OBJECTIVE GROUP 1: MANAGE PRESENTATIONS

Objective 1.1: Modify slide masters, handout masters, and note masters

The practice files for these tasks is in the MOSPowerPoint2019\Objective1 practice file folder.

➤ Open the PowerPoint_1-1 presentation and do the following:

❑ Display Slide Master view. Scroll the Thumbnail pane and note the number of slide layouts associated with the slide master.

❑ Apply the Slice theme. Note that applying the theme adds layouts that are part of the theme to the existing slide master.

❑ On the slide master (not a slide layout), insert the PowerPoint_1-1 image from the practice file folder.

❑ Position the image so that the top of the image aligns with the top of the content placeholder and the right side of the image aligns with the right side of the slide number placeholder.

❑ Point to each slide layout to display its name. Delete the Name Card Layout, Title And Vertical Text Layout, and Vertical Title And Text Layout slide layouts from the slide master.

❑ Point to each slide layout to locate the one that is applied to slides 2–4 of the presentation. Duplicate that slide layout.

❑ Point to the duplicate slide layout and notice how its name relates to the original slide layout. Then rename the duplicate slide layout as My Slides.

❑ On the My Slides slide layout, switch the title placeholder and the content placeholder so that the slide title is at the top and the content is centered between the title and footer.

❑ On the slide layout that is applied to slides 2–4 (not the My Slides slide layout), hide the background graphics.

➤ Close Slide Master view and do the following:

❑ Verify that the background graphics (the diagonal lines and image) are hidden on slides 2–4.

❑ Apply the My Slides layout to slide 2 and verify that the title and content change places and the background graphics reappear.

➤ Display Notes Master view and do the following:

❑ Remove the Header and Footer placeholders. (Leave the date and slide number placeholders.)

❑ Apply the Style 6 background style.

❑ Close Notes Master view.

➤ Save the PowerPoint_1-1 presentation. Then close the open presentations.

Objective 1.2: Change presentation options and views

The practice file for these tasks is in the MOSPowerPoint2019\Objective1 practice file folder.

➤ Open the PowerPoint_1-2 presentation and do the following:

❏ Review the slide content, specifically noting the appearance of the image on slides 3, 4, and 5.

❏ Display the Properties list and expand it to show all properties. Change the Title property to Vacation Ideas and set the Status property to In Progress.

➤ Display the presentation in Slide Sorter view and do the following:

❏ Set the slide size for the presentation to On-screen Show (4:3) and choose the option to maximize the slide content. Notice the effect of this selection on the text on slide 2 and the image on slides 3 through 5.

❏ Undo the slide size change.

❏ Set the slide size for the presentation to On-screen Show (4:3) and choose the option to ensure the fit of slide content. Notice the effect of this selection on the slide content and the difference between the two fit options.

➤ Display Slide Master view and do the following:

❏ On the slide master (not a slide layout), manually rescale the image, setting the Scale Height and Scale Width settings to 100%.

❏ Align the bottom of the image with the bottom of the content placeholder and the right side of the image with the right side of the title background (the purple shape.)

➤ Close Slide Master view and do the following:

❏ Display the presentation as it would appear in grayscale.

❏ Return to Color view, and then display the presentation as it would appear in black and white.

❏ Consider the changes required to make the presentation content visible and effective in each of those color schemes. Then return to Color view.

➤ Save the PowerPoint_1-2 presentation. Then close the open presentations.

Objective 1.3: Configure print settings for presentations

The practice file for these tasks is in the MOSPowerPoint2019\Objective1 practice file folder.

➤ Open the PowerPoint_1-3 presentation and do the following:

❑ Review the presentation content, noting the slides that contain speaker notes.

❑ Print full page slides of only slides 1–3, using the Color setting.

❑ Print a full set of handouts (for all slides) with three slides per page, using the Grayscale setting.

❑ Print a set of speaker's notes, double-sided if your printer supports it, using the Pure Black And White setting.

➤ Save and close the PowerPoint_1-3 presentation.

Objective 1.4: Configure and present slideshows

The practice file for these tasks is in the MOSPowerPoint2019\Objective1 practice file folder.

➤ Open the PowerPoint_1-4 presentation and do the following:

❑ Start the slideshow.

❑ Switch to Presenter View and move to slide 3.

❑ Select the pen, set the ink color to Blue, and then underline the word shared on slide 3.

❑ Erase the line under the word shared, and then underline the word vision.

❑ Select the highlighter, set the ink color to Light Green, and then highlight the words unique and successful.

❑ Move to slide 6. Use a red pen to draw one circle around the two instances of External and another circle around the word internal.

❑ End the slideshow and retain the annotations.

➤ Save the PowerPoint_1-4 presentation, and then do the following:

❑ Rehearse timings for the presentation, spending as much time on each slide as it takes for you to read the content. Save the slide timings.

❑ Create a custom slideshow named Managers that includes slides 1, 3,4,5,7,and10.

❑ Play the Managers slideshow. Note that it uses the rehearsed timings and displays the ink annotations.

❑ Edit the Managers slideshow to add slide 11.

➤ Save the PowerPoint_1-4 presentation. Then close the open presentations.

Objective 1.5: Prepare presentations for collaboration

➤ Open the PowerPoint_1-5 presentation and do the following:

❑ Use the Document Inspector to locate and remove all identifying and tracking information and off-slide content from the file. Leave the speaker notes in the presentation.

❑ Assign the password P@ssw0rd to the presentation so that the file can be opened but not changed without the password.

❑ Save and close the presentation.

➤ Open a read-only version of the password-protected presentation and do the following:

❑ Verify that it's not possible to edit the content.

❑ Close the presentation.

➤ Reopen the presentation, this time entering the password, and then do the following:

❑ Remove the password from the presentation and save it.

❑ Using the Package for CD tool, export the presentation to a package named 1-5_Package and save it in the practice file folder.

❑ Mark the presentation as final.

➤ Save the PowerPoint_1-5 presentation. Then close the open presentations.

OBJECTIVE GROUP 2: MANAGE SLIDES

Objective 2.1: Insert slides

The practice files for these tasks are in the MOSPowerPoint2019\ Objective2 practice file folder.

➤ Open the PowerPoint_2-1 presentation and do the following:

❑ From within PowerPoint, open the PowerPoint_2-1a document from the practice file folder to create a presentation based on the outline in the document. (If you encounter an error opening the file, use the Insert Slides from Outline method to import the outline content.)

❑ Delete the original blank slide from the presentation, leaving only the slides created from the outline.

❑ Save the presentation as PowerPoint_2-1a.pptx.

➤ Start or switch to File Explorer and do the following:

❑ Display the contents of the practice file folder.

❑ Open the PowerPoint 2-1a document and compare it to the PowerPoint_2-1a presentation to identify the relationship between the outline levels and the slide content.

❑ Close the PowerPoint 2-1a document and File Explorer.

➤ Save the PowerPoint_2-1a presentation. Then close the open presentations.

➤ Open the PowerPoint_2-1b presentation and do the following:

❑ Immediately following the title slide (slide 1), insert a new slide with the default Title and Content layout.

❑ Delete the blank slide from the end of the presentation.

❑ After slide 7 (Falling Rates), insert a new slide with the Winter Section Header slide layout. In the title placeholder, enter Winter Wonders.

❑ Duplicate slide 6 (Water Conservation) and then move the duplicate to follow the Winter Wonders section opener slide.

❑ Display slide 4 (Grow Your Own Gardener). Change the slide layout from Picture with Caption to Comparison. Note the effect on the existing slide content.

➤ Save the PowerPoint_2-1b presentation. Then close the open presentations.

Objective 2.2: Modify slides

The practice file for these tasks is in the MOSPowerPoint2019\Objective2 practice file folder.

➤ Open the PowerPoint_2-2 presentation and do the following:

❑ Hide the Falling Rates section opener (slide 6) and the blank slide that follows it (slide 7).

❑ Format the background of only the title slide to display the Water droplets texture.

❑ Configure the slide footer settings to display the footer text

My Presentation and the slide number on all slides other than title slides. Then verify that the title slide and section openers don't display the footer content and the other slides do.

➤ Save the PowerPoint_2-2 presentation. Then close the open presentations.

Objective 2.3: Order and group slides

The practice file for these tasks is in the MOSPowerPoint2019\Objective2 practice file folder.

➤ Open the PowerPoint_2-3 presentation and do the following:

❏ Display the presentation in Slide Sorter view.

❏ Divide the presentation into four sections as follows:

• A section named Opening that contains the title slide and Agenda slide

• A section named Review that contains slides 3 through 6

• A section named Vision that contains slides 7 through 10

• A section named Closing that contains the Summary slide

❏ Move the Vision section so the sections are in this order: Opening, Vision, Review, Closing.

➤ Save the PowerPoint_2-3 presentation. Then close the open presentations.

OBJECTIVE GROUP 3: INSERT AND FORMAT TEXT, SHAPES, AND IMAGES

Objective 3.1: Format text

The practice file for these tasks is in the MOSPowerPoint2019\Objective3 practice file folder.

➤ Open the PowerPoint_3-1 presentation and do the following:

❑ On slide 2, format the slide title as Bold, Purple (Accent 4), and Small Caps. Set the character spacing to Expanded (by 1 point). Then use the Format Painter to apply the same formatting to the titles of slides 3 and 8.

➤ Return to slide 2 and do the following:

❑ Convert the bulleted list items to normal paragraphs.

❑ Format the paragraphs in two columns, and then change the height of the placeholder so that the columns are of equal length.

➤ Display slide 3 and do the following:

❑ Change the first-level bullets to Lime (Accent 2) Dollar Sign symbols.

❑ Increase the hanging indent of the second-level list items to 0.5".

➤ Display slide 8 and do the following:

❑ Change the second-level list to a numbered list.

❑ Change the numbers to Purple (Accent 4) capital letters.

➤ Save the PowerPoint_3-1 presentation. Then close the open presentations.

Objective 3.2: Insert links

The practice file for these tasks is in the MOSPowerPoint2019\Objective3 practice file folder.

➤ Open the PowerPoint_3-2 presentation and do the following:

❑ Following slide 1, insert a Summary Zoom slide that links to the Overview and Closing the Deal slides. Notice that inserting the Summary Zoom slide creates sections within the slide deck.

❑ Add the title Summary to the Summary Zoom slide.

❑ On the Overview slide, create hyperlinks from each of the following paragraphs to the corresponding slide in the presentation:

• Preparing for a buying trip

• Traveling internationally

• Meeting the client

❑ Edit the Meeting the client hyperlink to display the ScreenTip How to comport yourself.

❑ On the Closing the Deal slide, insert a Slide Zoom link to the Following Up slide.

❑ Position the Slide Zoom link near the lower-right corner of the slide.

➤ Save the PowerPoint_3-2 presentation. Then close the open presentations.

Objective 3.3: Insert and format images

The practice files for these tasks are in the MOSPowerPoint2019\ Objective3 practice file folder.

➤ Open the PowerPoint_3-3 presentation and do the following:

❑ On slide 4, insert the PowerPoint_3-3a image (skiers) from the practice file folder.

❑ Maintaining the aspect ratio, set the height of the image to 4".

❑ Position the image in the lower-right corner of the slide.

❑ Remove the background from the image to isolate the skiers and chairlift. Notice that this reveals the previously hidden bulleted list item endings.

❑ Apply the Photocopy artistic effect to the picture.

❑ Apply the Drop Shadow Rectangle picture style to the picture. Notice that the drop shadow applies to the skiers rather than to the original picture frame.

❑ Move the image up and to the left to bring the drop shadow effect onto the slide without obscuring any words.

❑ Display the practice file folder and open the PowerPoint_3-3b image (cruise ship) in your default image viewer.

❑ Return to the PowerPoint_3-3 presentation and display slide 3.

❑ Use the screen clipping tool to capture and insert an image of the cruise ship.

❑ Position the image in the lower-right corner of the slide and use the corner handle to resize the image so it doesn't obscure the slide text.

➤ Save the PowerPoint_3-3 presentation. Then close the open presentations.

Objective 3.4: Insert and format graphic elements

The practice file for these tasks is in the MOSPowerPoint2019\Objective3 practice file folder.

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

❑ Insert Sun, Moon, and Heart shapes (from the Basic Shapes group) at their default sizes.

❑ Set the Sun shape to a size of 3" by 3", the Moon shape to a size of 2" by 1.5", and the Heart shape to a size of 2" by 2".

❑ Flip the Moon shape horizontally (or rotate it by 180 degrees) so that the open curve is on the left and the outer curve is on the right.

❑ Select the three shapes, and then apply a 1-point, White shape outline.

❑ Using the colors from the Standard Colors palette, fill the Sun shape with Yellow, and the Heart shape with Red.

❑ Select the Moon shape and apply the Subtle Effect – Indigo, Accent 2 shape style.

❑ Insert the word Sleep in the Moon shape. Select the text, and then rotate it 270 degrees so it runs sideways from bottom to top.

❑ Insert the word Nature in the Sun shape and format the words by applying the first WordArt style (Fill: Black, Text color 1; Shadow).

❑ Insert the word Family in the Heart shape and apply the fourth WordArt style (Fill: White; Outline: Aqua, Accent color 5; Shadow).

❑ Select the Sun shape and display the Alt Text pane. Enter Sun shape representing Nature as the alt text. Leave the Alt Text pane open.

❑ Select the Moon shape and enter the alt text Moon shape representing Sleep.

❑ Select the Heart shape and enter the alt text Heart shape representing Family. Then close the Alt Text pane.

➤ Save the PowerPoint_3-4 presentation. Then close the open presentations.

Objective 3.5: Order and group objects on slides

The practice file for these tasks is in the MOSPowerPoint2019\Objective3 practice file folder.

➤ Open the PowerPoint_3-5 presentation and do the following:

❑ Select the three shapes on the slide and align them all with the middle and center of the slide (not with each other).

❑ Open the Selection pane. Change the stacking order of the shapes so that the Heart is in front, the Sun second, the Moon third, and the slide title in back.

❑ Distribute the three shapes horizontally on the slide.

❑ Group the three shapes.

❑ Display the grids and guidelines. Consider how these tools would help with the preceding tasks. Then hide them.

➤ Save the PowerPoint_3-5 presentation. Then close the open presentations.

OBJECTIVE GROUP 4: INSERT TABLES, CHARTS, SMARTART, 3D MODELS AND MEDIA

Objective 4.1: Insert and format tables

The practice file for these tasks is in the MOSPowerPoint2019\Objective4 practice file folder.

➤ Open the PowerPoint_4-1 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.

❑ In the Task column, enter the following: Document management, Email management, and Calendar management.

❑ Insert a new row at the top of the table, and merge the three cells in the row. In the merged cell, enter and center the title Effect of Focused Activity.

❑ Configure the table options to apply the same formatting to each table row, and emphasize the first table column.

❑ Apply the Medium Style 2 - Accent 2 style to the table.

❑ Apply a border around the outside of the entire table.

➤ Open the PowerPoint_4-1 workbook and do the following:

❑ On Sheet1, select cells A1:C7 and copy them to the clipboard.

➤ Switch to the presentation, display slide 3, and do the following:

❑ Embed the copied worksheet data on the slide as an editable workbook.

❑ Double-click the workbook object to display its Excel characteristics.

❑ Click an empty area of the slide to hide the Excel controls.

❑ Enlarge and center the workbook object to fill the content area of the slide.

Objective 4.2: Insert and modify charts

The practice file for these tasks is in the MOSPowerPoint2019\Objective4 practice file folder.

➤ Open the PowerPoint_4-2 presentation and do the following on slide 1:

❑ Insert a Clustered Column chart.

❑ Leave the Chart In Microsoft PowerPoint window open.

➤ Open the PowerPoint_4-2 workbook and do the following:

❑ On Sheet1, select cells A3:C12 and copy them to the clipboard.

➤ Switch to the presentation and do the following:

❑ Paste the copied Excel data into the Chart In Microsoft PowerPoint window. Notice that the chart changes to reflect the new data.

❑ Remove Series 3 from the placeholder data.

❑ Change the Average data point for Brushing Teeth to 4 and the Conservative data point to 2. Watch the chart change as you change the data.

❑ Close the Chart In Microsoft PowerPoint window.

❑ Change the chart type to Stacked Line With Markers.

❑ Apply Layout 5 to the chart.

❑ Change the chart title to Water Consumption (Gallons).

➤ Display slide 2 and do the following:

❑ Switch the row and column values over the axis 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 only 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 Style.

❑ For each pie slice, explode the data points in the chart by 20 percent. Then set the angle of the first slice to 200 degrees.

❑ Change the position of the chart legend from Bottom to Right.

➤ Save the PowerPoint_4-2 presentation. Then close the open presentations and the open workbook.

Objective 4.3: Insert and format SmartArt graphics

The practice file for these tasks is in the MOSPowerPoint2019\Objective4 practice file folder.

➤ Open the PowerPoint_4-3 presentation, display slide 3, and do the following:

❑ Insert a Half Circle Organization Chart SmartArt graphic from the Hierarchy category.

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

❑ Enter Trinity as your assistant.

❑ Enter Becca, Madeline, and Penny as the three employees.

❑ Delete your assistant from the organization chart.

❑ Add Bella as an assistant to Madeline.

❑ Close the Text pane if it is open.

❑ Change the color scheme of the organization chart to Colored Outline – Accent 6 (in the Accent 6 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 a Glow effect of your choice to the diagram text.

❑ Select only the Administration & Human Resources shape. Then change its fill color to Dark Blue (from the Standard Colors palette).

➤ Save the PowerPoint_4-3 presentation. Then close the open presentations.

Objective 4.4: Insert and modify 3D models

The practice file for these tasks is in the MOSPowerPoint2019\Objective4 practice file folder.

➤ Open the PowerPoint_4-4 presentation, display slide 2, and do the following:

❑ Insert the PowerPoint_4-4 3D model from the practice file folder.

❑ Manually rotate the 3D model to display it from different viewpoints. Then turn it to look at the tree behind it.

❑ Apply the Above Front Left view to the model.

❑ Position the model so that the canvas aligns with the lower-left corner of the slide.

❑ Increase the size of the model to match the height of the slide.

❑ Zoom the model within the canvas so that the cat's paws touch the bottom of the canvas.

❑ Move the zoomed model within the canvas so that the cat is at the very left edge of the slide.

❑ Click away from the 3D model to display the result.

➤ Save the PowerPoint_4-4 presentation. Then close the open presentations.

Objective 4.5: Insert and manage media

The practice files for these tasks are in the MOSPowerPoint2019\Objective4 practice file folder.

➤ Open the PowerPoint_4-5 presentation and do the following:

❑ On slide 1, insert the PowerPoint_4-5 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 on a loop in the background of all slides of the presentation.

➤ Display slide 2 and do the following:

❑ Insert the PowerPoint_4-5 video clip from the practice file folder. The video clip is 2 minutes, 40 seconds in length.

❑ Trim the video to start 25 seconds into the original clip and play for 1 minute.

❑ 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 slideshow.

➤ Save the PowerPoint_4-5 presentation. Then close the open presentations.

OBJECTIVE GROUP 5: APPLY TRANSITIONS AND ANIMATIONS

Objective 5.1: Apply and configure slide transitions

The practice file for these tasks is in the MOSPowerPoint2019\Objective5 practice file folder.

➤ Open the PowerPoint_5-1 presentation and do the following:

❑ Apply the Cover transition to all the slides in the presentation.

❑ Make the transition effect begin from the bottom of the slide.

❑ Add the Typewriter sound to the transition.

❑ Remove the slide transition effect and sound from only slide 1.

➤ Display the presentation in Slide Show view to review the results.

➤ Save the PowerPoint_5-1 presentation. Then close the open presentations.

Objective 5.2: Animate slide content

The practice file for these tasks is in the MOSPowerPoint2019\Objective5 practice file folder.

➤ Open the PowerPoint_5-2 presentation, display slide 1, and do the following:

❑ Select the slide title and apply the Fly In entrance animation.

❑ Configure the Fly In effect options to enter from the left side of the slide.

❑ Set the animation duration to 1.00 second.

❑ Enhance the animation by applying the Whoosh sound effect.

➤ Display slide 2 and do the following:

❑ Select the slide title and apply the Fade entrance animation.

❑ Configure the title animation to start automatically when the slide appears.

❑ Set the duration of the title animation to 1.50 seconds.

❑ Select the bulleted list and apply the Pulse emphasis animation.

❑ Configure the Pulse effect options to change the color of each list item to Green after animating it.

❑ Configure the bulleted list animations to start automatically, 2.00 seconds after the title animation.

❑ Set the duration of the bulleted list animations to 1.50 seconds.

➤ Use the Animation Painter to copy the animations from slide 2 to the corresponding elements on slide 3.

➤ Display slide 3 and do the following:

❑ Configure the title animation to animate letter by letter, with a 20 percent delay between letters.

➤ Display slide 4 and animate the images on the slide in this order:

❑ Apply the Jump & Turn 3D emphasis animation to the butterfly.

❑ Apply the Spin emphasis animation to the bumblebee.

❑ Configure a Custom Path motion path animation that causes the ladybug to walk on a curved path to the center of the content area.

❑ Apply the Shrink & Turn exit animation to the mouse.

❑ Apply the Leave 3D exit animation to the frog.

➤ Display the Animation pane and do the following:

❑ Move the ladybug animation so that it starts first.

❑ Start the butterfly animation at the same time as the ladybug animation.

❑ Have each remaining animation start after the preceding animation finishes.

➤ Display the presentation in Slide Show view to review the results.

➤ Save the PowerPoint_5-2 presentation. Then close the open presentations.

Objective 5.3: Set timing for transitions

The practice file for these tasks is in the MOSPowerPoint2019\Objective5 practice file folder.

➤ Open the PowerPoint_5-3 presentation.

➤ Select slides 2–7 and do the following:

❑ Set the transition duration to 2.00 seconds.

❑ Configure the slides to advance automatically after 5.00 seconds.

➤ Display the presentation in Slide Show view to review the results.

➤ Save the PowerPoint_5-3 presentation. Then close the open presentations.