PowerPoint 2000 Core

MOS-P2K

Demo Version

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QUESTION 1
For slides 2, 3, and 7, add the Box In slide transition effect.
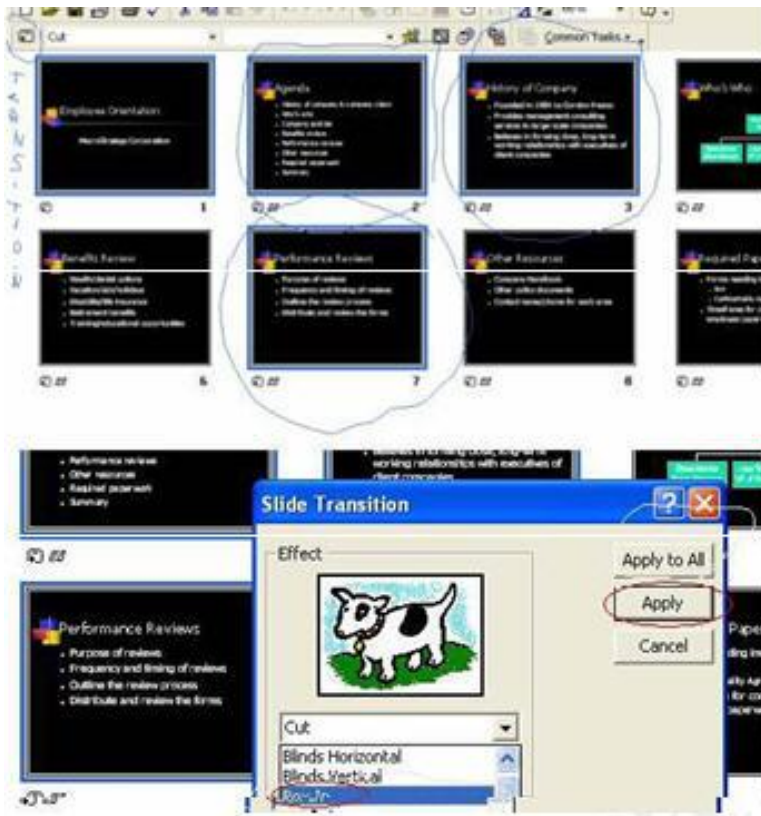
Answer:
Step 1: Select the Slide Sorter view.

Step 2: Select slides 2, 3 and 7 by holding the CTRL keyboard button and clicking on the slides 2, 3, and 7.

Step 3: Click the Transition button on the left.

Step 4: Select the Box in effect.

Step 5: Select Apply.

QUESTION 2
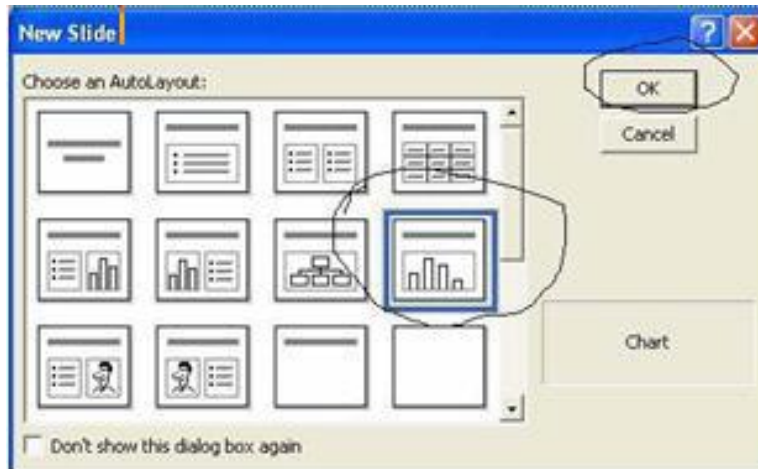Create a new chart layout slide after slide 2.

Answer:
Step 1: Click or display Slide 2.
Step 2: Click Insert->New Slide.

Step 3: Click Chart Layout.
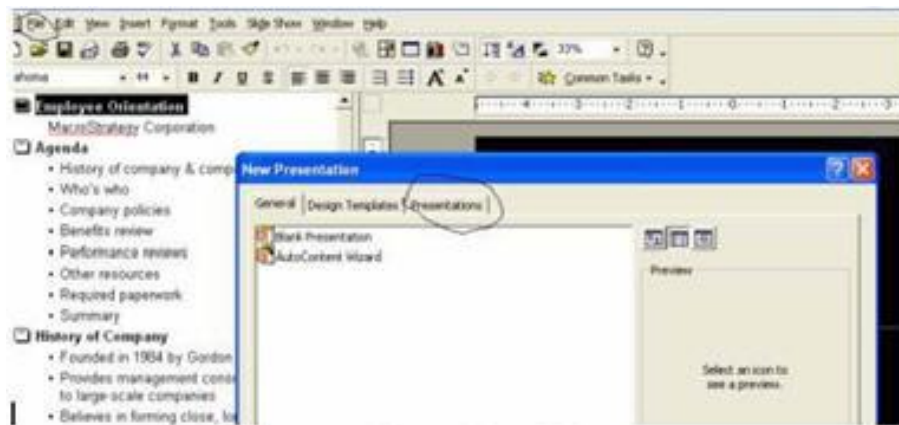**Step 4:** Click the OK button.

QUESTION 3
Create a new presentation using the Marketing Plan template.
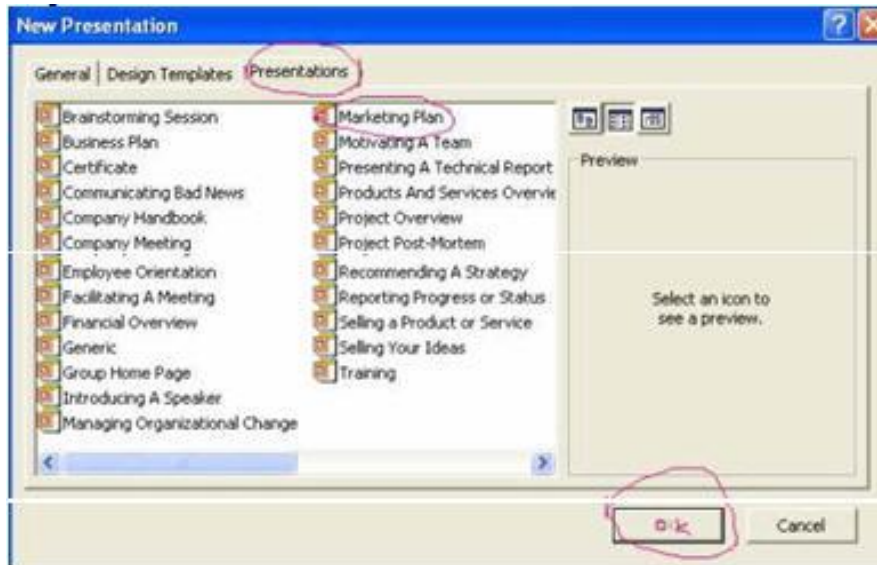
Answer:
Step 1: Click File->New->Presentations

Step 2: Select Marketing Plan

Step 3: Click OK.

QUESTION 4
Create a new Bulleted List slide after slide #7. Title this slide, Pass Products. Save the file.

Answer:
Step 1: Display Slide 7.
Step 2: Click Insert->New Slide
Step 3: Click the Bulleted List layout.
Step 4: Click OK.

Step 5: Click the Title and type: Pass products
Step 6: Click File->Save

QUESTION 5
In the slide master view, move and rotate the footer so that it will display vertically on the sideband graphic. Apply the footer to all slides except the title slide.

Answer:
Step 1: Click View->Master->Slide view

Step 2: Click on the footer and move to vertical on the left.

Step 3: Click on it then click on the rotate button which is on the draw tool bar at the bottom of the screen.

Step 4: Rotate vertically.

Step 5: Click View->Header/footer

Step 6: Select the Don't show on title slide box.

Step 7: Close the Master View Windows.