

# Microsoft PowerPoint 2016 Validate Exercise

Instructions:

In this project, you will apply your skills to create a presentation that introduces Washington state. The required resources will be provided to you to complete this document.

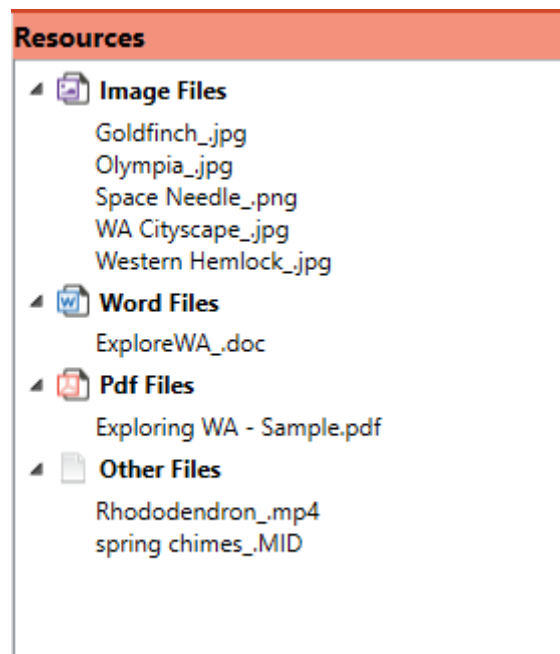
It is very important that you read and adhere to the following instructions. In the **ResourceFiles** folder you will find the required files to create your final document. When you finish the project, the presentation must have nine slides with text, tables, SmartArt and images, among other elements.

You can use the **Exploring WA- Sample.pdf** file as a reference for what you have to do; however, this file is not intended to be an exact representation of how your final presentation should look.

This Validate Exercise contains **27 tasks**.

The maximum time to complete the project is **50 minutes**.

**Note: Accept the defaults in all cases unless otherwise specified in the instructions.**



### Task 1: Create a new presentation

- 1 Use the green variation of the **Slice** template to create a new presentation
- 2 Save the presentation in Documents\Jasperactive\MyProjects as Exploring WA.pptx.
- 3 Set the presentation to On-screen Show (16:10) ensuring items fit on each slide.

### Task 2: Import a Word outline

- 1 Import the *Explore WA* outline document from the *Documents\Jasperactive\ResourceFiles* folder.
- 2 Change slide 2 to a Title slide
- 3 Delete slide 1

### Task 3: Copy and paste text

- 1 Using File Explorer, open the *ExploreWA* document from the *Documents\Jasperactive\ResourceFiles* folder.
- 2 Display the Office Clipboard in Word and then copy the three bullet points following State Facts into the Clipboard.
- 3 Copy the rhododendron text following the State Flower heading to the Clipboard.
- 4 Copy from **Population** to **50,302** to the Clipboard.
- 5 Copy the five points following Washington's Volcanoes to the Clipboard.
- 6 Copy the points following Points of Interest to the Clipboard.
- 7 Copy the final table into the Clipboard and then close the Word document.
- 8 Switch to PowerPoint and display the Clipboard.
- 9 Paste the three bullet points starting with **Capital: Olympia** into the content placeholder on slide 2 (State Facts).
- 10 Paste the rhododendron text into the content placeholder on slide 3 (State Flower).
- 11 Paste the entry starting with **Population** into the content placeholder on slide 4 (Major Cities).
- 12 Paste the bullet points starting with **Mount Adams** into the content placeholder on slide 5 (Washington's Volcanoes)
- 13 Paste the bullet points starting with **Space Needle** into the content placeholder on slide 6 (Points of Interest).
- 14 Create a new slide with the Title Only layout, and paste the table into a blank area of the slide.
- 15 Clear the Clipboard and then close it.

### Task 4: Reorder slides

- 1 Change to the Slide Sorter view.
- 2 Move slide 6 (Points of Interest) to appear before slide 5 (Washington's Volcanoes).

### Task 5: Add section names

- 1 Add a section named **State Facts** before slide 2 (State Facts).
- 2 Add another section named **Things to do** before slide 5 (Points of Interest).
- 3 Return to Normal view.

### Task 6: Manage slides

- 1 Duplicate slide **6** (Washington Volcanoes).
- 2 Change the title of slide **7** to **Washington's Hiking Trails**. Delete the bulleted points from the content placeholder.
- 3 Change the layout of the new slide (Slide 7) to Title Only.

### Task 7: Change the Master slide

- 1 Switch to the Slide Master and click the main slide at the top of the list.
- 2 Ensure the title placeholder is **bold**.
- 3 Change the font size for the footer to be **10.5pt**.
- 4 Create a new layout named **Tolano**.
- 5 Insert a picture placeholder on the left side of the slide and a content placeholder on the right side of the slide.
- 6 Hide the footer placeholders on the Tolano layout.
- 7 Return to Normal view.

### Task 8: Insert a footer

- 1 Add a footer to all slides except the title slide with the text **Exploring WA - Tolano Adventures**.
- 2 Add slide numbers for all slides except on the title slide.
- 3 Include the date using the long date format (such as November 23, 2016), with an automatic update option.

### Task 9: Insert a chart

- 1 On slide **4** (Major Cities), remove the bullets and then cut the data. Insert a **3-D Clustered Bar** chart instead.
- 2 Paste the data into the datasheet and match the destination format.
- 3 Resize the datasheet to show only the first two columns. Then close the datasheet.
- 4 Apply **Style 8** to the chart.
- 5 Change the color scheme to **Colorful Palette 3**.
- 6 Remove the chart title and chart legend.
- 7 Set the chart height to **4.5" (11.4 cm)** and the width to **7" (17.8 cm)**.
- 8 Center the chart in the middle of the slide.
- 9 Change the chart type to **3D Clustered Column**.
- 10 Change the slide to a Title Only layout and move the title placeholder to the top left of the slide.

### Task 10: Insert a table on a slide

- 1 Create a new Title and Content slide after slide 4 and type: Major Cities as the title.
- 2 Insert a table of 2 columns and 7 rows.
- 3 Paste the information you copied into the datasheet for the chart on slide 4 into the first cell of the table.
- 4 Then edit and modify the text as necessary to distribute it into the appropriate table cells, so it appears similar to the following, removing any extra blank lines:

	Population
Seattle	684,451
Tacoma	207,948
Spokane	213,272
Bellevue	139,820
Olympia	50,302

- 5 Set the table height to 3.0" (7.6 cm) and the width to 5.0" (12.7 cm).
- 6 Align the table in the center of the slide.
- 7 Delete the empty table row.
- 8 Apply the First Column option to the table.

### Task 11: Customize bullet points

- 1 Click slide 6 (Points of Interest) and change the slide layout to **Two Content**.
- 2 Change the bullets for the existing text to a **star** at **95%**.
- 3 Change the hanging indent to **0.35" (0.9 cm)** so there is more space between the star and the text.

### Task 12: Insert a picture

- 1 In the second content placeholder of slide 6, insert the **Space Needle.png** located in the *Documents\Jasperactive\ResourceFiles* folder.
- 2 Change the height to **5.5" (14 cm)** using lock aspect ratio, and change the color temperature to **7200**.
- 3 Using the gridlines as a guide, align the top of the image with the top of the title placeholder.
- 4 Apply the **Rotated, White** style to the image.
- 5 Turn off the gridlines.

### Task 13: Insert a SmartArt diagram

- 1 Click slide 2 (State Facts), convert the text in the content placeholder to a **Bending Picture Accent List** SmartArt diagram with an **Intense Effect** style.
- 2 Change the color to **Colorful Range - Accent Colors 4 to 5**.
- 3 Change the font for the diagram to **Franklin Gothic Book, 20 pt. bold**.
- 4 Insert **Olympia.jpg** from the *Documents\Jasperactive\ResourceFiles* folder as the first image, **Goldfinch.jpg** as the second, and **WA Cityscape.jpg** as the third image.

### Task 14: Modify a SmartArt diagram

- 1 Change the SmartArt layout to **Alternating Picture Blocks**.
- 2 Change the height to **4.7" (12 cm)** and the width to **7.5" (19 cm)**. Set the horizontal position to **3" (7.62cm)** and the vertical position to **0.5" (1.27cm)**.
- 3 Add a shape to the SmartArt diagram.
- 4 Type: **State Tree: Western Hemlock**
- 5 Format the text to match the existing shape text.
- 6 Insert the **Western Hemlock.jpg** from the *Documents\Jasperactive\ResourceFiles* folder as the image.
- 7 Move the Population shape to the first position in the diagram.

### Task 15: Insert a sound

- 1 On slide **1** (Explore Washington), insert **spring chimes.mid** from *Documents\Jasperactive\ResourceFiles*.
- 2 Add the tag **chimes** in the file properties so that you will be able to search for this item in the future.
- 3 Set the audio play automatically across all slides until stopped
- 4 Position the audio icon at bottom right corner of slide and resize to **0.4" (1 cm)** in height and width.
- 5 Set the volume to **Low**.
- 6 Apply an **offset right shadow** to the sound icon.

### Task 16: Insert a video

- 1 On slide **3** (State Flower), insert the **Rhododendron.mp4** video from the *Documents\Jasperactive\ResourceFiles* folder.
- 2 Resize the video to **3.5" (8.9 cm)** in height.
- 3 Apply the **Center Shadow Rectangle** style (Subtle area, first row, second option) in a **Rounded Rectangle** shape.
- 4 Center the video in the middle of the slide. If necessary, reposition the video to appear to the right of the slide text.
- 5 Set the video to play full screen when clicked, and to repeat until stopped.
- 6 Set the Start Time to **00:02.500** and then to rewind after playing.

### Task 17: Modify a table

- 1 On slide **9**, type: **Rainfall Stats** for the title.
- 2 Apply **Medium Style 2 - Accent 5** to the table.
- 3 Ensure the font is **Corbel (body)** and change the font size of the table text to **18pt**.
- 4 Resize the table to be **4" (10.2 cm)** in height and **8.85" (22.5 cm)** in width.
- 5 Position the table so it is centered in the middle of the slide, and above the title placeholder.

### Task 18: Add transitions

- 1 Go to slide **1** to apply the **Gallery** transition for a duration of **2.00**.
- 2 Advance the slide after **5 seconds** and then play the **Applause** sound during the transition.
- 3 Apply **Cube** transition to slides 2 to 9 from the right, and advance after **2 seconds**.

### Task 19: Add animation

- 1 On slide **6** (Points of Interest), apply a Shapes motion path entrance animation to the image.
- 2 Add a **Dissolve Out** exit animation to the image with a medium duration that starts after the previous animation.
- 3 Set the animation for the list items to **Appear by paragraph**.
- 4 Set the bullet point items **2 – 6** to play after the previous with a **1 second** delay.
- 5 Change the shape of the image motion path animation to a **pentagon**.
- 6 Move the image exit animation to start after the last bullet point animation at the end of the animations.

### Task 20: Set up the slide show

- 1 Set up the show as one that is browsed at a kiosk and accept all other defaults for this option.

### Task 21: Create a custom slide show

- 1 Add a custom slide show called **Washington State Facts**, using slides 1 through 4 only.

### Task 22: Add comments

- 1 Add a comment on slide 3 that states **Turn off the loop option**.
- 2 Add the comment, **Waiting for content from Susan** on slide 8.

### Task 23: Add a new speaker note

- 1 Add a note on slide 1 that reads: **Distribute handouts and instruct audience to please wait until the end of the presentation to ask questions.**

### Task 24: Modify the Notes Master

- 1 In the Notes Master, change the background of the Notes placeholder to **Green, Accent 6, Lighter 80%**.
- 2 Return to Normal view.

### Task 25: Create handouts

- 1 On the Handout Master, include the Header and the Page Number only.
- 2 The Header text should be: **Exploring Washington State**.
- 3 Set the handouts to display two slides per page.
- 4 Create a handouts document for Word, using the layout with blank lines next to the slides.
- 5 Save the Word file as Exploring WA Handouts in the Documents\Jasperactive\MyProjects folder.
- 6 Close the file and exit Word.

### Task 26: Finalizing the presentation

- 1 On slide 3, mute the video's audio. Reply to the existing comment with: **Loop turned off**. Then change video to start automatically and play only one time.
- 2 Hide slide 8.
- 3 Reduce the presentation file size using Full HD compression. Do not be concerned if PowerPoint indicates that spring chimes.mid is unsupported.
- 4 Check the presentation for hidden properties and personal data. Respond to all issues by removing the required items except for presentation notes and embedded items.
- 5 Check the presentation for spelling errors.
- 6 Mark the presentation as final.
- 7 On the Print tab, specify settings that will print slides 1-7 as handouts containing 2 slides per page in grayscale, uncollated. Then click the **Back** button.

### Task 27: Save the presentation in various formats

- 1 Save the presentation as a PDF file named *Exploring WA PDF* in the Documents\Jasperactive\MyProjects folder.

– THE END –

**Good luck at your MOS certification exam!**

From YH high school ICT Teachers