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## Exam : ICDL-Word

## Title : The ICDL L4 word exam

## Version : DEMO

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

2.Switch to the other open document Mission Statement.

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Answer: Click on the Mission Statement from the task bar

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

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products that are aggressively priced. Combine this with a high level of ongoing customer support, which we have always believed to be an essential part of any dealings with the public, and we have a format that should be capable of replicating in many other markets. Future Strategy To stay ahead of the competition we must at least maintain the current level of research and development, as innovation will be one of the key aspects in the expansion of an already highly successful series of products.	
The workforce continues to be one of our greatest assets, for without their dedication to the production of quality materials that deliver on time and within budget, our targets could not be met.	
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Answer: Help -> Microsoft word help -> write the sentence format painter -> click search

4. Change the view mode for this document to Print Layout View.

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Answer: View -> select print layout

5.Remove the Standard toolbar from the Microsoft Word application window.

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**Answer:** Right click on any place in the toolbar -> uncheck the standard