### Introduction

This document contains the ECDL / ICDL Presentation Syllabus 5.0 sample tests.

The sample tests are for use by candidates intending to take the ECDL / ICDL Presentation certification test. The sample test aims to give candidates the opportunity to become comfortable with the style, approach, format and structure adopted within the ECDL / ICDL Presentation tests.

The sample tests must not, under any circumstances, be used in certification testing. The sample tests should ONLY be used in an ECDL / ICDL Accredited Test Centre and are not for wider distribution.

The actual content of the ECDL / ICDL Presentation test used for certification will vary to ensure appropriate syllabus coverage across all tests. For this reason, candidates should be informed that the sample tests will not be an exact reflection of actual certification test content.

The sample tests consists of 32 tasks giving a total of 32 marks.

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

Answer Guide

An Answer Guide for the sample tests is contained within the sample tests folder.

#### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL Presentationsample tests. References to file names, file extensions, folders, URLs (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. Authorised ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the sample test.

#### Candidate Drive

An allocated location on a Drive should be provided to Candidates for the sample test in ECDL / ICDL Presentation. Where support files and folders, work files or an answerfile relevant to the specific sample test are required, these are to be provided on the allocated location on the Drive. The allocated location on the Drive is the property of the Test Centre and is the responsibility of the authorised ECDL / ICDL Tester. Candidates may save their work to removable media provided by the Test Centre. All sample test documentation and removable media must be handed up at the end of the sample test.

#### Print to file

For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Operator.

Security Warnings

### When opening files during the test, depending on security settings, some security warnings may appear or the files may open in protected mode. The Authorised Tester must advise the Candidate accordingly to allow them to use the files if these warnings occur.

Sample Test 1

***This is a sample test for use by Candidates intending to take the ECDL / ICDL 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 tests must not, under any circumstances, be used in certification testing.***

The following is the sample test for ECDL / ICDL Presentation. This test consists of 1 theory question and 31 practical questions with 1 mark available for each question. The total marks available are 32 marks, and the test duration is 45 minutes.

The sample test is based on modifying presentations for the Apple Marketing Board. Your tasks include adding information to a presentation, formatting presentation content, adding a chart and printing the presentation for an upcoming Marketing meeting.

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| 1. |  | Open the presentation application and open the file called **sample answerfile 1** from your Candidate Drive.  When creating text content for a slide presentation which one of the following should be used? Enter your answer (a, b, c or d) in the “Click to add text” placeholder. Save and close the **sample answerfile 1** file.  a. Use long detailed paragraphs to make a point.  b. Use as many different fonts as possible in the presentation.  c. Use only short concise phrases.  d. Fill each slide with text to eliminate white space. | **[1 Mark]** |
| 2. |  | Open the file called **apple varieties.pptx** from your Candidate Drive. | **[1 Mark]** |
| 3. |  | Save the **apple varieties.pptx** presentation in outline/RTF (rich text format) as **apple varieties.rtf** to your Candidate Drive. Close the **apple varieties.pptx** file. | **[1 Mark]** |
| 4. |  | Open the file called **apple pips.pptx** from your Candidate Drive. Save the presentation as **apple marketing.pptx** to your Candidate Drive. | **[1 Mark]** |
| 5. |  | Zoom the **apple marketing.pptx** presentation in normal view to **65%**. | **[1 Mark]** |
| 6. |  | On slide 1 titled **The Apples of our Isles** change the layout of the slide to a title slide. | **[1 Mark]** |
| 7. |  | On slide 1 add the subtitle **Apple Marketing Board** and save. | **[1 Mark]** |
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| **Sample Test 1 (Contd.)** | | | | |
| 8. |  | Apply the theme **Flow** from your Candidate Drive to the **apple marketing.pptx** presentation. | **[1 Mark]** | |
| 9. |  | Insert the image file **red apple.jpg** from your Candidate Drive once into the bottom left of the presentation so it will appear on all slides in the presentation. | **[1 Mark]** | |
| 10. |  | On slide 2 titled **Apple Marketing Board** add a shape with the name **Carl Kent** and the title of **Assistant Accountant** below **John** **Browne** titled **Finance Manager** in the organisation chart and save. | **[1 Mark]** | |
| 11. |  | For slide 2 add a presenter note **Carl Kent – newly appointed to the Finance Team**. | **[1 Mark]** | |
| 12. |  | On slide 3 titled **Apple Varieties** increase the font size for the title **Apple Varieties** to 44. | **[1 Mark]** | |
| 13. |  | On slide 3 left align the bulleted text. | **[1 Mark]** | |
| 14. |  | On slide 4 titled **Green Apples** apply a shadow to the bullet text **Granny Smith**. | **[1 Mark]** | |
| 15. |  | On slide 4 resize the green and grey apple image so that it is 11 cm high and 8.68 cm wide. Save the presentation. | | **[1 Mark]** |
| 16. |  | On slide 6 titled **Using** **Green Apples** enter the following bullet point text: **[1 Mark]**   * **Jams and jellies** * **Classic pies and crumbles** * **Sauce for meats - goose and pork** | | **[1 Mark]** |
| 17. |  | On slide 6 without moving any of the objects bring the “Pie” drawn object to the front of the “Jam” and “Sauce” drawn objects. | | **[1 Mark]** |
| 18. |  | On slide 7 titled **When Buying Apples** change the font colour for the bullet point text to a colour of your choice and save. | | **[1 Mark]** |
| 19. |  | On slide 7 flip the arrow vertically. | | **[1 Mark]** |
| 20. |  | Insert a new slide immediately after slide 7 with a title and content slide layout. Add the slide title **Apple Production Statistics**. | | **[1 Mark]** |
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| **Sample Test 1 (Contd.)** | | | |
| 21. |  | On the newly inserted slide 8 create a pie chart from the data below.   |  |  | | --- | --- | |  | Apple Production | | Pie | 10 | | Jam | 25 | | Sauce | 10 | | Juice | 55 | | **[1 Mark]** |
| 22. |  | On slide 8 apply outside end percentage data labels to the pie chart and save. | **[1 Mark]** |
| 23. |  | On slide 8 add a text box directly below the pie chart with the text **Most apples make juice**. | **[1 Mark]** |
| 24. |  | On slide 10 titled **Apple Nutrition** change the space after each paragraph within the bullet points to 6 pt and save. | **[1 Mark]** |
| 25. |  | Move slide 5 titled **Finally** so it becomes the last slide in the **apple marketing.pptx** presentation and save. | **[1 Mark]** |
| 26. |  | Apply a slide transition effect of your choice between **all** the slides in the presentation. Accept the default settings. | **[1 Mark]** |
| 27. |  | Insert your candidate identification number to the footer of **all** slides in the presentation and save. | **[1 Mark]** |
| 28. |  | Open the file called **apple trees.pptx** from your Candidate Drive. Copy the “cut apple” picture on slide 2 of the **apple trees.pptx** and paste it into the bottom right corner on slide 6 titled **When Buying Apples** of the **apple marketing.pptx** presentation. Close the **apple trees.pptx**. | **[1 Mark]** |
| 29. |  | Delete slide 8 titled **Cooking with Apples** from the **apple marketing.pptx** presentation. | **[1 Mark]** |
| 30. |  | Spell-check the **apple marketing.pptx** presentation. Proper names are not included in this spell checking and may be ignored. | **[1 Mark]** |
| 31. |  | Hide slide 4 titled **Green Apples** for slide show purposes. | **[1 Mark]** |
| 32. |  | Print a handout of the **apple marketing.pptx** presentation with six slides to a page (horizontally or vertically). Save and close the **apple marketing.pptx** file 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 Test 2

***This is a sample test for use by Candidates intending to take the ECDL / ICDL 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 tests must not, under any circumstances, be used in certification testing.***

The following is the sample test for ECDL / ICDL Presentation. This test consists of 1 theory question and 31 practical questions with 1 mark available for each question. The total marks available are 32 marks, and the test duration is 45 minutes.

The sample test is based on modifying a presentation for ColourBright - an Interior Design Company. Your tasks include adding information to the presentation, formatting the presentation content, amending a chart and printing the presentation for a meeting with clients.

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| 1. |  | Open the presentation application and open the file called **sample answerfile 2** from your Candidate Drive. Which one of the following views is used to increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work?  Enter your answer (a, b, c or d) in the “Click to add text” placeholder. Save and close the **sample answerfile 2** file.  a. Slide Show View.  b. Normal View.  c. Slide Sorter View.  d. Outline View. | **[1 Mark]** | |
| 2. |  | Open the file called **interior.pptx** from your Candidate Drive. Save the presentation as **design.pptx** to your Candidate Drive. | **[1 Mark]** | |
| 3. |  | On slide 1 titled **The Bright Interior Design Company** remove the bold and italic from the subtitle **Exceeding Expectations**. | **[1 Mark]** | |
| 4. |  | On slide 1 replace the **#** character below the subtitle **Exceeding Expectations** with your candidate identification number. | **[1 Mark]** | |
| 5. |  | On slide 1 align the **building** image to the top right corner of the slide. | **[1 Mark]** | |
| 6. |  | On slide 2 titled **Mission** change the layout of the slide to a title and content slide layout. | **[1 Mark]** | |
| 7. |  | On slide 2 change the font of the title text **Mission** to Lucida Sans Unicode and save. | **[1 Mark]** | |
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| **Sample Test 2 (Contd.)** | | | | |
| 8. |  | On slide 2 change the bulleted list beginning **Providing the best…** to a numbered list. |  | |
| 9. |  | On slide 2 apply an entrance animation effect of your choice to the numbered list. Accept default settings. |  | |
| 10. |  | Immediately after slide 2 insert a new slide with a title and content layout. Add the slide title **Interior Design Specialities** and save. | **[1 Mark]** | |
| 11. |  | On slide 3 titled **Interior Design Specialties** create a table from the data below.   |  |  | | --- | --- | | **Residential** | **Non-Residential** | | Apartments | Offices | | Houses | Hotels | | **[1 Mark]** | |
| 12. |  | On slide 4 titled **Types of Design** underline the bulleted text **Classic**. | **[1 Mark]** | |
| 13. |  | On slide 5 titled **Design Team** add a shape with the name **Adam York** and the title of **CAD Technician** below **John Pullman** titled **Interior Architect** in the organisation chart and save. | **[1 Mark]** | |
| 14. |  | On slide 5 delete **Susan Parks** titled **Personal Assistant** from the organisation chart and save. | **[1 Mark]** | |
| 15. |  | On slide 6 titled **Interior Design V Consultation (€M)** change the column chart to a line chart. | | **[1 Mark]** |
| 16. |  | On slide 6 change the line colour in the chart for the **Interior Design** line and the **Consultation** line to a colour of your choice. | | **[1 Mark]** |
| 17. |  | On slide 6 add a text box directly below the chart with the text **Gains expected for 2010**. | | **[1 Mark]** |
| 18. |  | On slide 7 titled **Services** left align the bulleted text and save. | | **[1 Mark]** |
| 19. |  | On slide 7 change the bulleted text **Drawing** **or Décor Consultants** to **Design or Décor Consultants**. | | **[1 Mark]** |
| 20. |  | On slide 7 change the paragraph spacing before each bulleted paragraph to 4 pt. | | **[1 Mark]** |
| 21. |  | Hide slide 8 titled **Sourcing and Supply** for slide show purposes. | | **[1 Mark]** |
| 22. |  | On slide 9 titled **Furniture** change the fill colour of the “Café” image to a fill colour of your choice. | | **[1 Mark]** |
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| **Sample Test 2 (Contd.)** | | | | |
| 23. |  | On slide 9 resize the “Café” picture so that it is 5 cm high and 3 cm wide. | **[1 Mark]** | |
| 24. |  | On slide 9 add a presenter note **Access to skilled Cabinet Makers** and save. | **[1 Mark]** | |
| 25. |  | Open the file called **consultation.pptx** from your Candidate Drive. Copy slide 2 titled **Summary** from the **consultation.pptx** presentation and paste it as the last slide into the **design.pptx** presentation. Close the **consultation.pptx** file. | | **[1 Mark]** |
| 26. |  | On slide10 titled **Summary** increase the list level of the bulleted text, durable, practical and beautiful. | | **[1 Mark]** |
| 27. |  | Remove the logo image from the bottom right corner of the slide master so that it is removed from all slides in the presentation. | | **[1 Mark]** |
| 28. |  | Apply a transition effect of your choice between all the slides in the **design.pptx** presentation. Accept default settings. | | **[1 Mark]** |
| 29. |  | Insert the current date that can automatically update into the footer of all slides in the **design.pptx** presentation. | | **[1 Mark]** |
| 30. |  | Spell-check the **design.pptx** presentation. Proper names are not included in this spell checking and may be ignored. | | **[1 Mark]** |
| 31. |  | Print slide 1 titled **The Bright Interior Design Company** in outline view to a printer. Save and close the **design.pptx** presentation. | | **[1 Mark]** |
| 32. |  | Open the file called **colour.pptx** from your Candidate Drive. Save the **colour.pptx** presentation as a PowerPoint template called **colour.potx** to your Candidate Drive. Close the **colour.potx** PowerPoint template and close the presentation application. | | **[1 Mark]** |
|  |  | This is the end of the test.  If you have time, check the work you have done. | |  |