CÂU HỎI ÔN TẬP MOS POWER POINT 2016

(BÀI ÔN SỐ 4)

# Project1

1. Create a new slide layout named “School” with a picture on the left and a text placeholder on the right. Kep all default placeholder, the size and position of the new placeholder are not important.
2. Arrange the pictures on slide 5 so the middles of the pictures are aligned.
3. Arrange the animation of the pictures on slide 5 so that they **fly in** one-by-one from left to right.
4. On slide 3, animate the arrow so that it fly in from the right.
5. Save the presentation in the **Practice Skill MOS PowerPoint 2016 Full** folder as a PDF file named “Presentation”.
6. Configure presentation only print the “Detail” section.
7. On slide 4, change the cloud shape into a heart shape.

# Project2

1. Change the size of the presentation to 8” (20.32cm) wide and 11” (27.94cm) high. Ensure that the content to fit it.
2. Create a custom slide show named “OnlyShow” and only include slide 2,3 and 5.
3. Embed the fonts for only the characters used in this presentation. Save the presentation.
4. On slide 3, group the picture and its title.
5. On slide 2, configure the audio clip so that it plays automatically. Hide the icon during the show.
6. On slide 6, apply the “Snip Diagonal Corner, White” style and the “Pastels Smooth” effect to the image.
7. Add a section named “focus” before slide 4.
8. Inspect and remove annotations and Off-side content that are found.

# Project3

1. On the last slide, apply the effect “Bevel Angle” to the picture.
2. Add a new slide between slide 3 and slide 4 from the Branding.docx (in **Practice Skill MOS PowerPoint 2016 Full** folder).
3. Apply the “PicLayout” layout to the eight slide.
4. On slide 7, move the “McDonalds” picture to the front.
5. On the slide 2 “Food Maketing Facts”. Change the fomatting of the list to a two-column list.
6. Set the Transition effect from left to all slide.
7. On slide 1, Apply WordArt style “Pattem Fill – Dark Green, Accent 1, 50%, Hard Shadow – Accent 1” to the text “The Art and Science of Junk – Food Marketing”
8. Move the “Why Brand?” slide in between the Title and the “Food Maketing Facts” slides.

# Project4

1. At the end of the presentation, add the slides from the outline Branding.docx (in **Practice Skill MOS PowerPoint 2016 Full** folder”.
2. On slide 2, create a hyperlink to the sentence “More information” for quick access to site “http://www.pepsico.com”.
3. Hide the comments in the presentation.
4. Apply the “Medium Style 3 – Accent 4” to the table on slide 4. Modify the table so that the columns alternate color and the rows do not.
5. Change the chart on slide 5 to a 3-D Clustered Column chart.
6. On slide 6, animate the text so that each paragraph wipe from left to right after a click.

# Project5

1. Change the Handout Master so that the left footer contains the text “BT Sport”.
2. On slide 7, Apply the “Moderate Effect – Red, Accent 2” to cloud shape.
3. On slide 4, delete the column with heading “000’s”. Add two blank rows between “MOTOGP” and “UEFA EUROPA LEAGUE”.
4. Set the duration of all slide transitions to 3 seconds and the sound to [No sound].
5. On the last slide, add a pyramid list smart art. Enter the text from top to bottom: “BT SPORT EUROPE HD”, “BT SPORT 1 HD”, “BT SPORT 2 HD” và “ESPN BT HD”. Apply Cartoon style.
6. Configure presentation print the Note Pages for all slide.
7. Configure the video on slide 6 to start at “00:00.500” and end at “00:30.500”.

# Project6

1. On slide 6, crop the video so that the area shown is 2” (5.08cm) from the left margin and also crop the width to 3.5” (8.89cm).
2. On the last slide, apply the *Circle* motion to the *wave* shape.
3. Add a media placeholder to the *Media layout*. Position it beneath the title placeholder. Align the left and right margins to the margins of the title placeholder.
4. Duplicate slide 11.
5. On slide 11, convert to list in to a Vertical Picture Accent List SmartArt.
6. Modify the bullet style of the first level in body Slide Master by using the check.jpg (in the folder **Practice Skill MOS PowerPoint 2016 Full**).
7. Apply theme Office and Arial font for the slide master.

# Project7

1. Delete slide 10.
2. Configure the printing options to print 5 copies of the presentation with 3 slides per page. All copies of the first page should print before the second page.
3. On slide 9, align the text “Exercise is a Medicine … should take its!” to the top of the textbox and apply Small Caps effect.
4. On the last slide, group all of the pictures.
5. Insert the comment “Update” on the graph on slide 6.
6. Add a footer containing the text “EIM” on slide 10 only.
7. On slide 8, insert the video “EIM.MP4”, located in the **Practice Skill MOS PowerPoint 2016 Full** folder. Position the video 3” (7.62 cm) from the top left corner, vertically and horizontally.