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QUESTION 1

On the ''Admission information'' slide, configuration a Down motion path animation for the check mark icon.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click the object you want to animate.

On the Animations tab, click Add Animation.

Scroll down to Motion Paths, and pick one.

QUESTION 2

You are creating a presentation about landscape products.

Create a section named ''Structures'' that includes only slides 3 and 4.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Right-click between slides and select Add Section. An Untitled Section is added in the thumbnail pane, and

the Rename Section dialog box opens.

Type a name in the Section name box.

Select Rename.

To collapse a section, click the triangle next to the section name.

QUESTION 3

On slide 8, format the bulleted list to display in two columms.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the text box.

Select the Home tab and from the Paragraph group, select Add or Remove Columns .

From the drop-down list, select One Column , Two Columns , Three Columns , or More Columns

QUESTION 4

On slide 2, reverse the stacking order of the screen images so the smartphone is in front, the table in the middle, and the monitor in back.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the object. Right-click and select an option: Direction. Select this option. Bring to Front > Bring to Front to move the object to the top layer of the stack. Bring Forward to move the object up one layer in the stack. Send to Back > Send to Back to move the object to the bottom layer of the stack

QUESTION 5

You are revising a recipe presentation for your cooking class.

On the ''Ingredients' layout of the slide Master, change the first-level bullet to use the CheckBox image

from the Pictures folder.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the list items for which you want to change bullet styles.

Access the Bullets and Numbering dialog box.

Select the Bulleted tab.

From the display pane, select the desired preformatted bullet style.

Click OK. The bullet style is changed for all selected list items.

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