



Participant's information: _____

Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions.

The test files are found in:

Save all the test files to:

Save all files as **filename_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.

The examination time is 45 minutes.

Task

Your task is to create a slide show with four slides based on a text saved into a file named **tieke.txt**. The text has information on TIEKE's examinations.

- In your presentation use the same fonts and background in each slide.
- Format the master slide's colors and fonts or use an existing template.
- In every slide use also the existing layouts of the application.

Slide 1

Title for the slide is: **CDL A-level**. Insert or copy the content text from **tieke.txt** and also insert a picture named **A_level**.

Slide 2

Title for this slide is: **CDL @-level**. Insert or copy the content text from **tieke.txt** and also insert a picture named **@_level**.

Slide 3

This slide has a title: **CDL AB-level**. Insert or copy the content text from **tieke.txt** and also insert a picture named **AB_level**.





Slide 4

Title for the fourth slide is: **Knowledge Work Examination**. Insert or copy the content text from **tieke.txt** and also insert a picture named **KWE**.

- Add to the notes of this slide the following text: "Knowledge Work Examination was published in 2007." and below it your own name. Print the slide to A4-paper, showing both the slide and notes.

Add footer to each slide, showing the current date and slide numbers.

Save your presentation as **Examinations_lastname**

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.