Power Point MOS Exam Review   Name: KEY

Description	Tab	Group	Action	Other notes
Format Painter	Home	Clipboard	Format Painter	Select wanted format, click on paint brush, select text to apply format to
Modify the bulleted list	Home	Paragraph	List drop down menu	
Align text to the bottom of the text box	Home	Paragraph	Align Text drop down	
Format text into columns	Home	Paragraph	Columns	
Change slide layout	Home	Slides	Layout	Select from drop down menu
Reset the image and adjust the document 25% sharper or soften to -25%	Image Tools Format	Adjust	Corrections	Use screen tip as you rollover to find correct adjustments
Apply a rotated white picture style	Image Tools Format	Styles	Styles drop down menu	Use screen tip as you rollover to find correct style
Insert a picture and set it behind text	Insert	Images	Picture	Once you have inserted a picture, from the Image Tools Format Tab, choose Align from the Arrange group and choose behind text.
Remove wedges from the smart art and change the name of the last wedge	SmartArt Tools Design	Create Graphic	Text Pane	Use the text pane to rearrange objects and edit text.
Modify the chart type to a clustered cylinder chart	Chart Tools Design	Type	Change chart type	Select chart types reading screen tip as you rollover chart type icons
Apply chart style 19 or 23 to the chart	Chart Tools Design	Styles	More Styles dropdown (bottom right)	Select chart style using screen tip as you rollover chart style icons
Apply a water droplet texture to the plot area of a chart	Chart Tools Format	Background	Plot Area	Choose more options and change the background to a picture
Modify the chart so that the vertical axes is 0 to 12 with a 2 point unit	Chart Tools Design	Chart Layouts	Add Chart Element	Axes
Modify the audio clip so it plays automatically/across all slides	Playback (click on clip)	Audio Options	Start	Chose to play automatically from the drop down menu
Set the slide size to different dimensions	Design	Customize	Slide Size	
Change the theme, colors, and font	Design	Themes	More Themes dropdown (bottom right)	Select theme using screen tip as you rollover icons; Color and Fonts drop down is to the right

Task	Tab	Group	Command	Details
Apply a transition sound with a duration of 2 sec.	Transition	Timing	Select sound from drop down	Change duration to 2 seconds
Set slide options to advance after 15 seconds after each slide	Transitions	Timing	Advance Slide	Change After: to set time
Motion Path	Animation	Adv Animation	Add Animation	More Motion Paths
Apply duration of 1 second to the 2nd and 4th animation and set it to split in and horizontal out (effect options)	Animation	Advanced Animation	Click on Animation pane button	Select animations on the right side and change option from drop down menu
Apply an animation of grow and turn	Animation	Animation	Drop down, Emphasis	
Add a comment	Review	Comments	New Comment	
Create a custom slide named slide comparison	Slide Master	Edit Master	New Layout	Create layout and rename. Close slide master
Delete the four section headers	View	Presentation Views	Slide Sorter	Select slides using the section header layout, delete slide
View gridlines	View	Show	Gridlines	
Change to a black and white scale	View	Color/Grayscale	Black and White	
In notes page view, change the view picture to 92%	View	Presentation View	Notes Page	Click on zoom and change percentage
Make slide into new slideshow				
Prepare for delivery	File	Export		Choose preparation option
Disable the spell check and Hide Spelling errors	File	Options on left side	Proofing	Check the box labeled, Hide Spelling Errors to clear
Configure the slide show to be browsed by an individual/kiosk	Slide Show	Set Up	Set up Show	Change Show Type to be browsed by either an individual or kiosk
Encrypt document with password	File	Info	Protect Presentation	Encrypt with Password
Save the presentation as a PowerPoint show and other file types	File	Info	Save As	Change file type from drop down menu (.ppt prior to .pptx)
Delete all comments	File	Info	Prepare for Sharing	Inspect Document, Click Remove All
Change the status of the document	File	Info	Show all Properties	Click "add text" next to status
Edit the Photo Album to the certain Criteria -All photos in color -4 pictures with title -white frame -apply apothecary theme to picture album	Insert	Images	Photo Album drop down	Edit Photo Album