

Bài tập Objective 3

Bài 1

- Open the PowerPoint_3-1a presentation, display slide 2, and do the following:
 - ❑ Insert a table that has three columns and four rows.
 - ❑ In the top row of the table, enter Task, Minutes/Day, and Hours Saved/Week.
 - ❑ Enter the following in the cells of the Task column: Paper documents, Email, and Calendar.
 - ❑ Insert a new row at the top of the table, and merge all the cells in the row. In the merged cell, enter and center the title Effect of Focused Activity.
 - ❑ In the table, turn off Banded Rows formatting, and turn on First Column formatting. Then apply the *Medium Style 2 - Accent 2* style to the table, and apply a border around the entire table.
- Display slide 3 and do the following:
 - ❑ Embed the worksheet from the PowerPoint_3-1b workbook on the slide.
 - ❑ Enlarge the worksheet object so that it fills the available space on the slide.
- Save the PowerPoint_3-1a presentation.
- Close the open presentations.

Bài 2

- Open the PowerPoint_3-2a presentation, display slide 1, and do the following:
 - ❑ Use the data from cells A3:C9 of the worksheet in the PowerPoint_3-2b workbook to create a Clustered Column chart.
 - ❑ Change the Average data point for Brushing Teeth to 4 and the Conservative data point to 2.
 - ❑ Change the chart type to *Stacked Line With Markers*.
 - ❑ Apply *Quick Layout 3*.
 - ❑ Set the chart title to Water Consumption (Gallons).
- Display slide 2 and do the following:
 - ❑ Switch the rows and columns so that the columns are clustered by month and the legend identifies the Minimum, Average, and Maximum series.
- Display slide 3 and do the following:
 - ❑ Apply *Style 7* to the entire chart.
 - ❑ Select the chart area, and apply the *Intense Effect – Orange, Accent 6* shape style.
 - ❑ Select the chart title, and apply the *Fill: White; Outline: Green, Accent color 1; Glow: Green, Accent color 1* WordArt Quick Style.
 - ❑ For each pie slice, explode the data points in the chart by 20 percent. Then set the angle of the first slice at 200.

☐ Change the chart legend position from Bottom to Right.

➤ Save the PowerPoint_3-2a presentation.

➤ Close the open presentations.

Bài 3

➤ Open the PowerPoint_3-3 presentation, display slide 3, and do the following:

☐ Insert a *Half Circle Organization Chart* SmartArt graphic.

☐ In the manager's position at the top of the organization chart, enter your name.

☐ Enter Joan as your assistant.

☐ Enter Jaime, Kathy, and Susie as the three employees.

☐ Delete your assistant from the organization chart, and then add Joan as an assistant to Susie.

☐ Change the color scheme of the organization chart to *Colored Outline – Accent 1* (in the *Accent 1* section).

➤ Display slide 4 and do the following:

☐ Convert the bulleted list to a *Continuous Block Process* SmartArt graphic.

☐ Change the layout to *Basic Venn* (in the *Relationship* category).

☐ Change the style to *Polished* (in the *3-D* section).

☐ Change the colors to *Colorful – Accent Colors* (in the *Colorful* section).

☐ Apply the *Fill: Black, Text color 1; Shadow* WordArt style to the diagram text.

☐ Select the *Administration & Human Resources* shape and change its fill color to *Dark Red* (in the *Standard Colors* palette).

➤ Save the PowerPoint_3-3 presentation.

➤ Close the open presentations.

Bài 4

➤ Open the PowerPoint_3-4a presentation and do the following:

☐ On slide 1, insert the PowerPoint_3-4b audio clip from the practice file folder. The audio clip is 2 minutes in length.

☐ Configure the audio playback options to play the audio clip as a soundtrack to the presentation.

☐ On slide 2, insert the PowerPoint_3-4c video clip from the practice file folder. The video clip is 2 minutes, 40 seconds in length.

☐ Trim the video to 1 minute, starting 25 seconds into the original clip.

☐ Configure the video to start automatically when the slide appears, and to fade out over the last 5 seconds of the video.

☐ Mute the sound of the video so that it does not compete with the audio soundtrack.

- ☐ Set the video frame style to *Rotated, White* (in the *Moderate* section).
- ☐ Resize the video frame to 6.0” wide and maintain the original aspect ratio.
- ☐ Center the video frame horizontally and align it with the bottom of the slide title.
- ☐ Test the soundtrack and video by playing the slide show.
- Save the PowerPoint_3-4a presentation.
- Close the open presentations.