SAMPLE TEST FOR ECDL / ICDL ADVANCED PRESENTATION

The following is a sample test for ECDL / ICDL Advanced Presentation. As with the certification test, the sample test contains 20 questions. The suggested test duration for this sample test is 60 minutes, which is the same duration as the certification test.

The purpose of this sample test is to allow candidates to experience the structure and content of ECDL / ICDL Advanced tests. All test items within ECDL / ICDL Advanced tests are based on ECDL / ICDL Advanced Syllabus Version 2.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL Advanced tests please refer to ECDL / ICDL Advanced Syllabus Version 2.0 on http://www.ecdl.org

This sample test must only be used for candidate preparation and **must not** be used under any circumstances for certification testing.

Pass Mark

The pass mark for certification tests is 75%.

Measurement Units

Default measurements (margins, indents, tabs etc.) are expressed in centimetres.

Naming Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL Advanced tests and sample tests. References to file names, file extensions, folders, URL's (Uniform Resource Locators), hyperlinks, image links, Web pages, e-mail messages, field identification names etc., together with textual insertions are presented in **bold** for ease of identification within the test paper. Naming or insertion actions for text or numeric data should be added without any formatting except where a formatting action is requested as part of the question item.

Test Preparation

The following tasks MUST be completed PRIOR to a test:

- Disable Protected View settings: File, Options, Trust Center, Trust Center Settings, Protected View Settings, disable protected view for files originating from the Internet, disable protected view for files located in potentially unsafe location, disable protected view for outlook attachments, disable data execution prevention mode. Failure to disable these settings may result in the inability to use answerfile.ppsx therefore some questions cannot be completed.

- During the test Macros should be enabled when workfiles are opened.

ECDL / ICDL Advanced Presentation Sample Test

This is a sample test for use by candidates intending to take the ECDL / ICDL Advanced Presentation certification test. The sample test aims to give candidates an opportunity to become comfortable with the style and structure of the certification test.
The sample test must not, under any circumstances, be used in certification testing.

The following sample test for ECDL / ICDL Advanced Presentation, is based on modifying a presentation for a small airline company called Avalonair who are planning to launch new routes from Dublin. In the test amongst other things you are asked to answer theory questions, insert a movie, manipulate charts and merge an outline into the presentation, before presenting to your Board of Directors.

This sample test consists of 20 questions with 5 marks available for each question.

1. Show the presentation named **answerfile** from your candidate drive.

    1.1 Which one of the following presentations is best suited for an audience of teenagers?
    Click on your answer (a, b, c, or d) in the **answerfile** (Q1.1 space provided).
    a. A long detailed presentation with a lot of text.
    b. A short detailed presentation with a lot of text.
    c. A short humorous presentation with a lot of colourful images.
    d. A long detailed presentation with a lot of text and images.   **[2.5 Marks]**

    1.2 Which one of the following is the least important consideration when selecting a room for delivery of a slide show to a large audience?
    Click on your answer (a, b, c, or d) in the **answerfile** (Q1.2 space provided).
    a. Availability of a flip chart and white board.
    b. Availability of a digital projector and screen.
    c. Number of seats in the room.
    d. Layout and size of the room.   **[2.5 Marks]**

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ECDL / ICDL Advanced Presentation Sample Test (Contd.)

2. 2.1 Which one of the following best describes a presentation
that has adequate colour contrast?
Click on your answer (a, b, c, or d) in the **answerfile** (Q2.1
space provided).

    a. A presentation where a foreground colour does not
stand out against the background colour.

    b. A presentation where a foreground colour clearly stands
out against a darker background colour.

    c. A presentation where the foreground colour and the
background colour are both very dark colours.

    d. A presentation where the foreground colour and the
background colour are both very bright colours.   **[2.5 Marks]**

2.2 Which one of the following best describes alternative text
when used to plan a presentation for people with visual
impairments?
Click on your answer (a, b, c, or d) in the **answerfile** (Q2.2
space provided).

    a. Text that describes a design scheme when viewed in
slide sorter view.

    b. Text that describes animating chart elements by series
when detected by a magnifier.

    c. Text that describes a graphic object when detected by a
screen reader.

    d. Text that describes how to apply a transparency effect to
a drawn object.   **[2.5 Marks]**

Click on the yellow coloured "Save and close file" button to save
and close the **answerfile**.

3. Open the template named **opportunities.potx** from your
candidate drive. Edit the template so that all slides that use
this template will have titles with arial font, size 44 (do not
include subtitle placeholders). Save the revised **opportunities**
template to your candidate drive and close.   **[5 Marks]**

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ECDL / ICDL Advanced Presentation Sample Test (Contd.)

4. Open the file named **research.pptx**.

   a. Remove the fill colour applied to the title placeholder on the title slide layout master. **[2 Marks]**

   b. Save the **research** file as an office theme called **project.thmx** to your candidate drive.
   Save and close any open files. **[3 Marks]**

5. Open the file named **history.pptx**.
   Edit the master slides as follows:

   a. Delete the date, footer and number (#) placeholders from the title slide layout. **[2 Marks]**

   b. Delete **only** the date placeholder from the history slide master. **[2 Marks]**

   c. Format all titles to have a **white, text 1** font colour. Save and close the **history** file. **[1 Mark]**

6. Open the file named **new route.pptx** without updating the links.

   a. Break any links to external files. **[3 Marks]**

   b. On slide 1 remove the hyperlink applied to the "Eiffel Tower" image. **[2 Marks]**

7. On slide 1:

   a. Change the crop position height of the Eiffel Tower image to 7.1 cm. **[2 Marks]**

   b. Save the "Eiffel Tower" image in gif format as **tower.gif** to your candidate drive. **[3 Marks]**

8. On slide 1 modify the "plane" picture at the bottom of the slide by:

   a. Applying a **radial gradient** fill effect with **40%** transparency. **[2 Marks]**

   b. Applying a **harsh** lighting surface effect. **[1 Mark]**

   c. Applying a **3-D rotation** effect of **45°** on **X:** and **0°** on **Y:** **[2 Marks]**

9. Create a custom show named **strategic objectives** that will contain slides 3 and 4 of the **new route** presentation. **[5 Marks]**

10. On slide 2 insert the movie file **landing** from your candidate drive to the right of the bulleted list so that it plays automatically when the slide show is run. **[5 Marks]**

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ECDL / ICDL Advanced Presentation Sample Test (Contd.)
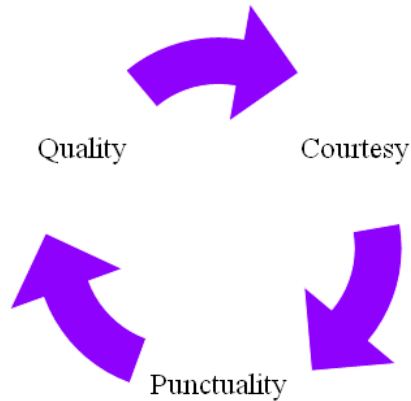
11.   On slide 3:
    a. Fill the yellow drawn object with the **europe.gif** file from your candidate drive. **[3 Marks]**
    b. Apply a 10% transparency effect to the filled drawn object. **[2 Marks]**

12.   On slide 3:
    a. Edit the animation settings applied to the second bullet point **10% market penetration by end 1st year** so it will dim to a colour of your choice after animation. **[3 Marks]**
    b. Reorder the animation to ensure the bullet point **Tight cost controls** appears last when the presentation is run. Save the **new route** file. **[2 Marks]**

13.a. On slide 4 format the "world map" picture so that no recolor is applied. **[3 Marks]**
    b. Display the "jet" image at the bottom left of the slide as grayscale. **[2 Marks]**

14.   On slide 6:
    a. Edit the data displayed on the slide so that the revenue figure for year 1 is **1.75**. **[1 Mark]**
    b. Ensure the data in column F titled **Year 5** of the embedded data is also displayed on the slide. Save the **new route** file. **[4 Marks]**

15.   On slide 7:
    a. Format the legend to appear at the bottom of the chart. **[3 Marks]**
    b. Change the chart type for the **No. of Passengers** data series to display as a clustered column chart. **[2 Marks]**

16.   On slide 8:
    a. Set the minimum value for the vertical (value) axis to display as 0.00, the maximum value 4.00 and the major unit 1.00. **[3 Marks]**
    b. Set the gap width for the data series to be 100%. **[2 Marks]**

17.   On slide 9:
    a. Apply the style from the "Comprehensive web site" shape to the "Efficient staff" shape. **[3 Marks]**
    b. Make the fill colour and font colour of the "Comprehensive web site" shape the default for new drawn objects. **[2 Marks]**

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ECDL / ICDL Advanced Presentation Sample Test (Contd.)

18. On slide 10 insert the text cycle diagram shown below ensuring the font size for the three shapes containing text is size 20 and the diagram is not covering the title placeholder. Save the **new route** file. **[5 Marks]**

19. Immediately after slide 8 insert the slides from the outline **further data.rtf** file on your candidate drive into the presentation. **[5 Marks]**

20. Apply settings to the **new route** presentation to ensure:

   a. Slides will only advance manually. **[3 Marks]**

   b. The slide show will not loop continuously when played. **[2 Marks]**

   Save and close all open files and close any open applications.

   This is the end of the test.

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