|  |  |
| --- | --- |
| File1.docx document | |
| Question 1  Apply Theme | apply a saved theme  apply to the **Exam.pptx** Presentation   * theme name: **template.potx** * position: folder Powerpoint of your desktop |
| Question 2  Remove slide | remove the slide  apply to the **Exam.pptx** Presentation   * remove the last slide |
| Question 3  Slide Background | change the background of the slides  apply to the **Exam.pptx** Presentation   * color: **White, Background 1, Darker 5%** |
| First Slide | |
| Question 4  Text Box | insert a text box in the first slide  apply to the **Exam.pptx** Presentation   * text: www.ntu.edu.vn * width: 1.9in * height: 0.3in |
| Question 5  Compress Picture | compress the image of the first slide  apply to the **Exam.pptx** Presentation   * to 96ppi * change the size of the picture so as to be the best for presentation with resolution 640 x 480 |
| Second Slide | |
| Question 6  Alter Text | alter the text at the last text box on the right of the organizational chart of the second slide  apply to the **Exam.pptx** Presentation   * text: **Mail Exchange Service** |
| Question 7  Text Formatting | format the text of the second slide  apply to the **Exam.pptx** Presentation   * format all the text of the organization chart to **UPPERCASE** |
| Question 8  Object Placement | change the placement of the objects in the slide with title **MOS FOR P.POINT**  apply to the **Exam.pptx** Presentation   * move the rectangle filled match to the background |
| Third Slide | |
| Question 9  Picture Animation | apply an animation to the picture of the third slide  apply to the **Exam.pptx** Presentation   * animation: **vertical blinds** * timing: **after previous** |
| Question 10  Image Size | change the size of the picture of the third slide  apply to the **Exam.pptx** Presentation   * **width: 2.4in** * **height: 2.4in** |
| Question 11  Bullet Style | change the style of the bullets in the third slide  apply to the **Exam.pptx** Presentation   * change the style of the bullet with text **700.000 candidates**, **to match the bullet style of the rest of the list** |
| Forth Slide | |
| Question 12  Apply Shape Effect | Apply shape effect to the left star of the fourth slide  apply to the **Exam.pptx** Presentation   * 3D Rotation - Perspective contrasting Right |
| Question 13  Apply Shadow | apply shadow to the rightmost star of the fourth slide  apply to the **Exam.pptx** Presentation   * style: Perspective Below |
| Fifth Slide | |
| Question 14  Line Formatting | change the formatting of the line in the fifth slide  apply to the **Exam.pptx** Presentation   * dash type: dash * width: 41/2 pt * the type and size of start arrow should match the type and size of the end arrow |
| Question 15  Copy Text | copy the bulleted list text of the fifth slide  apply to the **Exam.pptx** Presentation   * copy the middle bullet of the right list to the end of the of the left list |
| Sixth Slide | |
| Question 16  Alter List | convert the list of the sixth slide  apply to the **Exam.pptx** Presentation   * change the list to bulleted list |
| More settings | |
| Question 17  Duplicate Slide | duplicate a slide  apply to the **Exam.pptx** Presentation   * duplicate the first slide |
| Question 18  Move Slide | move the slide with title **Applications for MOS Examination**  apply to the **Exam.pptx** Presentation   * move it after the slide with title **How to Register** |
| Question 19  Show / Hide Slide | hide a slide  apply to the **Exam.pptx** Presentation   * hide the slide with title **How to Register** |
| Question 20  Slide Masters | alter the slide and the title master  apply to the **Exam.pptx** Presentation   * Slide Master: Main title font size 33 pt * Title Master: Main title font size 40 pt |
| Question 21  Application Options | change PowerPoint options  apply to the **Exam.pptx** Presentation   * user name: **your first name** * number of recent slide shows: 6 |
| Question 22  Slide Show View | change the view of the slide show  apply to the **Exam.pptx** Presentation   * change to **grayscale** |
| Question 23  Custom Slide Show | create a custom slide show  apply to the **Exam.pptx** Presentation   * name: Your first name * slides: * Link to site (only 1) * Applications for MOS Examination * MOS-VIETEL 2020 * ACAWC & MOS 2020 |
| Question 24  Slide Show Orientation | change the orientation of the slides  apply to the **Exam.pptx** Presentation   * orientation: **Portrait** * **Ensure fit** |
| Question 25  Notes Orientation | change the orientation of the notes  apply to the **Exam.pptx** Presentation   * orientation: Landscape |
| Question 26  Encrypt Presentation | encrypt the presentation  apply to the **Exam.pptx** Presentation   * password: mos2020 |
| Question 27  Mark as Final | mark the presentation as Final  apply to the Exam.pptx Presentation   * mark the presentation as **Final** |
| Question 28  Save As... | save the presentation as a template  apply to the **Exam.pptx** Presentation   * folder PowerPoint of your desktop * name: MOS2020.potx |
| ***Good luck to you!*** | |