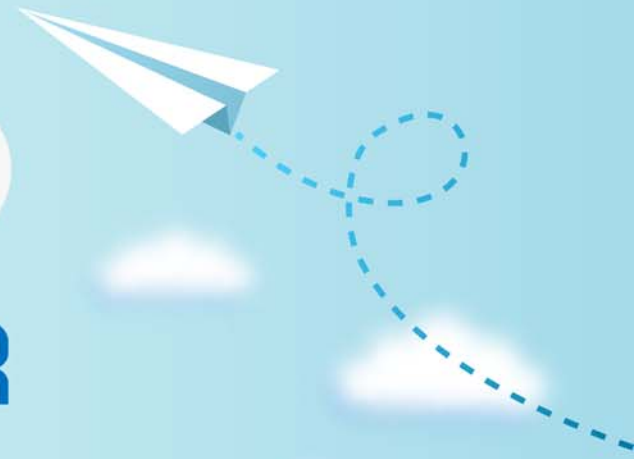


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QUESTION & ANSWER



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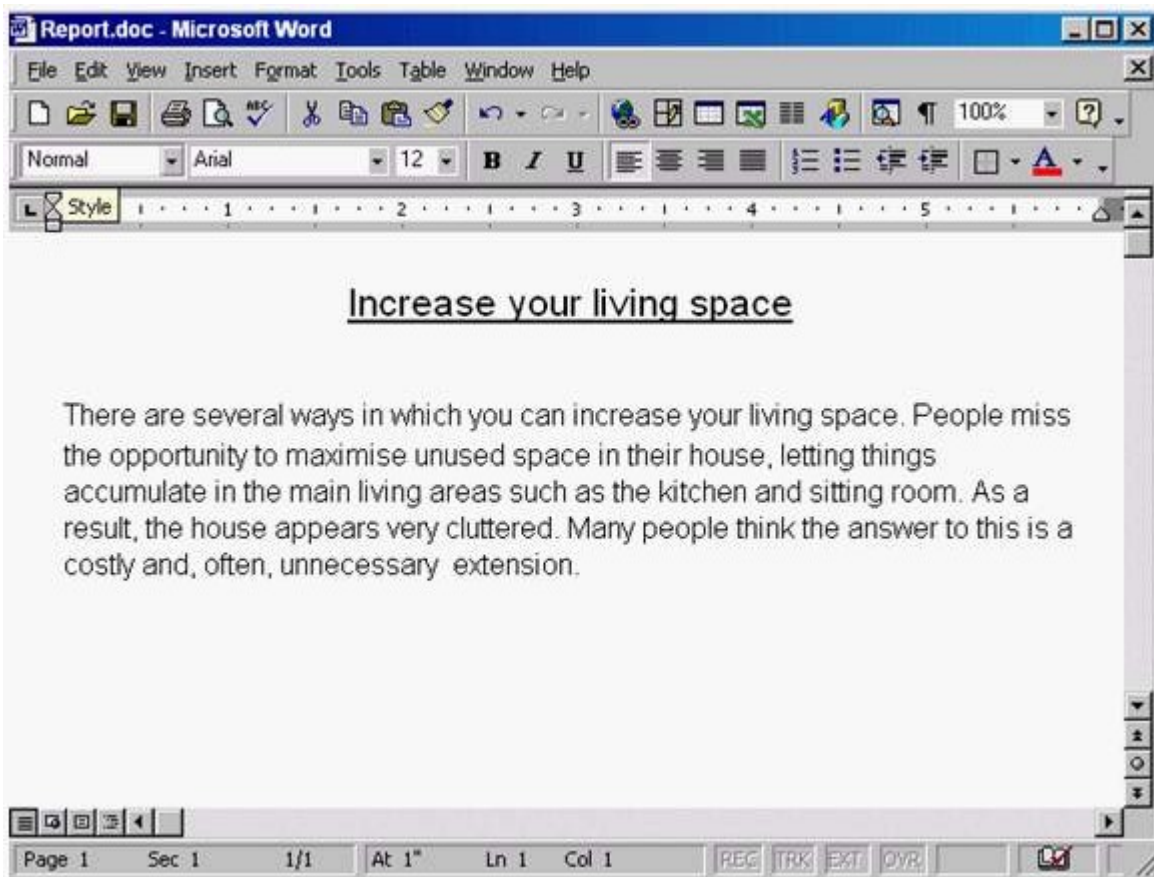


**Exam** : **ICDL-Word**

**Title** : The ICDL L4 word exam

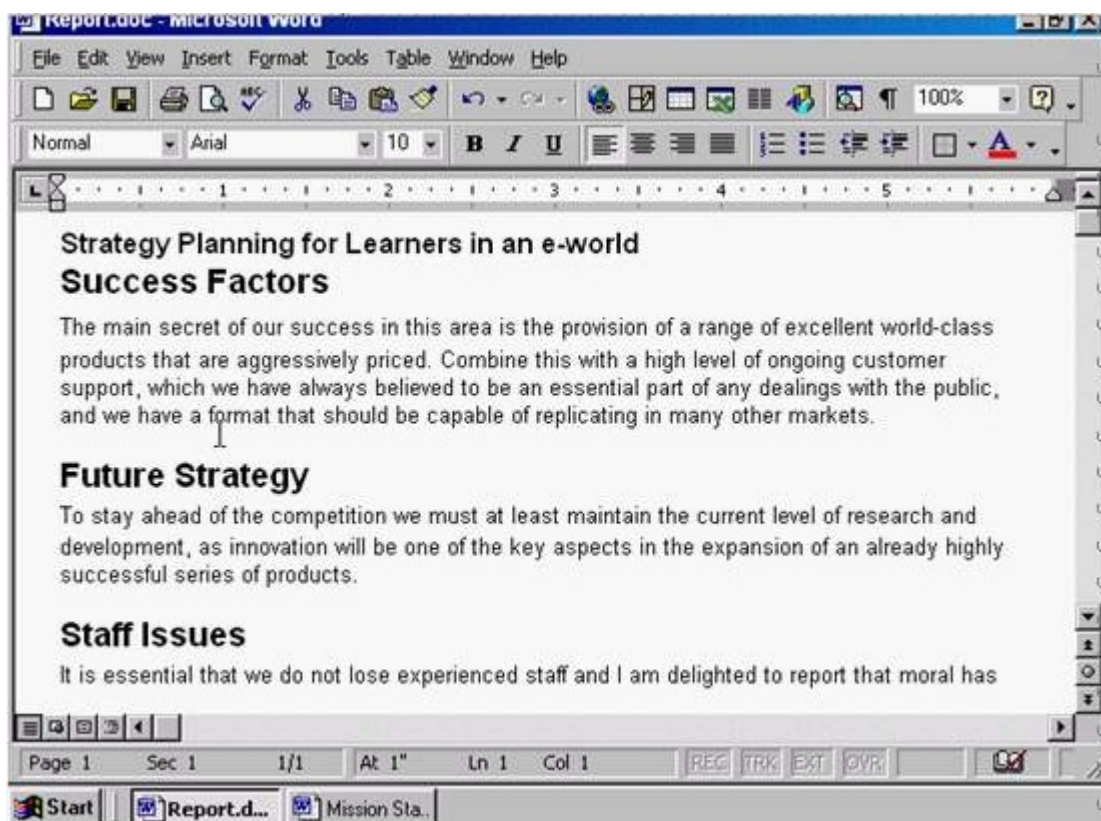
**Version** : DEMO

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



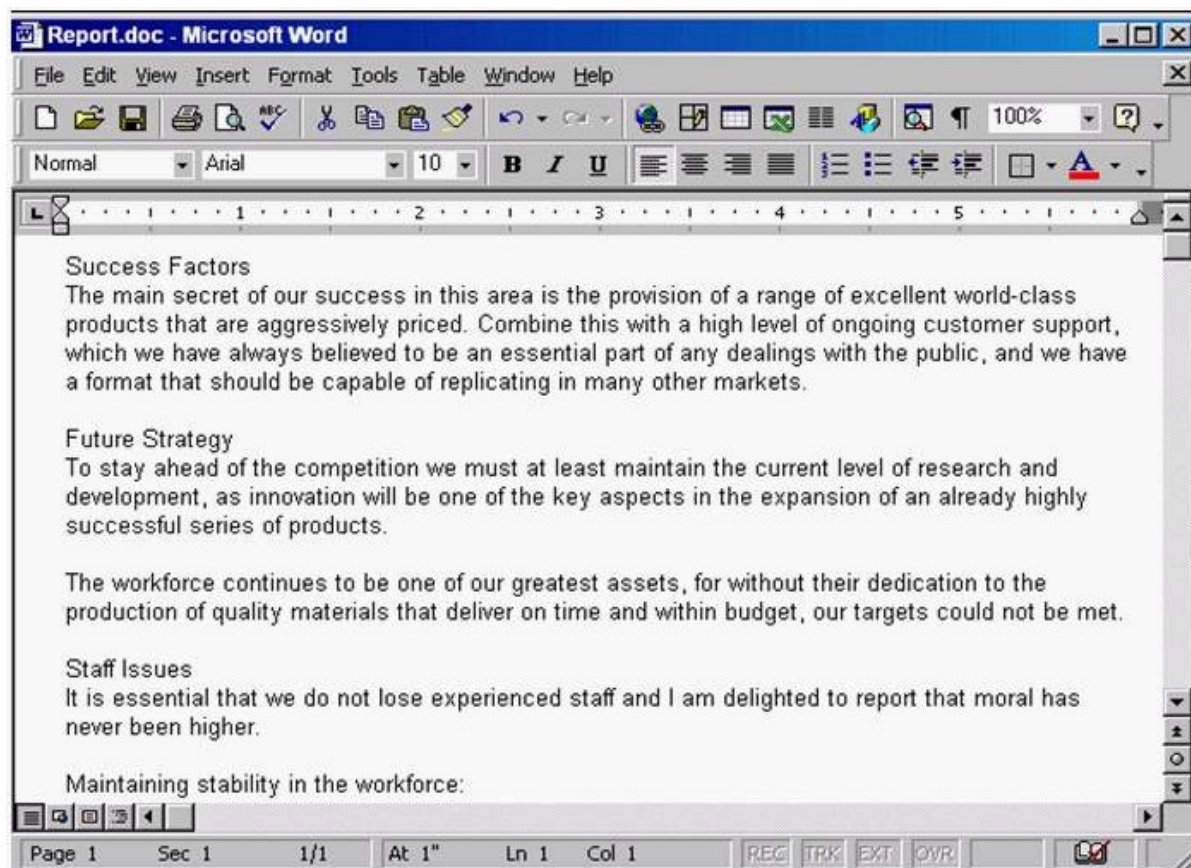
**Answer:** File->save as web page->save.

2. Switch to the other open document Mission Statement.



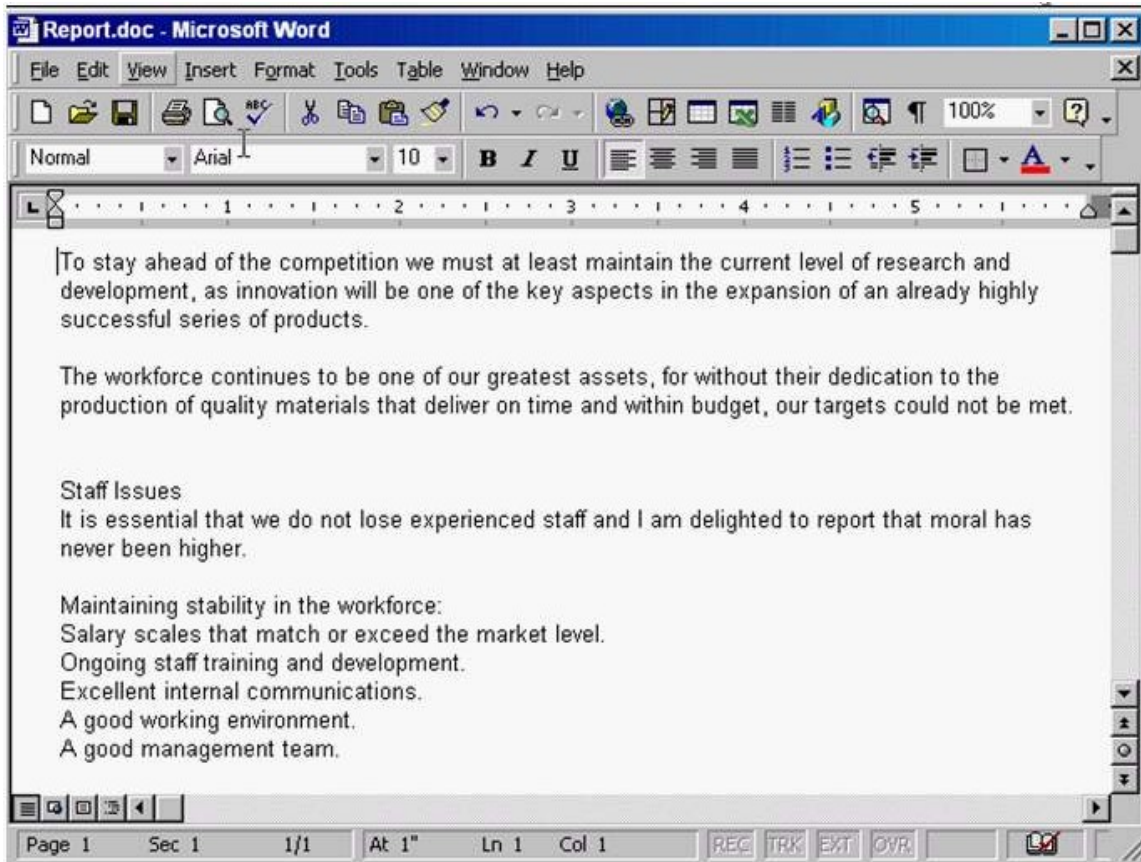
**Answer:** Click on the Mission Statement from the task bar

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



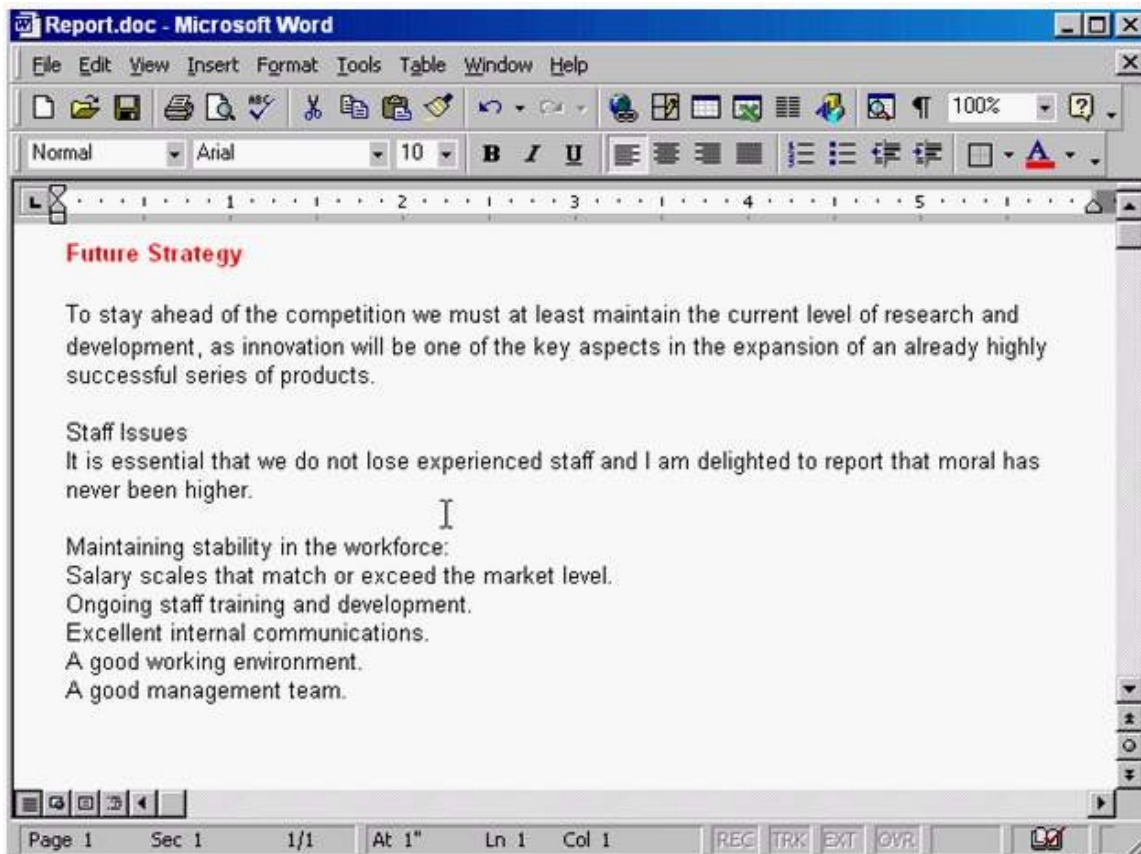
**Answer:** Help -> Microsoft word help -> write the sentence format painter -> click search

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