

Answer: View -> select print layout

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

Report.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal | Arial | 10 | **B** *I* <u>U</u>

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Page 1   Sec 1   1/1   At 1"   Ln 1   Col 1   REC TRK EXT OVR

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

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