

CÂU HỎI ÔN TẬP MOS POWERPOINT 2019_ EXAM 3

Project1 (Sử dụng tài liệu Project 01)

- Task 1. On slide 7, add the alt text description "Work together" to the upper-right image.
- Task 2. On slide 5, in the left-content placeholder, insert a Vertical Box List SmartArt graphic that contains the text "Good Knowledge", "Strong Skills", and "Professional Attitude" from top to bottom".
- Task 3. On slide 2, insert a Slide Zoom link to the "two content slide" slide. Place the slide zoom thumbnail in the lower-right corner of the slide.
- Task 4. On slide 3, align the top edges of the images. Do not move the images horizontally.
- Task 5. On slide 6, modify the chart to display a data table with legend keys.
- Task 6. On slide 3, group the images.
- Task 7. On slide 8, enlarge the Item 2 Title graphic to exactly the size of the other images. The exact location of the star does not matter.
- Task 8. On slide 5, change the view of the 3D model to Above Front Right. Resize the model to a height of 5.2" (13.20 cm).

Project2 (Sử dụng tài liệu Project 02)

- Task 1. Create a section named "Office 2019" that includes only slides 12 through 14.
- Task 2. On slide 4, configure a heart motion path animation for the star shape.
- Task 3. On the "Exam Lengths" slide, delete the "Note" column. Centering the table on the slide is optional.
- Task 4. Hide slide 7.
- Task 5. On slide 4, convert the bullet list to a Basic Block List SmartArt graphic.
- Task 6. On slide 8, apply the Bevel Perspective picture style and Paint Strokes artistic effect to certificate image.
- Task 7. On slide 3, apply the Inside: Bottom Left shadow effect to both arrows. Set the shadow distance to 6pt.
- Task 8. On slide 5, lock the aspect ratio of the cloud shape and double its height.

Project3 (Sử dụng tài liệu Project 03)

- Task 1. On slide 8, set the bulleted list animation effect direction to From Left and change the duration to 1.5 seconds.
- Task 2. On slide 9, insert the Office video from the Videos folder. Place the video to the right of the image. The exact size and position of the video do not matter.
- Task 3. On slide 18, in the content placeholder, create a Line with Markers chart that displays the table content. You may copy and paste or manually enter the table data in the chart worksheet.
- Task 4. On the "MOSWC 2023" slide, apply Bevel Perspective Left, White picture style and Paint Brush artistic effect to image.

- Task 5. On slide 2, insert a Section Zoom link to "Section 2: MOSWC-VN", "Section 3: MOSWC-NTTU" and "Section 4: Report". Reposition in the section thumbnail in black rectangle so that unstack them. The exact order and location of the thumbnails do not matter.
- Task 6. On slide 12, using the tools on the Draw tab, highlight the text "MOSWC" with the highlighter Yellow, 6mm
- Task 7. On slide 14, change the chart type to Clustered Bar chart.
- Task 8. For all slides, set the transition variation to Strip Out.

Project4 (Sử dụng tài liệu - Project 04)

- Task 1. At the end of the presentation, insert the slides of the Logistics Services presentation slides contained in the Documents folder. After inserting the slides, slide 3 should be the one titled "Warehousing", slide 4 titled "Custom Brokerage", slide 5 titled "Barge & Truck Transportation" and the last slide is titled "International Freight Forwarding".
- Task 2. On slide 3, use the 3D modeling feature to insert any model in the 3D Shapes group. Resize the model to a height of 1.66" (4.2 cm) and a width of 2.8" (7.1cm). Place the model in the empty rectangle on the left.
- Task 3. Insert a slide footer that displays the slide number and the word "LAIP-Draft". Apply the footer to all slides except the title slide.
- Task 4. After the "Logistics Services" slide, insert a Summary Zoom slide that links only to the "Warehousing", "Customs Brokerage", "Barge & Truck Transportation" and "International Freight Forwarding" slides.
- Task 5. On slide 2, apply the Inside: Top Left shadow effect to four arrows. Set the shadow distance to 3pt.
- Task 6. On the "Long An International Port" slide, convert text "www.longanport.com" to a hyperlink. Change the display text to "Contact Us".
- Task 7. Configure the print options to print three copies of Notes Pages for all slides. All copies of page 1 must be printed before copies of page 2.
- Task 8. Remove hidden properties and personal information from the presentation. Do not delete any other content.

Project5 (Sử dụng tài liệu Project 05)

- Task 1. Configure the printing options to print five copies of the Notes Pages for the presentation in Portrait Orientation. All copies of page 1 should be printed before any copies of page 2.
- Task 2. On slide 3, crop the image so that its right edge aligns with the right edge of the slide. Do not change the image scale".
- Task 3. On slide 2, format the bulleted list so that it appears in two columns layout.
- Task 4. On slide 4, in the content placeholder, insert a Vertical Curved List SmartArt graphic. Type the text "Person" for the first shape and the second shape with the text "Travel". Delete unused shapes.

- Task 5. Insert a footer that displays the slide number and text “Mospp 2019”. Apply the footer to every slide except the title slide.
- Task 6. On slide 5, apply Swivel animation to the turtle shape.
- Task 7. On slide 2, change the view of the 3D model to Above Front Right. Resize the model to a height of 4.5" (11.43 cm).
- Task 8. For all slides, set the transition duration to 2 seconds.

Project6 (Sử dụng tài liệu Project 06)

- Task 1. On the Handout Master, change the left header to display "Mos PP channel" and the left footer to display "https://Mospp.com".
- Task 2. On the "About us" slide only, set the slide background to the Shaking Hands image from the Pictures folder. Set the background image transparency to 75%.
- Task 3. After the "Problem" slide, create slides by importing the outline from Lecturers document in the Documents folder.
- Task 4. On slide 1, configure the audio clip to fade in for 2 seconds when the user clicks the audio icon and then continue playing when the presenter advanced to another slide. Configure the setting so the audio clip plays only one time but continues across multiple slides.
- Task 5. On the "Market overview" slide, for the text "Table Descriptions", change the text fill color to Rose, Accent 1.
- Task 6. On the Slide Master, duplicate the layout of "Blank" slide. Name the new slide layout "Pictures with Text". Insert an Image placeholder on the left and Text placeholder on the right. The exact size and position of the placeholders does not matter. Do not create slide based on new slide layout.
- Task 7. On the "Company overview" slide, apply the Bevel Perspective Left, White picture style and the Paint Brush artistic effect to the picture.
- Task 8. Apply the Rotate slide transition with the From Left effect option to all slides

Project7 (Sử dụng tài liệu Project 07)

- Task 1. On slide 2, animate the powerpoint image to fly in from the top-left corner of the slide. Set the animation duration to 2 seconds.
- Task 2. On slide 3, format the bullet list so that it appears in two columns.
- Task 3. On slide 1, in the left-content placeholder, insert a Vertical Curved List SmartArt graphic. Label the first shape "For Windows" and the second shape "For MacOS".
- Task 4. In the file properties, add "Office 2019" as a subject.
- Task 5. On slide 8, add the Swivel entrance animation to the heart shape.
- Task 6. On slide 4, add row to the bottom of the table. Enter the "For MacOS" in the left-most column and "678 USD" to the middle-column.
- Task 7. On the "Microsoft PowerPoint 2019 (MO-300)" slide, convert the bulleted list to a Segmented Cycle SmartArt graphic.
- Task 8. For all slides, set the transition variation to Wedge.

Project8 (Sử dụng tài liệu - Project 08)

- Task 1. On the "Candidates" layout of the Slide Master, change the first-level bullet to use the Checkbox image from the Pictures folder.
- Task 2. At the end of the presentation, insert the slides of the Achievements presentation contained in the Documents folder. After inserting the slides, slide 9 should be the one title "Achievements" and slide 10 the one titled "Final Report".
- Task 3. On slide 7, reverse the order of the shapes so that the yellow shape is in front, the green shape in the middle and the blue shape is in back.
- Task 4. On slide 3, set the bullet list animation effect direction to From Left and change the duration to 1.5 seconds.
- Task 5. On the "Our Team" slide, in the content placeholder on the right, create a 3-D Clustered Column chart that displays only the table content.
- Task 6. Set up the slide show to require the viewer to manually advance the slides.
- Task 7. On slide 7, set up a Down path animation for the Rectangle: Folded Corner shape.