

## Bài tập Objective 5

### Bài 1

- Open the PowerPoint\_5-1a and PowerPoint\_5-1b presentations, and do the following:
  - ☐ Arrange the open presentations side by side.
  - ☐ After slide 4 of the PowerPoint\_5-1a presentation, insert slide 5 from the PowerPoint\_5-1b presentation by dragging it into the presentation.
  - ☐ Close the PowerPoint\_5-1b presentation.
  - ☐ At the end of the PowerPoint\_5-1a presentation, insert the slide title *Goals for the Coming Year* from the PowerPoint\_5-1b presentation by using the Reuse Slides command.
  - ☐ Open a second instance of the presentation in a separate program window, and arrange the two instances side by side.
  - ☐ Display slide 4 in the left instance, and slide 5 in the right instance. Verify that the merged slide has taken on the formatting of the presentation.
- Save the PowerPoint\_5-1a presentation. Open the PowerPoint\_5-1a\_results presentation. Compare the two presentations to check your work. Then close the open presentations.
- Open the PowerPoint\_5-1c presentation, and do the following:
  - ☐ Compare and combine the presentation with the PowerPoint\_5-1d presentation from the practice file folder.
  - ☐ Review the marked differences; click Next to move between changes, and select each set of changes to display them on the slide.
  - ☐ Reject the changes on slides 2 and 7. Accept the presentation changes (the theme and additional content). Then end the review.
- Save the PowerPoint\_5-1c presentation.
- Open the PowerPoint\_5-1c\_results presentation. Compare the two presentations to check your work. Then close the open presentations.
- Open the PowerPoint\_5-1e presentation and do the following:
  - ☐ Delete the comment attached to the title slide.
  - ☐ Review the remaining comments in the presentation.
  - ☐ Using only one command, delete all the remaining comments.
  - ☐ In the header of slide 2, insert the comment Change date to reflect that of workshop.
  - ☐ On slide 9, attach the comment Is newer data available? to the citation.
  - ☐ On slide 13, attach the comment Native plant graphics would add interest to the content placeholder, and then click away from the comment to close it.
  - ☐ On slide 13, edit the comment to read Colorful native plant graphics would make this more interesting.

➤ Save the PowerPoint\_5-1e presentation. Open the PowerPoint\_5-1e\_results presentation. Compare the two presentations to check your work. Then close the open presentations.

## Bài 2

➤ Open the PowerPoint\_5-2 presentation and do the following:

- ☐ On slide 2, correct the spelling of *infirmation*.
- ☐ Check the spelling of the entire presentation, correcting any mistakes that the spelling checker identifies.
- ☐ Add the term *CSCom* to the dictionary.
- ☐ Add the correct spelling of *employees* to the AutoCorrect substitution table.
- ☐ Use the Document Inspector to locate and remove all identifying and tracking information and comments from the file. Leave the speaker notes in the presentation.
- ☐ Assign the password P@ssword to the presentation so that the file can be opened but not changed.
- ☐ Save the presentation with the name MyPassword, and close it.
- Open a read-only version of the password-protected *MyPassword* presentation and do the following:
  - ☐ Verify that it's not possible to edit the content.
  - ☐ Close the file, and then open a version you can edit.
  - ☐ Remove the password from the file, and save it as PowerPoint\_5-2a.pptx.
- In the PowerPoint\_5-2a presentation, do the following:
  - ☐ Using the Package for CD tool, export the presentation to a package named MyPackage and save it in the practice file folder.
  - ☐ Mark the presentation as final.
- Save the presentation as PowerPoint\_5-2b.pptx.