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that are made while reviewing a document. If you want to see all the changes inline, you can change settings so that tracked changes and comments display in the desired way.
Answer option C is incorrect. Comment is used to let the creator know what other person thinks of the document.
Answer option B is incorrect. The Track Changes option is used to view all the changes done by the reviewer(s).
Answer option A is incorrect. It is not a valid option to make all the changes made to the document visible inline in the document.

Reference:
ECDL/ICDL Exam Course Manual, Contents: "Balloons" Chapter: ADVANCED WORD PROCESSING Objective: Collaborative Editing

QUESTION: 230
You work as an Office Assistant for Company Inc. You are creating a presentation in which you have applied the layout and you are using the normal view. Now you have made some changes in the layout and you want to save it with a name so that it can be used in the future. For this, you have to switch from the normal view to another view. Mark the view in the following image of the View tab to rename the layout.



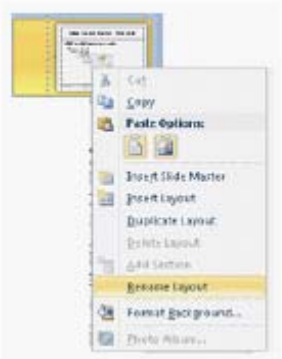
Answer:



Explanation:
When you add placeholders to a layout and if the content in those placeholders changes the purpose of the layout, you'll want to rename the layout. Take the following steps to rename a layout:
Click on the View tab. In the Master Views group, click Slide Master.



Right-click the layout thumbnail that you want to rename in the pane that contains the slide master and layout thumbnails.



The Rename Layout dialog box opens. In the Layout name box, enter the new name of the layout, and then click the Rename button.



On the Slide Master tab, click Close Master View in the Close group.



Chapter: PRESENTATION, ADVANCED - LEVEL Objective: Slides

QUESTION: 231
You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Exam Datasheet created in Microsoft Office Access 2010. You want to import a table named Students which is created in another database named Info. Choose and re-order the steps that you will take to accomplish the task.

Click the External Data tab. Choose the import option. Click the OK button. Choose the Students table. Select the Info database file. Click the Import Access Database button.	

Answer:

- 1

Click the External Data tab.

- 2

Click the Import Access Database button.

- 3

Select the Info database file.

- 4

Choose the import option.

- 5

Click the OK button.

- 6

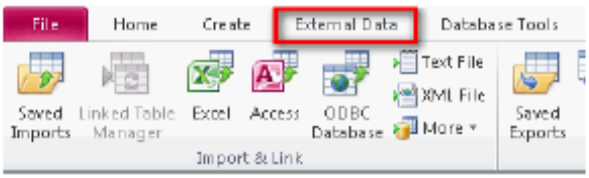
Choose the Students table.

- 7

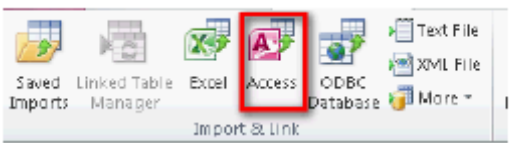
Click the OK button.

Explanation:

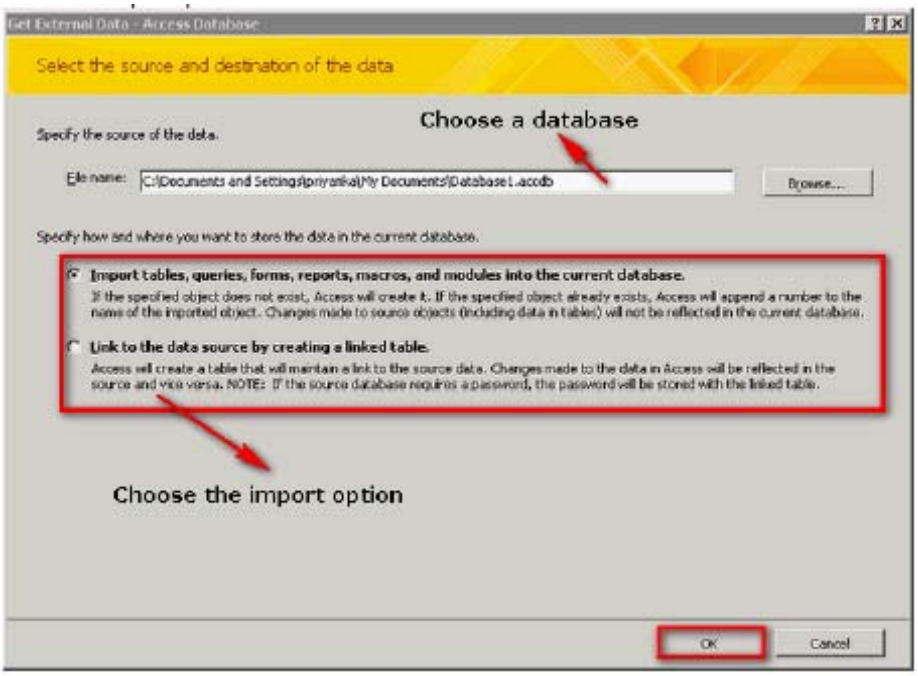
Take the following steps to import a table from a database in Microsoft Office Access 2010: Click the External Data tab.



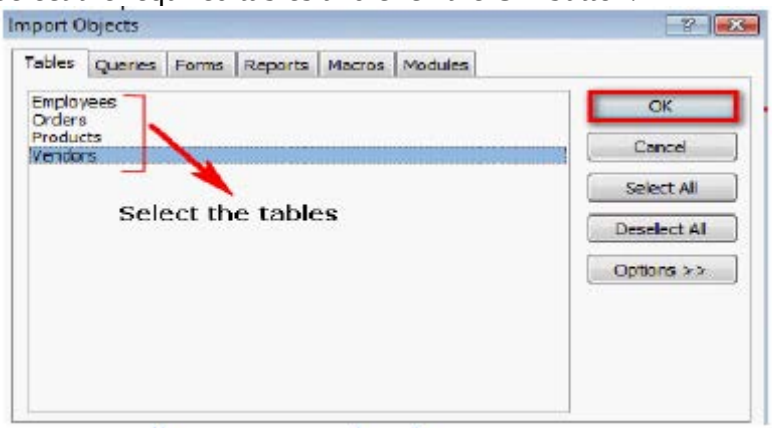
Click the Import Access Database button.



Select the database file to import.
Choose the import option and click the OK button.

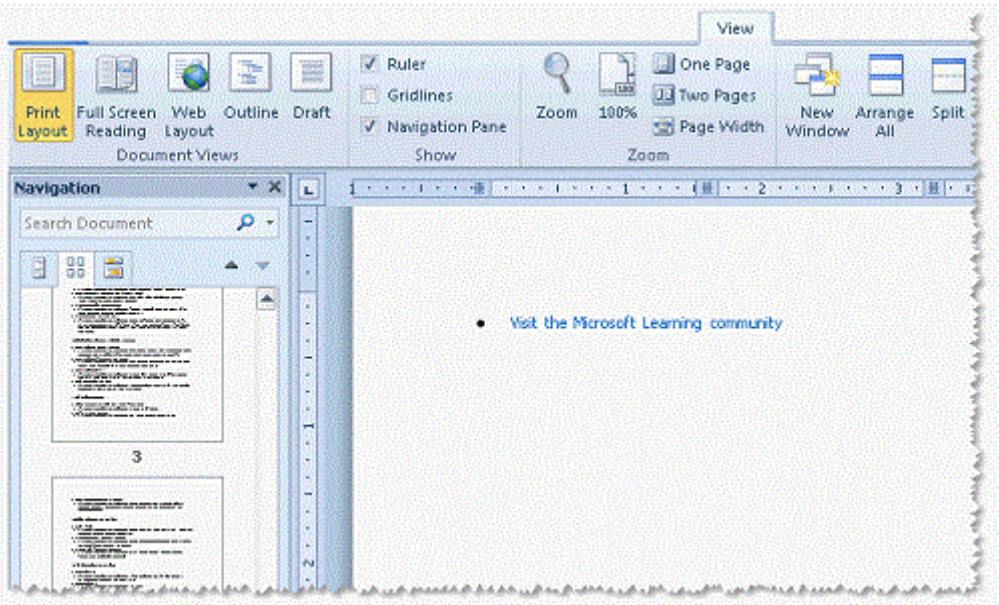


Select the required tables and click the OK button.

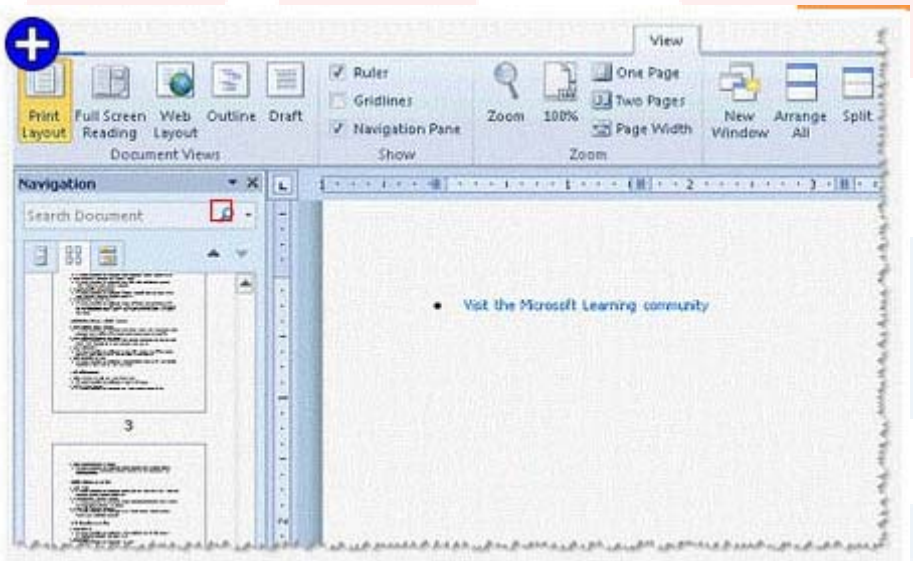


Reference:
http://office.microsoft.com/en-us/access
Chapter: DATABASE, ADVANCED-LEVEL Objective: Import, Export and Link data

QUESTION: 232
You work as an Office Assistant for Company Inc. You are using Word 2010 to create a document. Mark the option/button in the following image that you would click to browse graphics, tables, and equations in the document.



Answer:



Explanation:

The new Navigation pane helps you find text, tables, graphics, comments, footnotes or endnotes, and equations in a document. Users can also change the structure by dragging headings and get a quick look at the structure of their document inside the Navigation pane. Take the following steps to use the Results tab of the navigation pane:

1. On the Home tab, click Find in the Editing group. The Navigation pane opens.
2. Click the arrow next to the magnifying glass, and then select an option.
3. Click the Results tab to see the results of your document.

4. Browse through all the results by clicking the Next Search Result and Previous Search Result arrows.
Chapter: ADVANCED WORD PROCESSING Objective: Formatting

QUESTION: 233
You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You have added bullets in the presentation. Now, you want to demote the size of the bullets to 25% of a slide text. Which of the following actions will you take to accomplish the task?

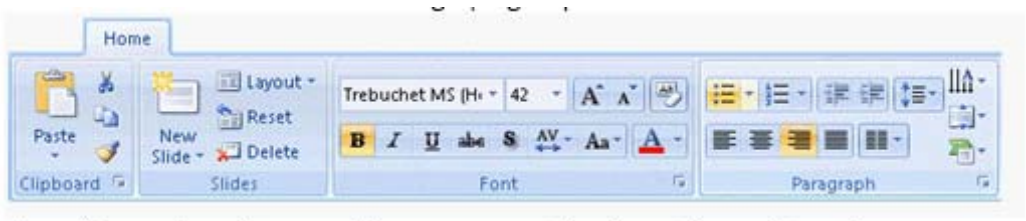
A. Click the Promote option on the Home tab.
B. Click the Demote option on the Home tab.
C. Click the Numbered tab under the Bullets and Numbering option.
D. Click the Page Setup option on the Design tab.

Answer: C

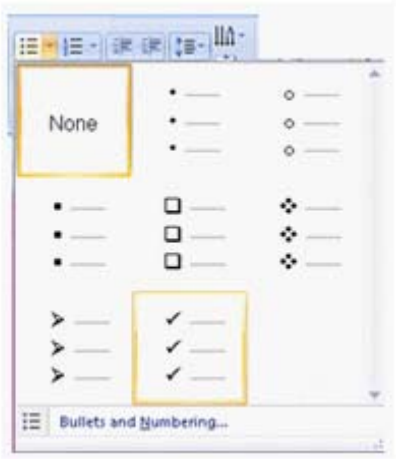
Explanation:
The Numbered tab comprises the Size button to reduce the size of the bullets. Take the following steps to format a bulleted and numbered list:
Select a text.



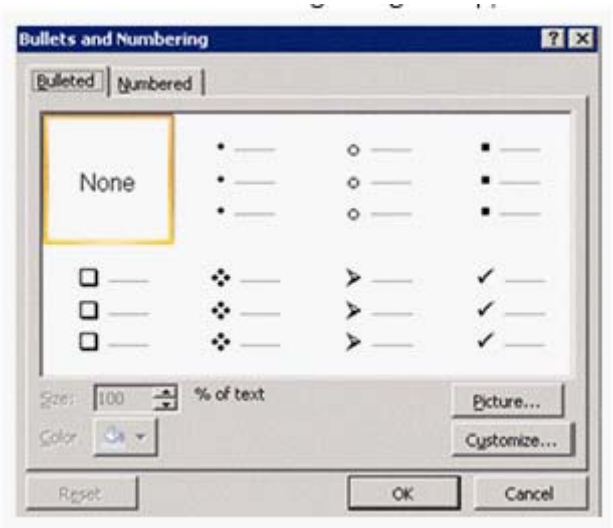
Click the bullets icon under the Paragraph group.



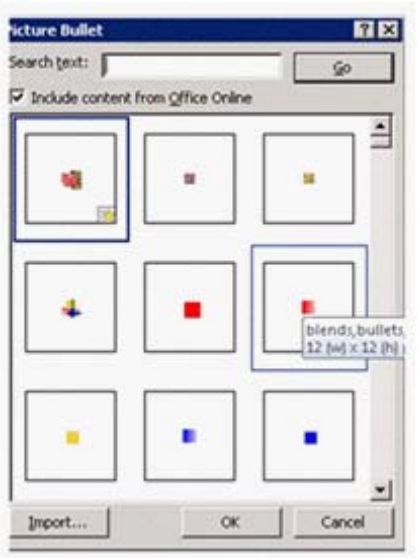
The Bullets and Numbering gallery appears. Select the Bullets and Numbering option.



The Bullets and Numbering dialog box appears. Click the Picture button.



The Picture Bullet dialog box appears. Select a bullet, and click the OK button.



Click the Customize button in the Bullets and Numbering dialog box. A Symbol dialog box appears. Select a symbol, and click the OK button.



Answer option D is incorrect. The Page Setup option is used to organize the slide orientation and layout. Answer option A is incorrect. The Promote option is used to increase the font size of a text. Answer option B is incorrect. The Demote option is used to decrease the font size of a text. Chapter: PRESENTATION, ADVANCED – LEVEL Objective: Slides

QUESTION: 234
Jasmine creates a presentation. The presentation comprises various controls. She wants to create a text box that comprises two columns. Which of the following options will she use to accomplish the task?

A. Size and Position
B. Format Shape

C. Shape Fill
D. Slide Layout

Answer: B

Explanation:
The Format Shape option comprises a TextBox option in which a user can specify the number of columns in a text box.
Answer option A is incorrect. The Size and Position option is used to define the length, breadth and location of a textbox.
Answer option D is incorrect. The Slide Layout option is used to specify the elements of a slide. Answer option C is incorrect. The Shape fill option is used to fill the background of a text box. Chapter: PRESENTATION, ADVANCED - LEVEL
Objective: Relating Information

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