

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

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 6.0. 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 6.0 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 placeholder into which you can enter your answers.

**Answer Guide**

An Answer Guide for the sample part-tests theory questions is contained within the sample part-tests folder.

**Module Goals**

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

Successful candidates shall be able to:

- Work with presentations and save them in different file formats, locally or in the cloud.
- Use available help resources to enhance productivity.
- Understand different presentation views and when to use them, choose different built-in slide layouts, designs and themes.
- Enter, edit and format text and tables in presentations. Recognise good practise in applying unique titles to slides and creating consistent slide content by using the master slide.
- Choose, create and format charts to communicate information meaningfully.
- Insert, edit and align pictures and drawn objects.
- Apply animation and transition effects to presentations, and check and correct presentation content before printing and presenting.

**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 2 theory questions and 14 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. Open the presentation application and open the file called **sample part-test answerfile1.pptx** from your candidate drive.

Which one of the following views shows each slide title on the left side of the pane containing an outline tab, slide icon and slide number with the main text indented under the slide title.

**[1 Mark]**

- a. Slide sorter view.
- b. Slide show view.
- c. Outline view.
- d. Slide master view.

Enter your answer (a, b, c or d) in the "Click to add text" placeholder on slide 1.

2. Which one of the following is a good reason to use the master slide when designing a presentation?

**[1 Mark]**

- a. To make it easier to switch between open presentations.
- b. To maintain consistent design and format in a presentation.
- c. To make it easier to add co-workers to an organisation chart.
- d. To make it easier to spell check a presentation.

Enter your answer (a, b, c or d) in the "Click to add text" placeholder on slide 2. Save and close the **sample part-test answerfile1** file.

**Continued...**

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

3. 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]
4. 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]
5. On slide 1 titled **Snake Clothing Ltd** change the slide layout to a title slide. [1 Mark]
6. On slide 1 remove the hyperlink from the text **Snake Clothing Ltd** [1 Mark]
7. 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]
8. 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]
9. 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]
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]

Continued...

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

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** 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 part-test answerfile2.pptx** from your candidate drive.

Which one of the following would NOT be considered good practice?

**[1 Mark]**

- 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.

Enter your answer (a, b, c or d) in the "Click to add text" placeholder on slide 1.

2. Which one of the following views is commonly used to maintain consistent design and format throughout a presentation?

**[1 Mark]**

- a. Slide Show View.
- b. Notes Page View.
- c. Slide Master View.
- d. Slide Sorter View.

Enter your answer (a, b, c or d) in the "Click to add text" placeholder on slide 2. Save and close the **sample part-test answerfile2** file.

3. 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]**

4. Apply the theme **flow.thmx** from your candidate drive to the **limo.pptx** presentation.

**[1 Mark]**

5. 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]****Continued...**

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

6. On slide 1 titled **Luxury Limousines** change the font colour for the text **Luxury Limousines** to a colour of your choice. [1 Mark]
7. On slide 1 change the font of the title text **Luxury Limousines** to Tahoma. [1 Mark]
8. On slide 1 delete the “Direction Arrows” picture from the bottom of the slide and save. [1 Mark]
9. On slide 2 titled **Luxury Fleet** flip the “compass” image horizontally. [1 Mark]
10. On slide 2 increase the indent of the bullet point **Corporate Events**. [1 Mark]
11. 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]
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. On slide 6 titled **Discontinued Branches** delete the table. [1 Mark]
15. Insert your name into the footer of **all** 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.**