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| **Advanced Microsoft PowerPoint 2013 Skill Test** | | | | | | |
| **Step** | **Instruction** | | | | | **Points** |
| 1 | Open the sample presentation Year End Report.pptx | | | | | 0 |
| 2 | View the Slide Master. | | | | | 1 |
| 3 | Format the Slide Master Theme as Elemental. | | | | | 1 |
| 4 | Add a computer image of your choice from online images to the lower left corner of the Slide Master. Resize the image to be 1.25” by 1.25” | | | | | 5 |
| 5 | Insert a Shape: Star in the upper right corner of the slide. Format the shape as Yellow with no border. Add a glow to the star shape. | | | | | 5 |
| 6 | Format the Master Title style font to be Arial Black.  Close the Slide Master and Return to Slide View. | | | | | 3 |
| 7 | Add an image of your choice to each slide. Apply Picture Styles. | | | | | 5 |
| 8 | On Slide 2, insert a Table. Add the following information: | | | | | 10 |
|  |  |  |  |  |
| **Quarter** | 1 | 2 | 3 | 4 |
| **Sales** | $20,000 | $27,500 | $32,000 | $41,000 |
|  |  |  |  |  |
| 9 | Format the Table with Style Themed Style 1, Accent 5 | | | | | 3 |
| 10 | Resize the Table to be 3.5” by 7.5”. Increase the font size to 24. | | | | | 2 |
| 11 | Format the text alignment to be middle and center. | | | | | 3 |
| 12 | Apply Entrance Animation Swivel to the Table. Apply an animation of your choice to the picture on Slide 2. | | | | | 2 |
| 13 | On Slide 3, insert a chart. Select a Column Chart. Enter the following data: | | | | | 10 |
|  | **Before** | **After** |  | |
| Shirts | 50 | 75 |
| Mugs | 45 | 60 |
| Hats | 20 | 30 |
| Bags | 10 | 25 |
| Magnets | 40 | 70 |
|  | | | | |
| 14 | Apply the Chart Layout 5. Apply Chart Style 46. | | | | | 3 |
| 15 | Format the tallest column with a fill color: Green. | | | | | 2 |
| 16 | Add Primary Axis Title: Vertical Title to the Chart. Add the text In Thousands to the Vertical Axis Title. | | | | | 5 |
| **Step** | **Instruction** | | | | | **Points** |
| 17 | Go to Slide 4. Add a picture of your choice and add a custom motion path to the picture. Add the sound Applause to the animation. | | | | | 5 |
| 18 | Animate the text to fly in from left, with each line of text appearing separately. Reorder the animation so the text comes before the picture animation. | | | | | 5 |
| 19 | Add a comment to the slide. Insert comment text: What about the Twitter feed? | | | | | 5 |
| 20 | Go to Slide 5. Add a picture of your choice. | | | | | 5 |
| 21 | Go to Slide 6. Add a link to the movie from website: PC Dominos. http://www.youtube.com/watch?v=5\_tXcRYOYZ0 | | | | | 10 |
| 22 | Go to the Slide Sorter. Apply 2 or more different transitions to your slides. Set the slides to advance automatically and on mouse click. | | | | | 5 |
| 23 | Mark the Presentation as Final. | | | | | 5 |
| 24 | Save the file as Your Name Beginning PowerPoint Skill Test.  Please submit the Advanced PowerPoint Skill Test to your instructor | | | | |  |
|  | **Total Points** | | | | | **100** |