

## Bài tập Objective 2

### Bài 1

► Open the PowerPoint\_2-1 presentation and do the following:

☐ On slide 1, apply the third built-in WordArt style (*Fill: Lime, Accent color 2; Outline: Lime, Accent color 2*) to the presentation title.

☐ On slide 2, format the slide title as Bold, Purple (Accent 4), and Small Caps. Set the character spacing to Expanded. Then use the Format Painter to apply the same formatting to the titles of slides 3 through 8.

► Return to slide 2 and do the following:

☐ Convert the bulleted list items to normal paragraphs.

☐ Format the paragraphs in two columns, and then resize the placeholder so the columns are of equal length.

☐ Create hyperlinks from each of the following paragraphs to the corresponding slide in the presentation:

Δ Preparing for a buying trip

Δ Traveling internationally

Δ Meeting the client

Δ Choosing the merchandise

Δ Closing the deal

☐ Edit the *Meeting the client* hyperlink to display the ScreenTip How to comport yourself.

► Display slide 3 and do the following:

☐ Change the first-level bullets to green dollar signs.

☐ Increase the hanging indent of the second-level list items to 0.5”.

► Display slide 8 and do the following:

☐ Change the second-level list to a numbered list.

☐ Change the numbers to purple capital letters.

► Save the PowerPoint\_2-1 presentation.

► Close the open presentations

### Bài 2

► Open the PowerPoint\_2-2 presentation and do the following on slide 1:

☐ Insert Sun, Moon, and Heart shapes at their default sizes.

☐ Set the Sun shape to a size of 3” by 3”, the Moon shape to a size of 2” by 1.5”, and the Heart shape to a size of 2” by 2”.

☐ Rotate the Moon shape by 180 degrees so that the open curve is on the left and the outer

curve is on the right.

- ☐ Select the three shapes, and then apply a 1-point, White outline.
- ☐ Using the colors from the Standard Colors palette, fill the Sun shape with Yellow, the Moon shape with Orange, and the Heart shape with Red.
- ☐ Add the word Nature to the Sun shape, the word Sleep to the Moon shape, and the word Family to the Heart shape. Then format the words by applying the first WordArt Quick Style (*Fill – Black, Text 1, Shadow*).
- ☐ Flip the Moon shape vertically so that its text is right-side up. Then rotate the text 270 degrees so that the text runs sideways from bottom to top.
- Save the PowerPoint\_2-2 presentation.
- Close the open presentations.

### **Bài 3**

- Open the PowerPoint\_2-3a presentation and do the following on slide 4:
  - ☐ From the practice file folder, insert the PowerPoint\_2-3b image of skiers.
  - ☐ Maintaining the aspect ratio, set the height of the image to 4”.
  - ☐ Position the image in the lower-right corner of the slide.
  - ☐ Remove the background from the image to isolate the skiers.
  - ☐ Apply the *Photocopy* artistic effect to the picture.
  - ☐ Apply the *Drop Shadow Rectangle* picture style to the picture. Notice that the drop shadow applies to the skiers rather than to the original picture frame.
- Save the PowerPoint\_2-3a presentation.
- Close the open presentations.

### **Bài 4**

- Open the PowerPoint\_2-4 presentation and do the following:
  - ☐ Select the three shapes on the slide, and align them all with the middle and center of the slide.
  - ☐ Change the stacking order so that the Heart is in front, the Sun second, the Moon third, and the slide title in back.
  - ☐ Distribute the three shapes horizontally on the slide.
  - ☐ Group the three shapes.
- Save the PowerPoint\_2-4 presentation.
- Close the open presentations.