

# **ECDL / ICDL Advanced Presentation Sample Test**

## **Syllabus Version 2.0**

28<sup>th</sup> August 2009

Sample Test

## 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 italic*** 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.

## ECDL / ICDL Advanced Presentation Sample Test

The following sample test for Advanced Presentation, is based on modifying a presentation for a small airline company Avalonair 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.
  - 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]

[2.5 Marks]

Continued...

**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 make a presentation more accessible to a visually impaired audience?  
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 design template named **opportunities.pot** from your candidate drive.  
Edit the template so that all slides that use this design template will have arial font, size 44 for all title placeholders (do not include subtitle placeholders).  
Save the revised **opportunities** design template to your candidate drive and close.
- [5 Marks]**

**Continued...**

**ECDL / ICDL Advanced Presentation Sample Test (Contd.)**

4. Open the file named **research.ppt**.  
a. Insert a new title master. [2 Marks]  
b. Insert the file **europe.gif** from your candidate drive so that it will appear at the top right on all slides except title slides. Save the **research** presentation as a design template named **marketing** to your candidate drive. Save and close the **marketing** design template file. [3 Marks]
5. Open the file called **history.ppt**. Edit the master slides as follows:  
a. Delete the date area, footer area and number area placeholders from the history title master. [2 Marks]  
b. Delete **only** the date area placeholder from the history slide master. [2 Marks]  
c. Format all titles to have a white font colour. Save and close the **history** file. [1 Mark]
6. Open the file named **new route** and **do not** update the links.  
a. Break the link to the **start time** document. [2 Marks]  
On slide 1:  
b. Remove the hyperlink applied to the "Eiffel Tower" image. [2 Marks]  
c. Delete the embedded "Revenue" object. [1 Mark]
7. On slide 1:  
a. Crop the "Eiffel Tower" image by 0.6cm from the top. [2 Marks]  
b. Save the "Eiffel Tower" image in gif format as **tower.gif** to your candidate drive. [3 Marks]
8. Create a custom show named **strategic objectives** that will contain slides 3 and 4 of the **new route** presentation. [5 Marks]
9. 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]
10. 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]

**Continued...**

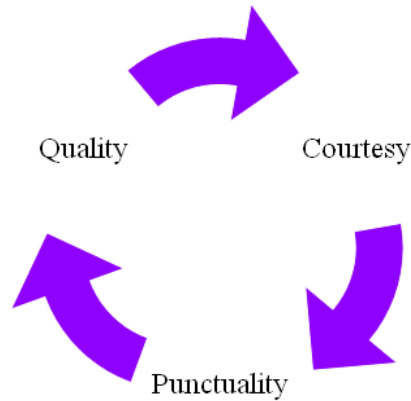
**ECDL / ICDL Advanced Presentation Sample Test (Contd.)**

11. On slide 3:
- a. Remove the animation from the slide title. [1 Mark]
  - b. Edit the animation settings applied to the second bullet point **10% market penetration by end 1<sup>st</sup> year** so it will dim to a colour of your choice after animation. [3 Marks]
  - c. Change the sequence of animation so that the **Tight cost controls** bullet point text will animate last. [1 Mark]  
Save the **new route** file.
- 12.a. On slide 4 format the "world map" picture without ungrouping it, to recolour the purple background to a colour of your choice. [2 Marks]
- b. On slide 5 format the "flag" picture on the top left of the slide to restore the original colours. [3 Marks]
13. On slide 6:
- a. Edit the data displayed on the slide so that the figure for **Revenue** for **Year 1** is 1.75. [2 Marks]
  - b. Ensure the data in column F titled **Year 5** of the embedded data is also displayed on the slide. [3 Marks]  
Save the **new route** file.
14. On slide 7:
- a. Format the legend to appear at the right of the chart. [1 Mark]
  - b. Change the chart type for the **No. of Passengers** data series to display as a column chart (accept default). [4 Marks]
15. On slide 8 apply settings to the chart so that:
- a. The minimum value for the value axis is 0, the maximum value 4 and the major unit is 0.5. [3 Marks]
  - b. Set the gap width for the data series to 100. [2 Marks]
16. 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]
17. On slide 9 distribute the four pale blue text boxes vertically relative to the slide. [5 Marks]

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18. On slide 10 insert the diagram shown below ensuring the font size for the three shapes containing text is size 24 and the diagram is not covering the title placeholder.  
Save the **new route** file.

**[5 Marks]**

19. Immediately after slide 8 merge the file **further data.rtf** from your candidate drive into the **new route** 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.

**END OF SAMPLE TEST**