

Bài tập Objective 1

Bài 1

- Start PowerPoint 2016 and do the following:
 - ☐ Create a new presentation based on the Blank Presentation template. Do not save the presentation.
 - ☐ From within the new presentation, open the PowerPoint_1-1 document from the practice file folder, to create a presentation based on the outline in the document.
 - ☐ Save the new presentation as PowerPoint_1-1a.pptx.
- Start or switch to File Explorer and do the following:
 - ☐ Display the contents of the practice file folder.
 - ☐ Open the PowerPoint 1-1 document and compare the document to the *PowerPoint_1-1a* presentation to identify the relationship between the outline levels and the slide content.
 - ☐ Close the PowerPoint 1-1 document and File Explorer.
- Open the PowerPoint_1-1a_results presentation. Compare the two presentations to check your work. Then close the open presentations.
- Return to PowerPoint and do the following:
 - ☐ Create a presentation based on the *Welcome to PowerPoint* template that is available from the New page. If the template isn't in the list, locate it by searching.
 - ☐ Save the new presentation as PowerPoint_1-1b.pptx.

Bài 2

- Open the PowerPoint_1-2 presentation and do the following:
 - ☐ Immediately following the title slide (slide 1), insert a new slide with the default *Title and Content* layout.
 - ☐ After slide 7, insert a new slide with the *Winter Section Header* slide layout. In the title placeholder, enter Winter Wonders.
 - ☐ Duplicate slide 6 (Water Conservation) and then move the duplicate to follow the *Winter Wonders* section opener slide.
 - ☐ Hide the *Falling Rates* section opener (slide 6) and delete the blank slide that follows it (slide 7).
 - ☐ Format the background of only the title slide to display the *Water droplets* texture.
 - ☐ Display slide 3. Change the slide layout from *Picture with Caption* to *Comparison*. Note the effect on the existing slide content.
 - ☐ Configure the slide footer settings to display the footer text My Presentation and the slide number on all slides other than title slides. Then verify that the section openers don't display

the footer content.

- Save the PowerPoint_1-2 presentation.
- Close the open presentations.

Bài 3

- Open the PowerPoint_1-3a presentation, display Slide Master view, and do the following:
 - ☐ Apply the *Slice* theme.
 - ☐ On the slide master (not a slide layout), insert the PowerPoint_1-3b image from the practice file folder.
 - ☐ Position the image so the bottom of the image aligns with the top of the title placeholder and the right side of the image aligns with the right side of the slide number placeholder.
 - ☐ Delete the *Name Card Layout*, *Title And Vertical Text Layout*, and *Vertical Title And Text Layout* slide layouts from the slide master.
 - ☐ Point to each of the slide layouts to locate the one that is applied to slides 1-4 of the presentation. Duplicate that slide layout.
 - ☐ Rename the duplicate as *My Slides*.
 - ☐ On the *My Slides* slide layout, switch the title placeholder and the content placeholder so that the slide title is at the top and the content is centered between the title and footer.
 - ☐ On the slide layout that is applied to slides 1-4, hide the background graphics.
- Close Slide Master view and do the following:
 - ☐ Display slides 1-4 and verify that the background graphic is hidden.
 - ☐ Apply the *My Slides* layout to slide 2 and verify that the title and content change places and the background graphic reappears.
- Display Notes Master view, and do the following to the notes master.
 - ☐ Remove the header and footer placeholders.
 - ☐ Apply the *Style 6* background style.
 - ☐ Close Notes Master view.
- Save the PowerPoint_1-3a presentation.
- Then close the open presentations

Bài 4

- Open the PowerPoint_1-4 presentation and do the following:
 - ☐ Divide the presentation into four untitled sections as follows:
 - Δ The title slide and Agenda slide
 - Δ Slides 3 through 6
 - Δ Slides 7 through 10

Δ The Summary slide

- ☐ Change the name of the first section to Opening, the second section to Review, the third section to Vision, and the fourth section to Closing.
- ☐ Move the *Vision* section so the sections are in this order: *Opening, Vision, Review, Closing*.
- Save the PowerPoint_1-4 presentation.
- Close the open presentations.

Bài 5:

- Open the PowerPoint_1-5 presentation and do the following:
 - ☐ Review the slide content, specifically noting the appearance of the image on slides 3, 4, and 5.
 - ☐ Display the Properties list and expand it to show all properties. Change the Title property to Vacation Ideas and set the Status property to In Progress.
 - ☐ Display the presentation in Slide Sorter view.
 - ☐ Set the slide size for the presentation to *On-screen Show (4:3)*, and choose the option to maximize the slide content. Notice the effect of this selection on the text on slide 2 and the image on slides 3 through 5.
 - ☐ Undo the slide size change. Then reselect the slide size, and click the Ensure Fit option.
 - ☐ Set the slide size for the presentation to *On-screen Show (4:3)*, and choose the option to ensure the fit of slide content. Notice the effect of this selection on the slide content and the difference between the two fit options.
 - ☐ Manually rescale the image on the slide master, setting the Scale Height to match the Scale Width. Ensure that the image is vertically aligned with the content placeholder, and then close Slide Master view.
 - ☐ Display the presentation as it would appear in grayscale, and then as it would appear in black and white. Notice the changes required to make the presentation content visible and effective in each of those color schemes.
- Save the PowerPoint_1-5 presentation.
- Close the open presentations.

Bài 6

- Open the PowerPoint_1-6 presentation and do the following:
 - ☐ Review the presentation content, noting the slides that contain speaker notes.
 - ☐ Print full page slides of only slides 1-3, using the Color setting.
 - ☐ Print a full set of handouts (for all slides) with three slides per page, using the Grayscale setting.
 - ☐ Print a set of speaker's notes, double-sided if your printer supports it, using the Pure Black And White setting.
- Close the PowerPoint_1-6 presentation without saving changes

Bài 7

➤ Open the PowerPoint_1-7 presentation and do the following:

- ☐ Start the slide show, and then switch to Presenter View and move to slide 3.
- ☐ Set the pen color to bright blue, and then underline the word *shared* on slide 3.
- ☐ On slide 3, erase the line under the word *shared*. Then highlight the word in light green.
- ☐ On slide 6, use a red pen to draw circles around the two instances of *External* and the word *internal*.
- ☐ End the slide show and retain the annotations. Save the annotated presentation as MyNotes.pptx.

➤ Return to the PowerPoint_1-7 presentation and do the following:

- ☐ Rehearse the timings for the presentation, spending as much time on each slide as it takes for you to read the content. Save the slide timings.
 - ☐ Create a custom slide show named Managers that includes slides 1, 3, 4, 5, 7, and 10.
 - ☐ Play the *Managers* slide show.
 - ☐ Edit the *Managers* slide show to add slide 11.
- Save the PowerPoint_1-7 presentation.
- Close the open presentations.