MOS PowerPoint 2016 Sample Exam

Open 07\_01 Employee Manual.pptx

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|  | 1. View the comment on slide 1. Then, delete the comment. |
|  | 1. Update the User name to **Mary White** and the Initials to **MW**. |
|  | 1. Change the theme for all slides in the presentation to Quotable. Set the Color Scheme to Orange Red. |
|  | 1. Add the following comment to slide 1, **Theme has been updated**. |
|  | 1. Set slide 1 to advance automatically after 4 seconds or on mouse click. |
|  | 1. Apply a footer to all slides except the title slide. In the footer, include the date and set it to update automatically. Add slide numbers. |
|  | 1. On slide 2, convert the text to SmartArt using the layout, Hierarchy List. Set the SmartArt colors to Colorful – Accent Colors. |
|  | 1. On slide 2, add second level shapes to the SmartArt hierarchy using the SmartArt Text Pane:  * Exempt   + **Exempt from over-time pay** * Non-exempt   + **Paid overtime for hours over 40 per week** * Regular full-time   + **Scheduled 35+ hours per week** * Regular part-time   + **Scheduled less than 35 hours per week** * Temporary   + **Position being evaluated for future need** |
|  | 1. After the Employee Status slide, insert slides from outline using the file, 07\_01 Probationary Period**.** |
|  | 1. Using the Format Painter, copy the format of the title on slide 4. Apply to the title on slide 3. Then, use the Format Painter to copy the format of the bulleted text on slide 4. Apply to the bulleted text on slide 3. |
|  | 1. On the Employment Policies slide, set the slide layout to Two Content. |

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|  | 1. On the Employment policies slide, add bulleted text to the right content box:   1st bullet: **New Employee Orientation**  2nd level bullets:   * **Personnel Files** * **Inclement Weather** * **Employee Performance Review** * **Outside Employment** |
|  | 1. Insert 2 slides after the Employment Policies slide by reusing slides 1 and 2 from 07\_01 Landon Policies. Be sure to keep the source formatting. |
|  | 1. Apply the Berlin theme to all slides. |
|  | 1. On the Safety slide, decrease the list level of the bulleted text by 1 level. |
|  | 1. On the Vacation slide, add a row to the end of the table. |
|  | 1. On the Vacation slide, add the following text to row 4:    1. Years of employment: **5+ years**    2. Vacation time earned: **.0586 hrs per hr worked**    3. Can be used: **Anytime (with approval)** |
|  | 1. On the Vacation slide, adjust the table width to 10”. |
|  | 1. On the vacation slide, apply the table style Dark Style 2. |
|  | 1. After slide 6, insert a Title Only slide. Add the title, **Insurance**. |
|  | 1. Insert a linked table from 07\_01 Landon Insurance.docx by using the Insert Object command. |
|  | 1. Set the Shape Fill to White, Text 1. |
|  | 1. On the Insurance slide, turn on guides and move the table to the center of the slide horizontally. |
|  | 1. At the end of the presentation, insert a Title and Content slide. Enter a title of **Anniversary Recognition**. |
|  | 1. Add a Stacked Column chart, and include the following data: |
|  | 1. Change the chart style to Style 8, and set the Chart Layout to Layout 3. |
|  | 1. Change the following chart elements:  * Vertical Axis Title: **Bonus in Pounds** * Horizontal Axis Title: **Years of Service** * Chart Title: **Bonus for Years of Service** * Data Labels: **Center** * Legend: **Right** |
|  | 1. Insert a Title and Content slide at the end of the presentation. Enter the title, **Time Flies While Working at Landon Hotel!** |
|  | 1. Insert the video, 07\_01 Landon.wmv in the placeholder. |
|  | 1. Apply the Glow Rounded Rectangle shape to the video. |
|  | 1. Set the video to start automatically and loop until stopped. |
|  | 1. Move slide 9 before slide 8. |
|  | 1. Apply the Reveal transition and apply a 5 second timing to all slides. |
|  | 1. Add a section before slide 1 named **Leslie**. Add a section before slide 6 named **Cecilia**. |
|  | 1. Add a speaker note to slide 1, **Introduce Leslie**. Add a speaker note to slide 6, **Introduce Cecilia**. |
|  | 1. On the Anniversary Recognition slide, apply the Split animation to the chart. Set the bars to appear By Category. |
|  | 1. On the Safety slide, apply the Wipe entrance animation to the bulleted text. Set the text to dim gray (use the 4th color) after animation and play the Click sound. |
|  | 1. Hide slides 6 and 8. |
|  | 1. Create Handouts with blank lines next to each slide. |
|  | 1. Set all slides to print 9 to a page horizontal in grayscale. |
|  | 1. Configure slide show options to be presented by a speaker, advance slides manually, and loop continuously until Escape is pressed. |
|  | 1. Change the first level bullet formatting on all slides to Arrow bullets. |
|  | 1. Create a Custom Slide Show named Management that displays slides 1 – 7 and slide 9. |