PASSTCERT

QUESTION & ANSWER

Higher Quality

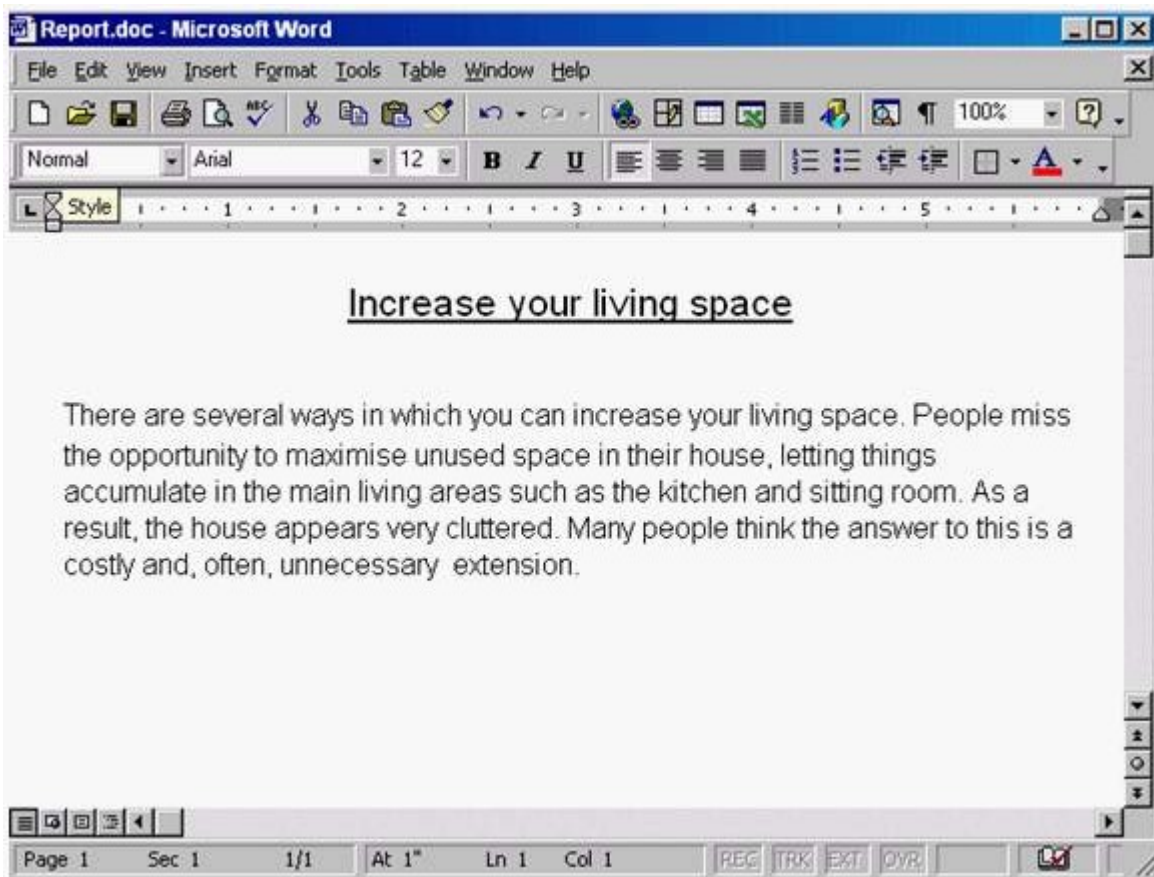# Better Service!

Exam   :   **ICDL-Word**

Title   :   The ICDL L4 word exam
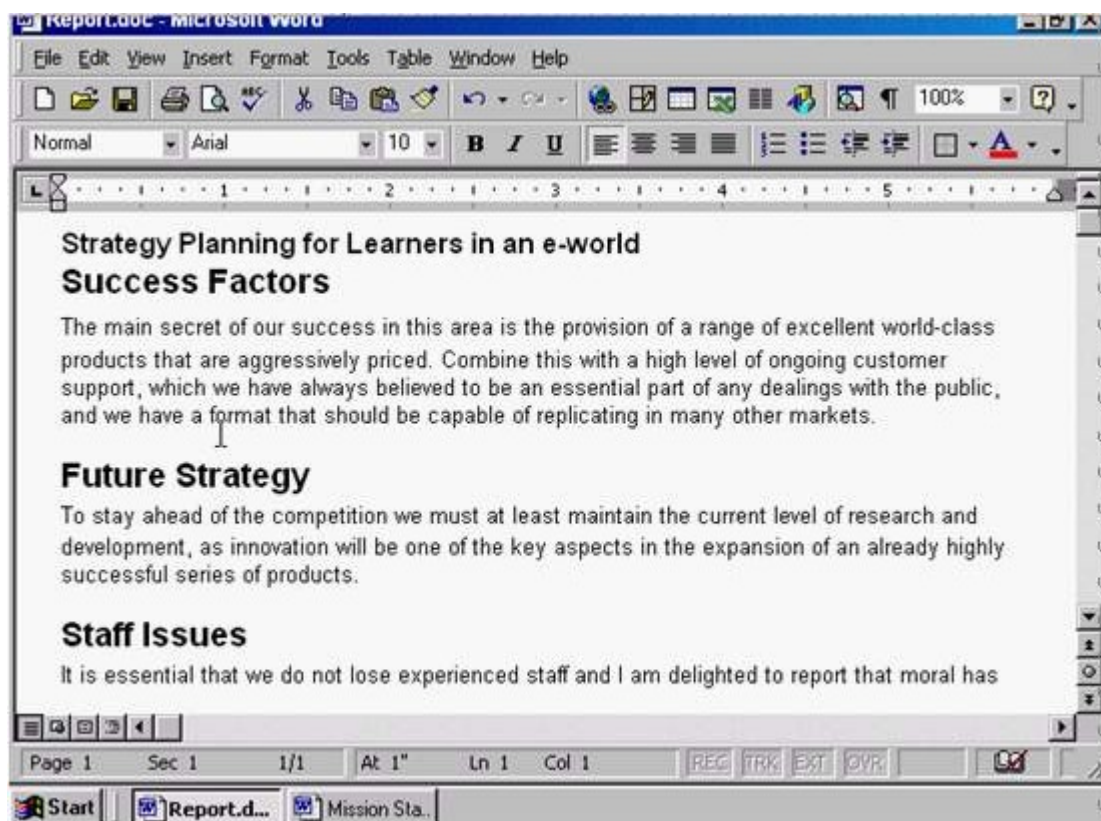
Version   :   DEMO

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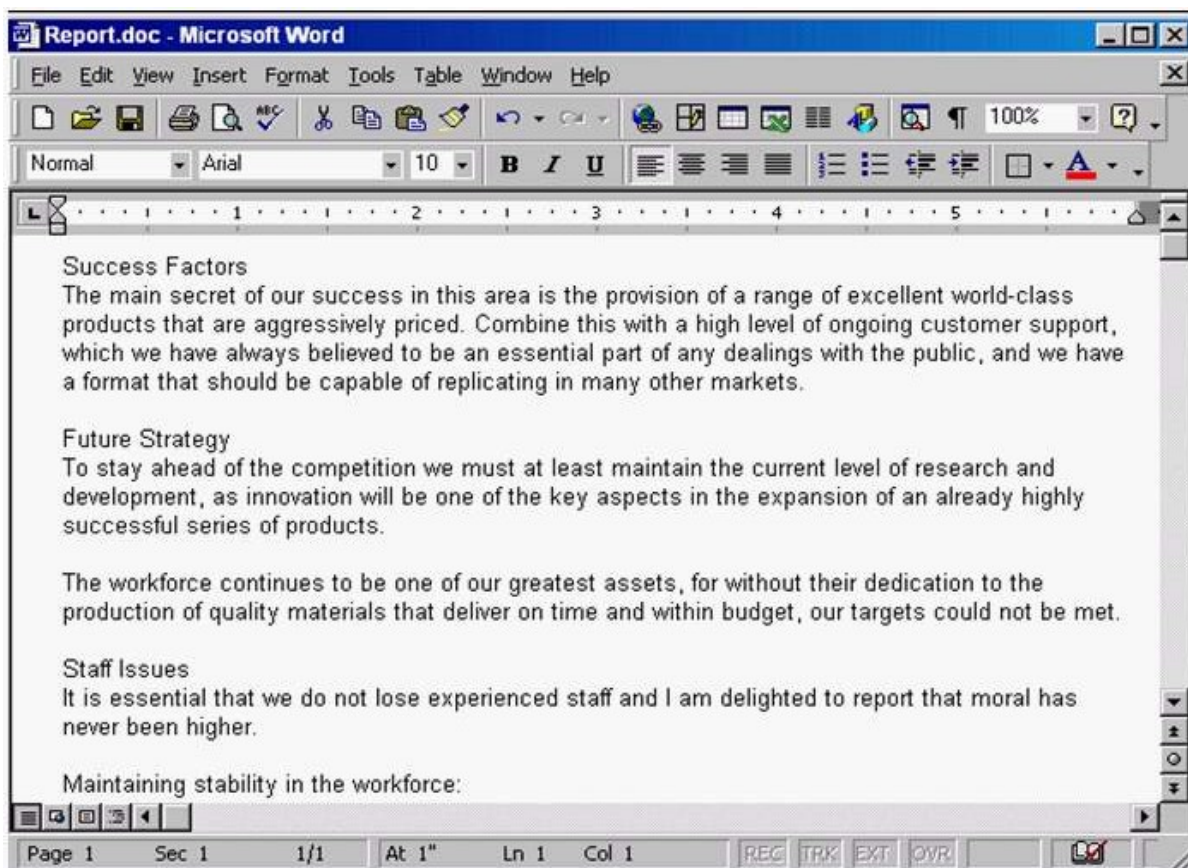

Answer: File->save as web page->save.
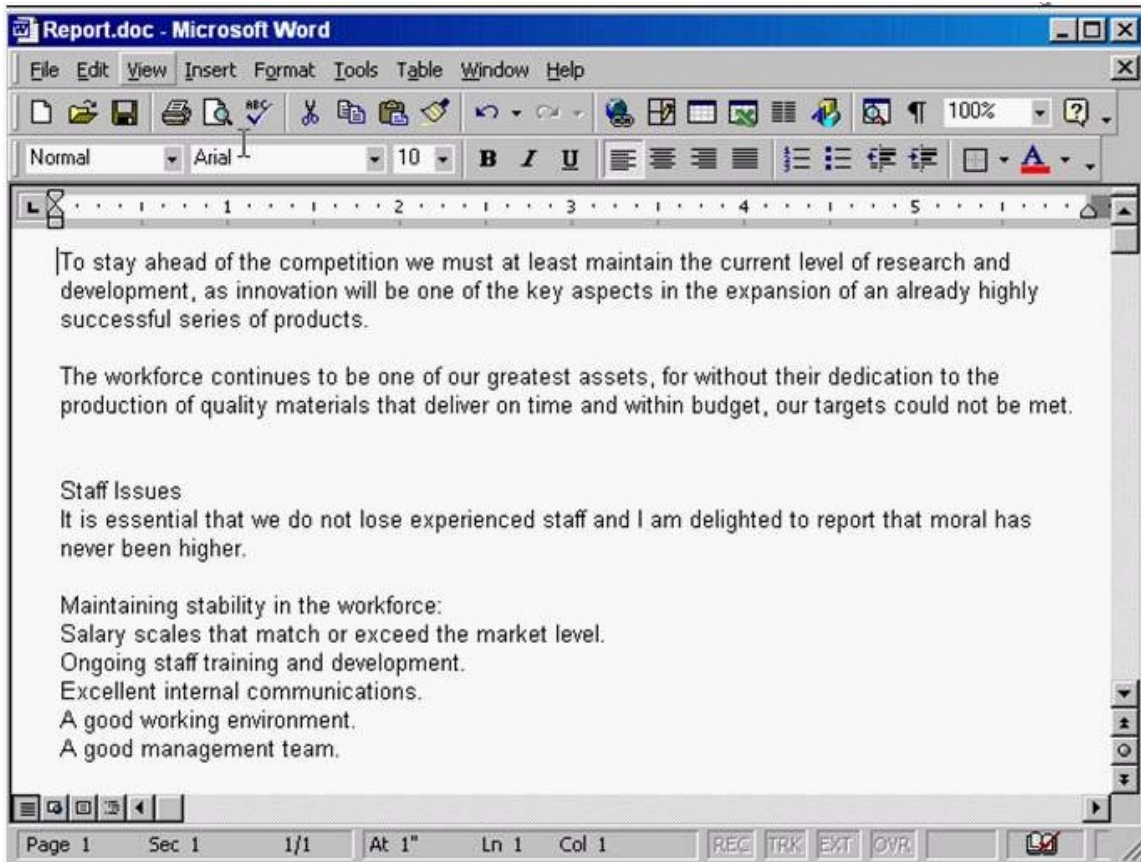
2.Switch to the other open document Mission Statement.

Answer: Click on the Mission Statement from the task bar

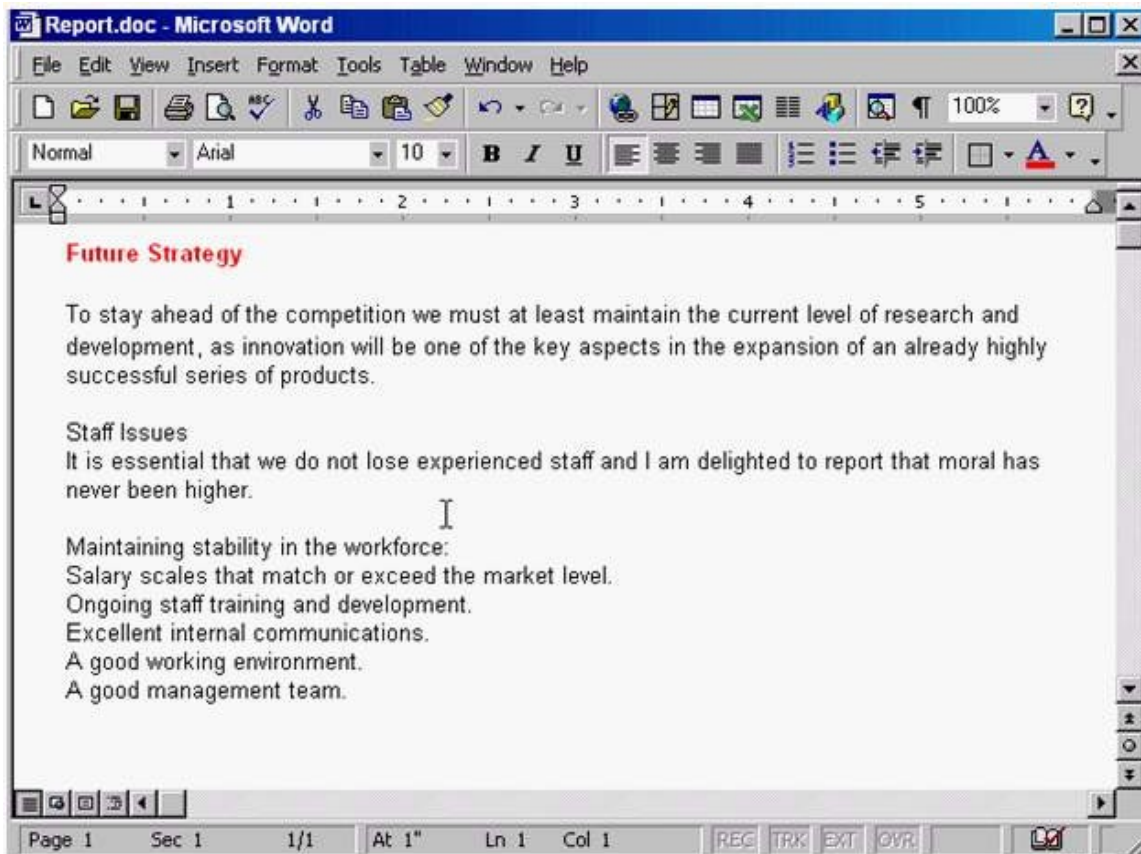3.Use Microsoft Word Help to access information on Format Painter.

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.

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