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| **Beginning Microsoft PowerPoint 2013 Skill Test** | | |
| **Step** | **Instruction** | **Points** |
| 1 | Open a new blank presentation in Microsoft PowerPoint | 0 |
| 2 | Add the Title: Robert Frost | 1 |
| 3 | Add the following facts about Robert Frost in the bottom Text Box as a bulleted list:  Born in 1874  Died in 1963  American Poet  Won the Pulitzer Prize 4 times  More than any other poet in history | 1 |
| 4 | Change the bullet points to a different shape. | 1 |
| 5 | Edit the bulleted list: Demote Died in 1963 one list level. | 1 |
| 6 | Edit the bulleted list: Demote More than any other poet in history one list level. | 1 |
| 7 | Format the font to a different color and font of your choice. | 5 |
| 8 | Format the line spacing to be 2.0. | 5 |
| 9 | Add a new slide.  Change the layout to Title Only. Add the following quote as the Title:  I have never started a poem yet whose end I knew.  Writing a poem is discovering.  Add the subtitle: Robert Frost on Writing  Format the subtitle to be aligned left.  Format the Text Box with a Style of your choice | 15 |
| 10 | Apply the Theme Newsprint, or a Theme of your choice. | 5 |
| 11 | Add a picture of your choice on Slide 2.  Apply a Picture Style of your choice. | 10 |
| 12 | Add a picture of your choice on slide 3.  Apply an Artistic Effect of your choice.  Crop the picture to a shape of your choice. | 10 |
| 13 | Add a new slide. Add the following quote to the content area:  Poetry is what gets lost in translation.  Format the Text Direction as Rotate 270 degrees.  Format the text box with a Gradient Fill of your choice.  Add a picture of your choice.  Apply a Reflection picture effect of your choice. | 15 |

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| **Step** | **Instruction** | **Points** |
| 14 | Add a new slide. Insert Smart Art Organizational Chart  At the top, add the name Robert Frost  In the second box down add the text: American Poet  Add text in the shape below America Poet: Born 1873 Demote it one list level lower than American Poet  Add the following poem titles at the bottom level:  A Patch of Old Snow Stopping by the Woods Mending Wall Nothing Gold Can Stay  Apply a Smart Art Style and color set of your choice  Change the Robert Frost shape to a different color than the rest of your Smart Art  Change the American Poet shape to be an oval shape. | 15 |
| 15 | Add a new section. Rename Section 2 as Poem | 10 |
| 16 | Reuse slides from the Stopping by the Woods presentation. Insert the first two slides and KEEP source formatting. | 5 |
| 17 | Save the file as Your Name Beginning PowerPoint Skill Test.  Please submit the Beginning PowerPoint Skill Test to your instructor. | 0 |
|  | **Total Points** | **100** |