**MICROSOFT OFFICE SPECIALIST (MOS) - NHA TRANG UNIVERSITY 2019**

***MOS Powerpoint Examination check list***

***Slide Master***

**Q1.** Open MOS-powerpoint-test.pptx document to be found in MOSWC2019\Powerpoint folder on the desktop and

* Change the presentation slide to a custom size
  + On Screen show (16:9)
  + Maximize the size of your content
* Change the bullet type in the Slide Master list
  + Hollow Square Bullets

***“Nha Trang University” Slide***

**Q2.** Apply Formatting for the textbox containing “University Identity!”

* Shape Fill: Gradient From Bottom Left Corner

Note: If using Drawing Tools tab, select Linear Down within Light Variations

* Shape Outline: Black, Backround 1, Lighter 35%
* WordArt Style Fill-White; Outline-Accent 1; shadow

***“Training Programs Information” Slide***

**Q3.** Insert a Picture for right Placeholder

* NTU.jpg
* Picture Style: Drop Shadow Rectangle

**Q4.** Apply an animation to a textbox beginning with “Programs we offer:”

* Entrance: Bounce

***“About”-Slide***

**Q5.** Insert slide Between Slide 2 and Slide 3

* Source file About.docx

**Q6.** Convert Textbox containing “Mission” through “Responsibility” into SmartArt

* Layout Hierarchy List
* Style 3D Polished
* Change Colors: Colorfull Range-Accent Colors 2 to 3

***“Full-time Programs”-Slide***

**Q7.** Create a multi-level bulleted list

* Text box below “Bachelor's Degree”
  + Level 1: “Aquaculture” and “Information Technology”
  + Level 2: Everything else
* Text box below “Master's degree”
  + Level 1: “Aquaculture” and “Business Administration”
  + Level 2: Everything else

**Q8.** Apply an animation for text boxes below “Bachelor's Degree” and “Master's degree”

* Entrance Shape
* Only animation sequence containing text “Business Administration”
  + Delay 00.50

**Q9.** Add a comment to textbox below “Master's degree”

* Text “This program apply for 2 years education”

***“Top 6 majors” Slide***

**Q10.** Change the layout of the “Top 6 majors” slide

* Title and Content

**Q11.** Add additional data to the existing chart

* Series: “Hotel Management”
  + Note: Add to the end of the series
* Data: 220

**Q12.** Modify the design of the chart

* Chart Type 3-D Clustered Column
* Chart Style: Style 3

***“Doctoral Degree (3&4 years)” Slide***

**Q13.** Reuse a slide from another PowerPoint file

* After “Top 6 majors” Slide
  + File Source: Newsletter.pptx
  + Slide 2

**Q14.** Modify an Existing Table

* Table Style Medium Style 1-Accent 5
* Delete column 1 containing “Note” heading

***“Students activities” Slide***

**Q15.** Reuse a slide from another PowerPoint file

* After “Doctoral Degree (3 & 4 years)” Slide
  + File Source: Newsletter.pptx
  + Slide 3 “Students activities”

**Q16.** Edit Video in slide

* Trimming video NhaTrangUniversity.mp4
  + Start Time: 00:32,034
  + End Time 01:06,004
* Change the volume of the video
  + Volume Low

**Q17.** Position all objects on a “Students activities” slide

* Align left to the furthest left object

***Final Steps***

**Q18.** Insert and modify transitions between slides

* All slides except slide 1
  + Transition Ripple
  + Effect Option From Bottom-Left
  + Duration 3.5 seconds

**Q19.** Insert and name sections between slides

* Before Slide 1, (“University identify”)
  + Name “Introduction”
* Between Slide 3 and Slide 4
  + Name “More Info”

**Q20.** Add a slide number to slides in Header and Footer

* Slide number
* Don’t show on title slide