To begin studying you will need to download and open the “2016 Practice Presentation” File. Follow the directions below to edit the 2016 Practice Presentation file. All of the files you will need to complete the questions should be downloaded from Angel into your Home Directory before beginning. Please download the following files: “Cars”, “Car Outline” to be used later. After completing these questions if you wish to repeat the training you will need to download a new “2016 Practice Presentation file”.

1. Edit the “Title and Content” layout slide by adding a content placeholder and aligning it with the title placeholder. Rename the layout “Contoso”
	1. View tab, Slide Master, Insert Placeholder, Content, size and align the Content placeholder with the Title Placeholder.
	2. Right click the slide in the navigation pane, choose rename and name the layout Contoso.
2. Hide all comments in the presentation.
	1. Review tab, Show Comments drop down, Uncheck Show Markup
3. Add a curtain transition between slides 1 and 2
	1. Choose slide 2 from the navigation pane on the left.
	2. Transition tab, choose the Curtains transition
4. Add all slides from the Cars.ppt to the end of the presentation in order.
	1. Place your cursor after the last slide in the navigation pane
	2. Home tab, New slide drop down, reuse slides, browse, locate the Open House Presentation, select all slides to insert
5. Remove document properties and personal information
	1. File tab, Check for Issues
	2. Inspect Document
	3. Document Properties and Personal Information should be checked
	4. Select Inspect, select “Remove All” for Document Properties and Personal Information.
	5. Close
6. Apply the droplet theme to the slide master
	1. View tab, Slide Master, choose the Slide Master (large slide at the top)
	2. Theme drop down, choose Droplet
7. Group the 4 pictures on slide 8
	1. Select the first picture, hold down the ctrl key, select the next 3 pictures, make sure all four are selected.
	2. Picture Format tab
	3. Arrange Group, select Group (Pictures should now be grouped)
8. Change the colors of the smart art graphic on slide 17 to colorful range-accent colors 4 to 5
	1. Select Smart Art, Change Colors drop down
	2. Scroll up if necessary, Choose the correct color
9. On slide 9, animate the text so that the first line wipes from the top immediately when the slide is shown and each subsequent lines wipes from the top one second after the previous line
	1. Animation tab, select the first line, choose wipe, select Effect Options, choose “from the top” and Start “With Previous”.
	2. Select all bulleted items except the first item, choose wipe, select Effect Options, choose “from the top” and Start “After Previous”, Set Delay to 1 second.
	3. Play to be sure you have formatted the animation correctly.
10. On slide 12, add a 3-D Clustered Bar chart that show the Majors as the categories and “Current Enrollments as the series. Use the data from the table to populate the chart.
	1. Insert tab, Chart, Bar, 3-D Clustered Bar, OK
	2. Enter the information from the table on slide 12 into the small excel worksheet per instructions.
	3. Make sure your chart reflects the information from the table correctly.
11. Add a linear down gradient fill to the Body placeholder of the Notes Master
	1. View tab, select Body placeholder on the bottom of the notes master,
	2. Drawing Tools Format Tab
	3. Shape Fill, Gradient, Linear Down
	4. Close Master View
12. On slide 7, resize the 16-pointed star so that it is twice as large. The height and width of the shape should remain proportional
	1. Select the star shape, Drawing Format tab, Size and Properties
	2. Check the aspect ratio
	3. Change the scale from 50% to 100%
13. Save the presentation to the documents folder as an XPS file named “presentation”
	1. File, Save as, browse to Documents
	2. Save as Type: XPS Document
14. Add the orange 18 pt glow, accent color 3 Glow effect and 5 point soft edge to the picture on slide 7
	1. Select the picture on slide 7, Picture Tools Format tab
	2. Picture Effects, Glow, choose the correct glow
	3. Picture Effects, Soft Edges, 5 Point
15. On slide 5, add the hyperlink <http://humongousinsurance.com/travel> to the text “Exam Format”
	1. Select the text “Exam Format”, Right Click
	2. Choose Hyperlink, Address: type in the correct address, be sure to proof read it carefully, OK
16. Configure the show type as browsed by an individual and advance slides manually
	1. Slide Show tab, Set Up Slide Show
	2. Show type: Browsed by an individual
	3. Advance Slides: Manually
	4. OK
17. Set the slide show transition duration to 2.0 seconds for all transitions
	1. Transition tab, Duration: set to 2.0 seconds
	2. Apply to All
18. Add “Online” to the file property Categories
	1. File tab, Properties on the right side
	2. Locate Categories and change it to Online
	3. Choose the arrow in the upper left to return to your slide show.
19. Delete the slide that has the title “Appendix”
	1. Home tab, Editing Group, Find
	2. Type in Appendix and search to find the correct slide
	3. Select the Appendix slide on the navigation pane and select the delete key
20. On the Slide Master, modify the title placeholder to use a Newsprint texture fill
	1. View Tab, Slide Master,
	2. Select the Slide Master (large slide at the top of the navigation pane)
	3. Drawing Tools Format tab
	4. Shape Fill
	5. Texture: Newsprint
21. Apply the medium style 2-Accent 4 table style to the table on slide 12.
	1. Select the table, Table Tools Design tab,
	2. More or drop down for Table Styles, choose the correct style.
22. On slide 10, change the alignment of the arrows so that the right edge of each arrow is aligned to the right edge of the top arrow.
	1. Select the first arrow, hold down the ctrl key and select the rest of the arrows,
	2. Drawing Format tab, arrange group, drop down Align icon, choose align right. Watch to be sure the arrows move to the right of the first arrow. Deselect arrows once aligned.
23. Configure printing options to print four copies of the presentation with two slides per page. All copies of the first page should print before the copies of the second page.
	1. File, Print, 4 copies
	2. Change Full Page Slides to Handouts, 2 Slides, Uncollated (this will print all page 1’s, then all page 2’s ect.
24. On slide 16, change the video window so it is 90% of its current size
	1. Select video, Video Tools Format tab
	2. Open Size Group dialogue box, Choose Size and Properties
	3. Make sure Lock aspect ratio is checked, then change Scale to 90%
	4. Close Format Video dialogue box
25. Configure the animations on slide 6 so that the smart art appears on the page before the text/title appears
	1. Animation Tab, Select Smart Art
	2. Open Animation Pane
	3. Move the Diagram 2 to the top of the animation order.
	4. Close the Animation pane
26. On slide 9, delete the “Notes” column and add two blank rows between “Seattle and Monteal”.
	1. Select the table on slide 9, select the Notes column
	2. Table Tools Layout tab, Delete Column
	3. Place your cursor in the cell that reads “Montreal”
	4. Table Tools, Layout tab, Insert Row, repeat until two rows appear. Deselect table
27. At the end of the presentation, add new slides from the outline called “car outline”.
	1. Select the last slide on the Navigation pane
	2. New Slide, Slides From Outline
	3. Choose Correct file
	4. Check to make sure the slides appear
28. Add the zoom entrance animation to the image on slide 7
	1. Select the picture on slide 7
	2. Animation tab, add Animation, Entrance choose Zoom
29. On slide 2, set the playback options so that the audio clip fades in for half a second when the user clicks the audio icon and then continues to play even when the presenter advances to the next slide.
	1. Select the audio file (speaker) on slide 2, Audio Tools Playback tab
	2. Fade in: .50
	3. Audio Options: Check Play Across Slides
30. Add new slides after slide 4(between slides 4 and 5) from the outline called “car outline”.
	1. Place your cursor between slides 4 and 5, New Slide, Slide from Outline, choose the MOS file.
31. On slide 12 or 11 if you did not do the previous question, change the circles so that they overlap in the following order (from back to front): “Early Rock”, “Blues”, “Traditional Country”, “Folk”.
	1. Select Blues, send backward
	2. Select Traditional Country, send backward
	3. Check to make sure the order is correct.
32. On slide 2, add the footer “Music by Frank Miller”
	1. Insert tab
	2. Text Group
	3. Check Footer and type in correct footer, proofread
	4. Apply
33. Add a new slide Layout, insert a content placeholder on the left and a media placeholder on the right, Name the slide Contoso2
	1. View, Slide Master,
	2. Insert Layout,
	3. Insert Placeholder: Content, click and drag to draw placeholder
	4. Insert Placeholder: Media, click and drag to draw placeholder
	5. Right click on new slide in the navigation pane and rename.
34. On slide 1 format the subtitle to small caps.
	1. Select the subtitle “A Way to Stand Out”
	2. Home tab, Font dialogue box
	3. Under Effects, Check Small Caps, OK
35. On slide 1 Align the Title text to middle
	1. Select the Title text box on slide 1
	2. Home tab, Paragraph group
	3. Align text drop down, Middle
36. Change the table shading on the table on slide 9 from rows to columns.
	1. Table Tools Design tab
	2. Table Style Options
	3. Uncheck Banded Rows
	4. Check Banded Columns
37. Format the picture on slide 7 with the plastic wrap effect
	1. Select the picture, Adjust Group
	2. Artistic Effects drop down, plastic wrap

Additional Resources:

* <https://www.lynda.com/SharedPlaylist/c2ab47d413784bbeaf1b08347666d818?org=collierschools.com>
* <https://support.office.com/en-us/article/PowerPoint-2013-videos-and-tutorials-bd93efc0-3582-49d1-b952-3871cde07d8a>
* <https://www.microsoft.com/en-us/learning/exam-77-729.aspx>