

**ECDL / ICDL Presentation****Sample Part-Test**

The following are sample part-tests for ECDL / ICDL Presentation. This sample part-test contains 16 questions giving a total of 16 marks.

The actual ECDL / ICDL Presentation certification test contains 32 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark for the module is 75%. The duration of the actual ECDL / ICDL Presentation certification test is 45 minutes.

Although the ECDL / ICDL Presentation sample part-tests are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL Presentation certification test. All test items within the actual ECDL / ICDL Presentation certification tests are based on ECDL / ICDL Presentation Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Presentation tests please refer to ECDL / ICDL Presentation Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of [www.ecdl.org](http://www.ecdl.org)

**Answerfile**

The ECDL / ICDL Presentation sample part-tests are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

**Goals**

ECDL / ICDL Presentation sets out essential concepts and skills relating to demonstrating competence in using presentation software.

Successful candidates will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- Insert and edit pictures, images and drawn objects.
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

**Sample Part-Test 1*****This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Presentation. This test consists of 1 theory question and 15 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on modifying presentations for a clothes retail chain called Snake, opening in different cities. Your tasks include answering a theory question, adding information to the presentation, formatting the content, adding a chart and printing the presentation for an upcoming meeting.

1. Start the presentation application and open the file called **sample answerfile 1.pptx** from your candidate drive.  
Which one of the following views in a slide presentation does not display graphics?  
Enter your answer (a, b, c or d) in the “Click to add text” placeholder.
  - a. Slide sorter view.
  - b. Slide show view.
  - c. Outline view.
  - d. Slide master view.Save and close the **sample answerfile 1** file. [1 Mark]
2. Open the file called **new shops.pptx** from your candidate drive. Save the **new shops.pptx** presentation in Outline/RTF (rich text format) as **new shops.rtf** to your candidate drive. Close the **new shops** file. [1 Mark]
3. Open the file called **clothes wear.pptx** from your candidate drive and save the presentation as a file called **snake.pptx** to your candidate drive. [1 Mark]
4. Zoom the **snake.pptx** presentation in slide sorter view to **80%**. [1 Mark]
5. On slide 1 titled **Snake Clothing Ltd** change the slide layout to a title slide. [1 Mark]
6. Insert the image file **fashion.gif** from your candidate drive once into the top-left of the **snake** presentation so it will appear on all slides except the title slide in the presentation. [1 Mark]
7. On slide 2 titled **Company Organisation** add a shape with the name **Paula Green** and title of **Assistant Buyer** below the shape containing the text **Ann Reid** and **Chief Buyer** in the organisation chart. [1 Mark]

Continued...

**Sample Part-Test 1 (Contd.)**

8. On slide 5 titled **Italy** resize the “Italian Flag” image so that it is 2.36 cm high and 3.81 cm wide and save. [1 Mark]
9. On slide 5 enter the following bullet point text as below:
  - Store opening in Milan
  - New fashion ranges
  - 20% discounts[1 Mark]
10. On slide 6 titled **France** apply an entrance custom animation effect of your choice to the “French Flag” image. Accept the default settings. [1 Mark]
11. Insert a new slide immediately after slide 6 with a title and content slide layout. Add the slide title **Target Profits €000**. [1 Mark]
12. On slide 7 titled **Target Profits €000** create a clustered column chart from the data below.
 

	Year 1	Year 2
Ireland	30	63
Italy	35	69
France	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 slide transition effect of your choice between all the slides in the presentation. Accept the default settings. [1 Mark]
15. Insert your name into the footer of **all** of the slides in the presentation. [1 Mark]
16. Print the **snake.pptx** presentation in outline view to a printer. Save and close any open files and close the presentation application. [1 Mark]

**This is the end of the test.**

**If you have time, check the work you have done.**

**Sample Part-Test 2*****This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Presentation. This test consists of 1 theory question and 15 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on modifying presentations for a chauffeur company called Luxury Limos. Your tasks include answering a theory question, adding information to the presentation, formatting the presentation content, adding a chart and printing the presentation for an upcoming marketing meeting.

1. Start the presentation application and open the file called **sample answerfile 2.pptx** from your candidate drive.  
Which one of the following would NOT be considered good practice?  
Enter your answer (a, b, c or d) in the "Click to add text" placeholder.
  - a. Using the same title on all slides for consistency.
  - b. Using the same background colour on all slides.
  - c. Using the same font on all slides for consistency.
  - d. Using the same type of bullets on all slides.Save and close the **sample answerfile 2** file. [1 Mark]
2. Open the file called **trip.pptx** from your candidate drive and save the presentation as a file called **limo.pptx** to your candidate drive. [1 Mark]
3. Apply the theme **flow.thmx** from your candidate drive to the **limo.pptx** presentation. [1 Mark]
4. Insert the image file **car.gif** from your candidate drive once into the presentation so it will appear on the bottom left of all slides in the presentation. [1 Mark]
5. On slide 1 titled **Luxury Limousines** change the font colour for the text **Luxury Limousines** to a colour of your choice. [1 Mark]
6. On slide 1 change the font of the title text **Luxury Limousines** to Tahoma. [1 Mark]
7. On slide 1 delete the "Direction Arrows" picture from the bottom of the slide and save. [1 Mark]
8. On slide 2 titled **Luxury Fleet** flip the "compass" image horizontally. [1 Mark]
9. On slide 2 increase the indent of the bullet point **Corporate Events**. [1 Mark]

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**Sample Part-Test 2 (Contd.)**

10. On slide 3 titled **Rates** increase the width of the first column so that the text within it is clearly displayed and save. [1 Mark]
11. Insert a row above the bottom row and add the following vehicle type and price per day:  
**Vintage Car 300** [1 Mark]
12. On slide 4 titled **Proposed New Branches**, apply an entrance animation effect of your choice to the “car” image to the right of the bulleted text. Accept the default settings. [1 Mark]
13. On slide 5 titled **Revenue Year 2013** change the column chart to a pie chart. [1 Mark]
14. Hide slide 6 titled **Discontinued Branches**. [1 Mark]
15. Insert your name into the footer of **all** of the slides in the presentation. [1 Mark]
16. Print a handout of the **limo** presentation with six slides per page (horizontally or vertically). Save and close any open files and close the presentation application. [1 Mark]

**This is the end of the test.**

**If you have time, check the work you have done.**

## Multiple Choice Questions Answer Guide

## Sample Part-Test 1

Test Number	Question Number	Answer Guide
1	1	c

## Sample Part-Test 2

Test Number	Question Number	Answer Guide
2	1	d