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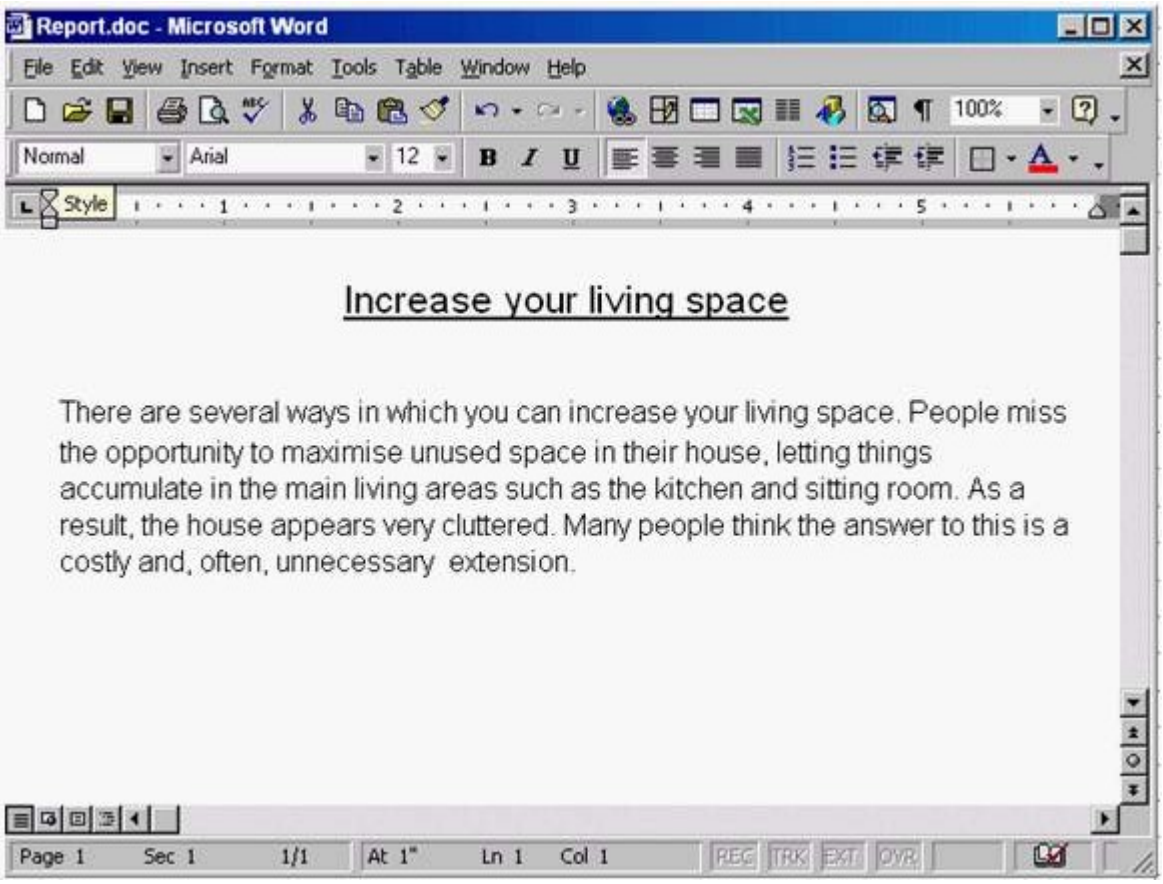
Exam : **ICDL-Word**

Title : The ICDL L4 word exam

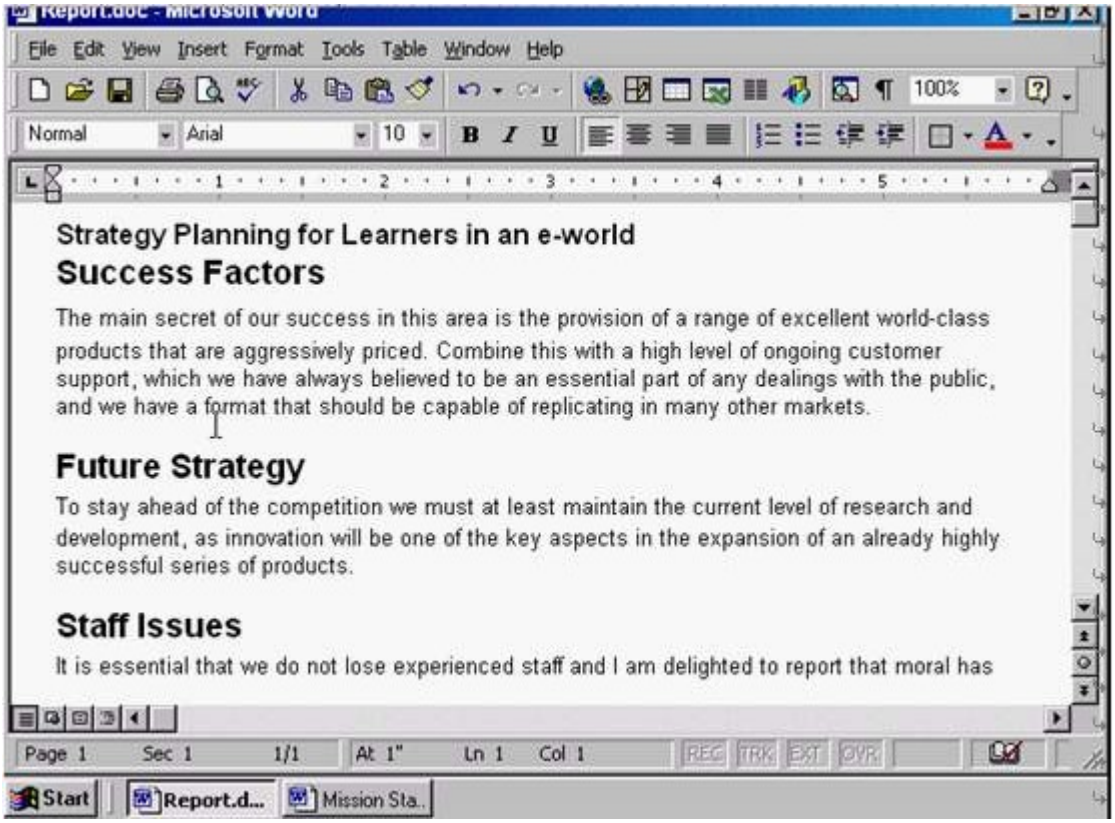
Version : DEMO

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



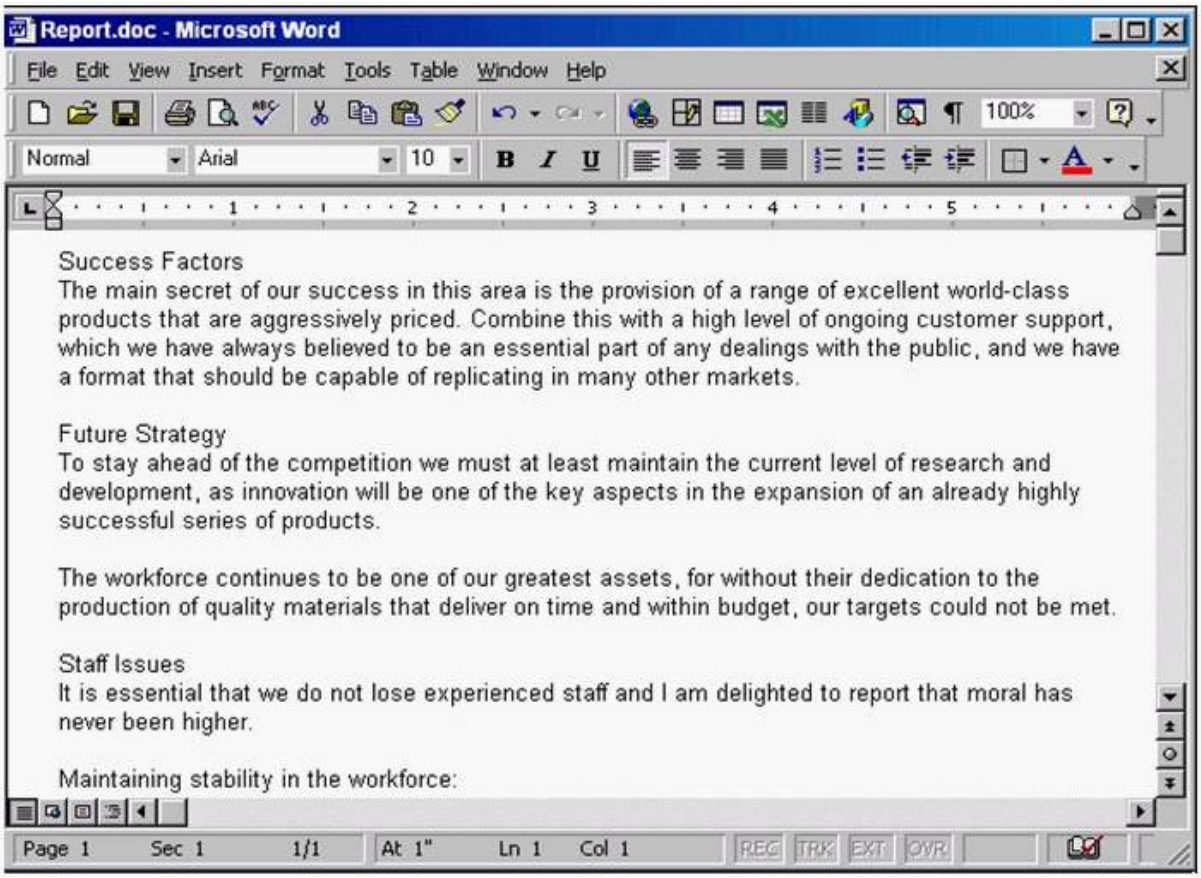
Answer: File->save as web page->save.

2.Switch to the other open document Mission Statement.



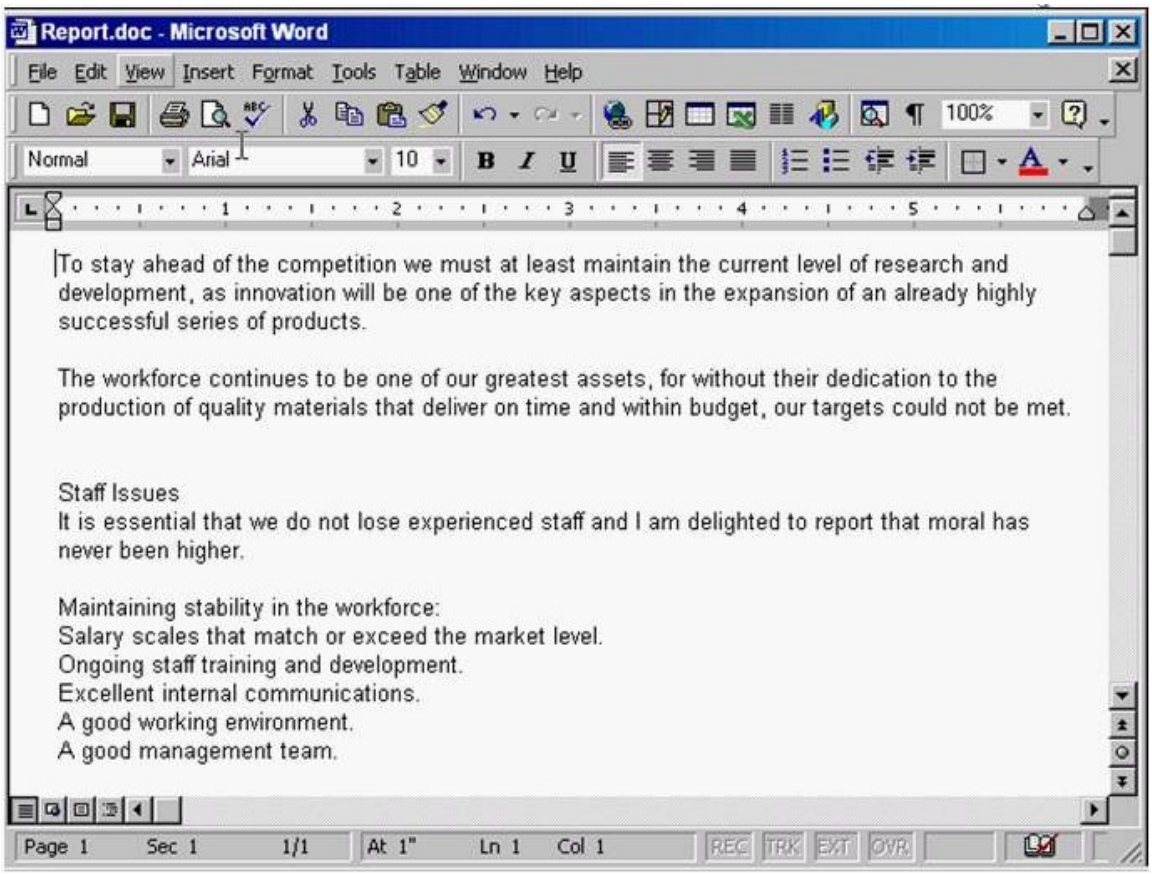
Answer: Click on the Mission Statement from the task bar

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



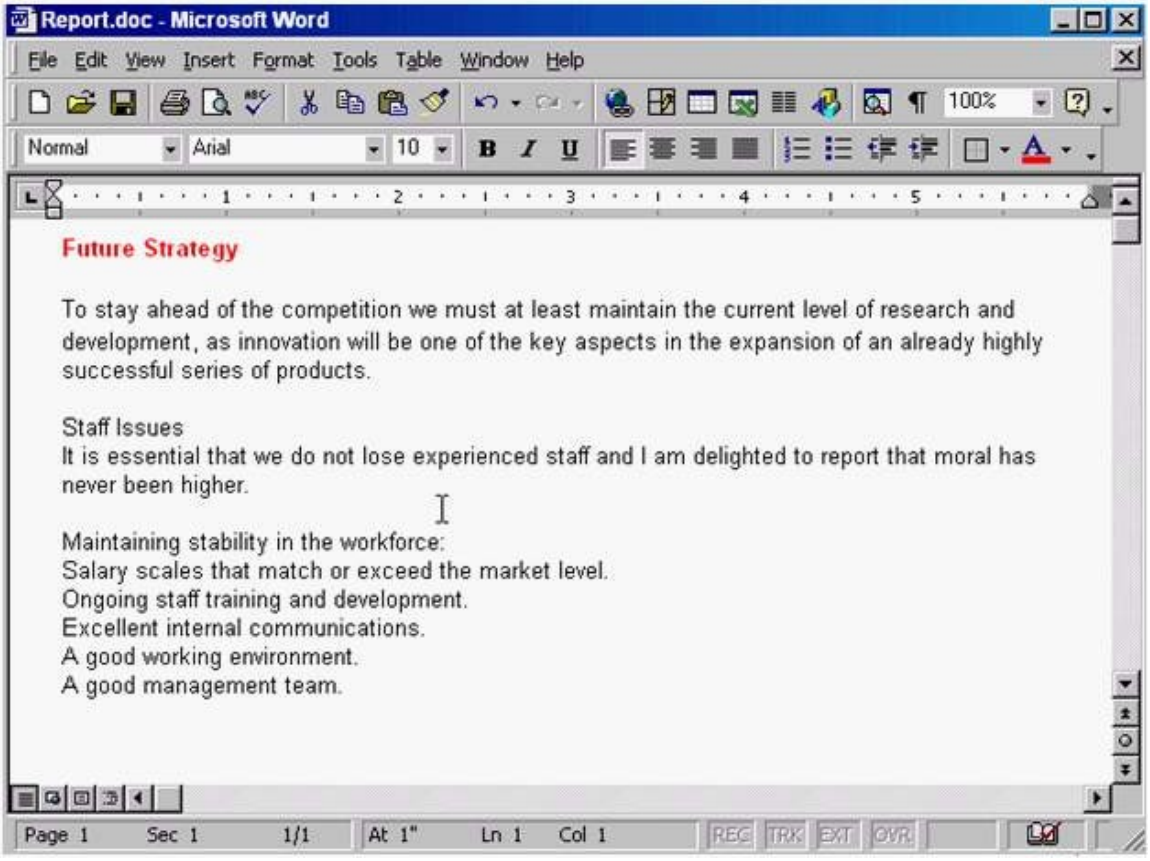
Answer: Help -> Microsoft word help -> write the sentence format painter -> click search

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