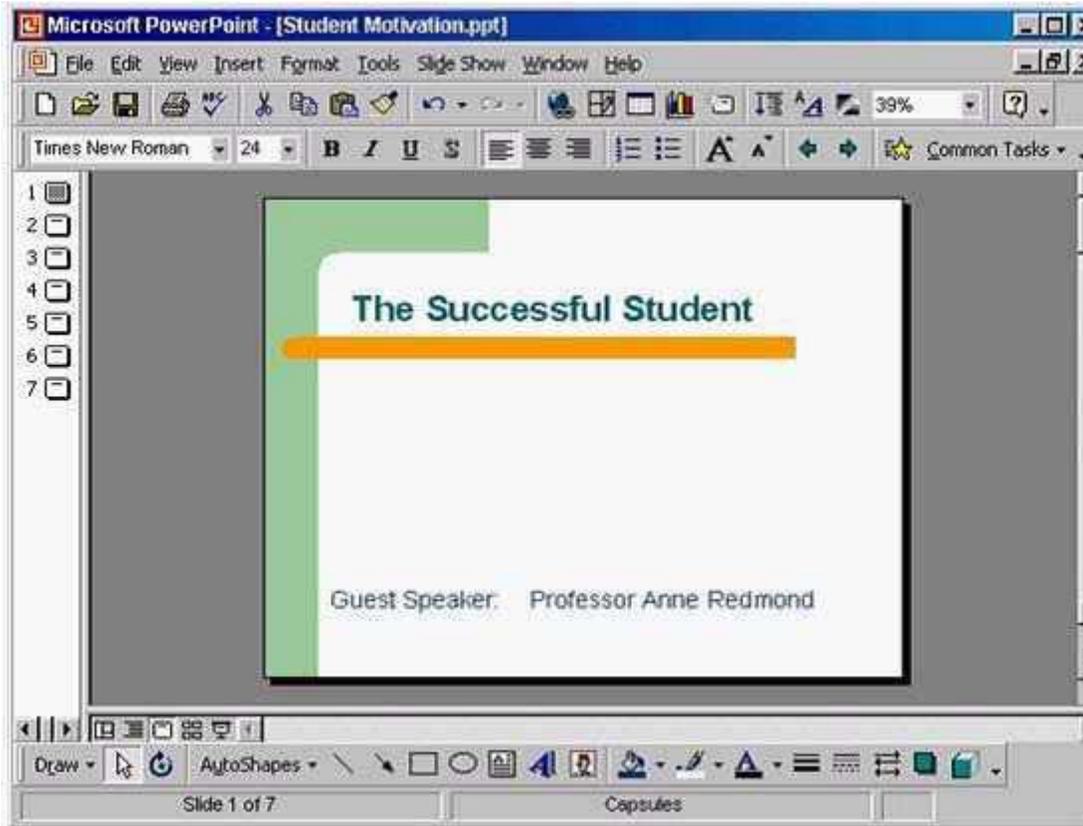


Latest Version: 6

Question: 1

Open the presentation named Training.ppt, which is in the My Documents folder.

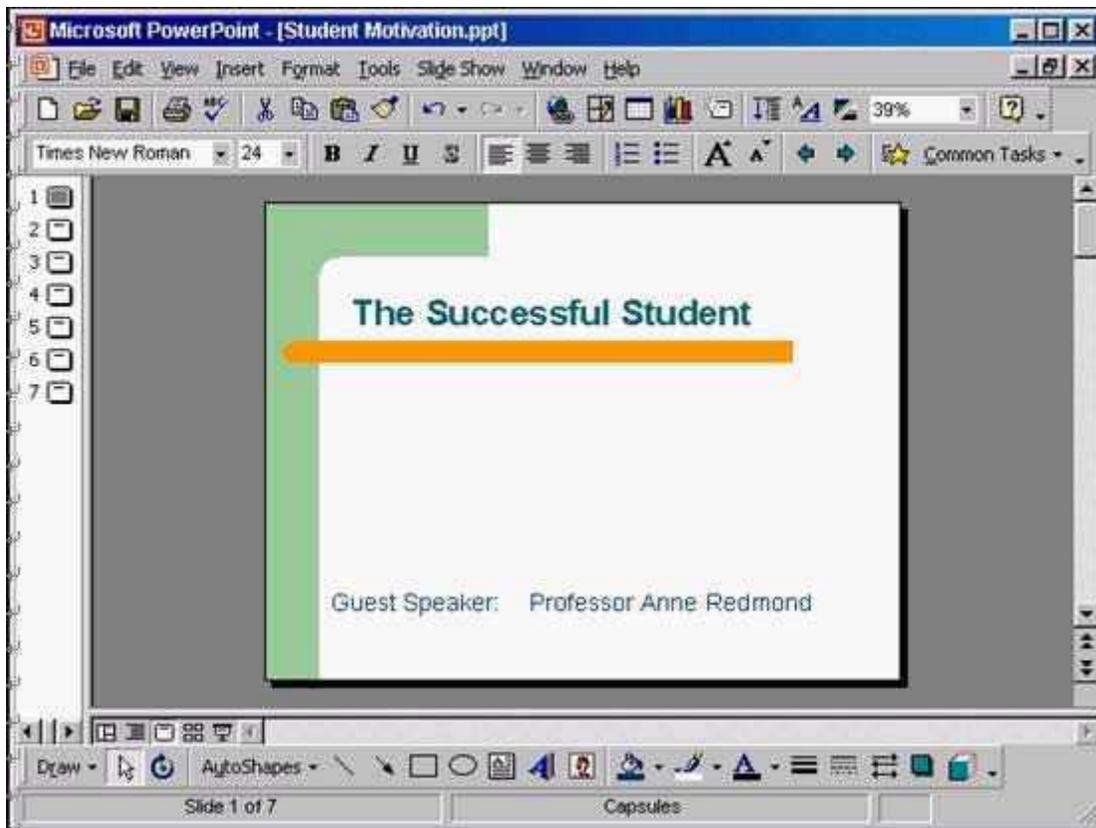


A. Click on open tool ->click on my documents -> select Training.ppt ->open

Answer: A

Question: 2

Create a new blank presentation.

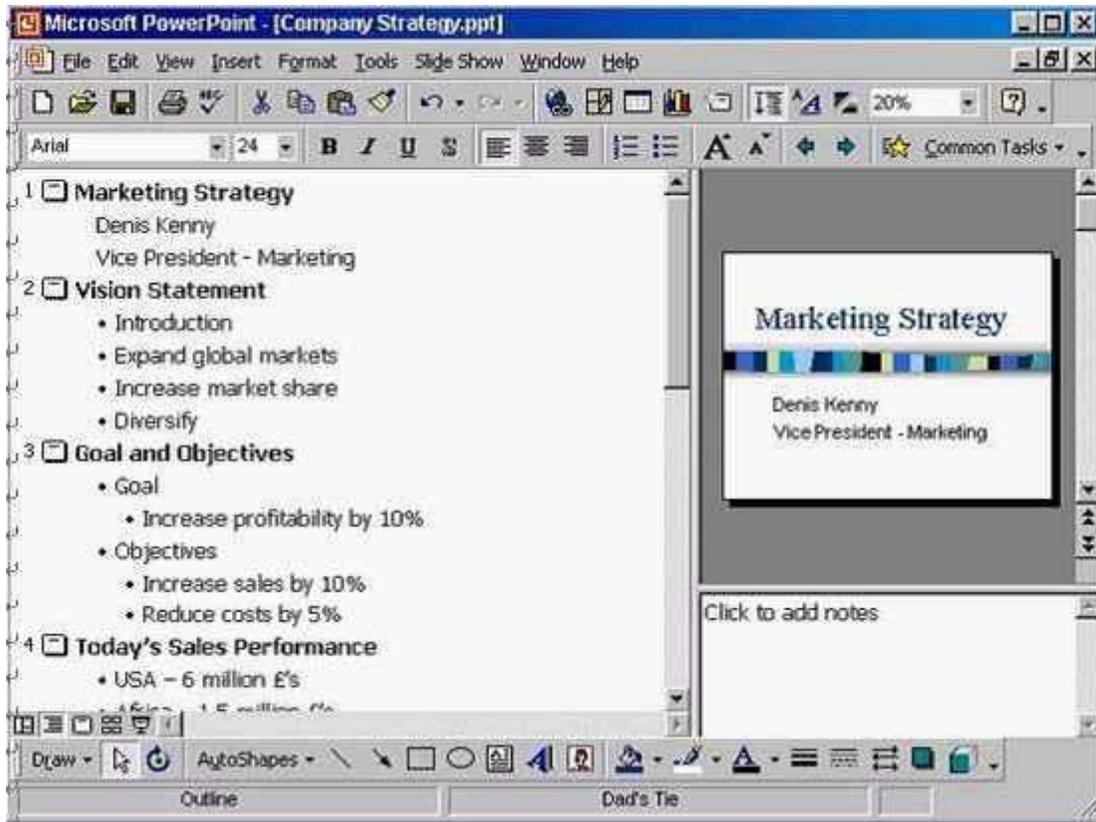


A. Click on the new tool from the standard toolbar

Answer: A

Question: 3

Save the Company Strategy presentation as an Outline/RTF file.



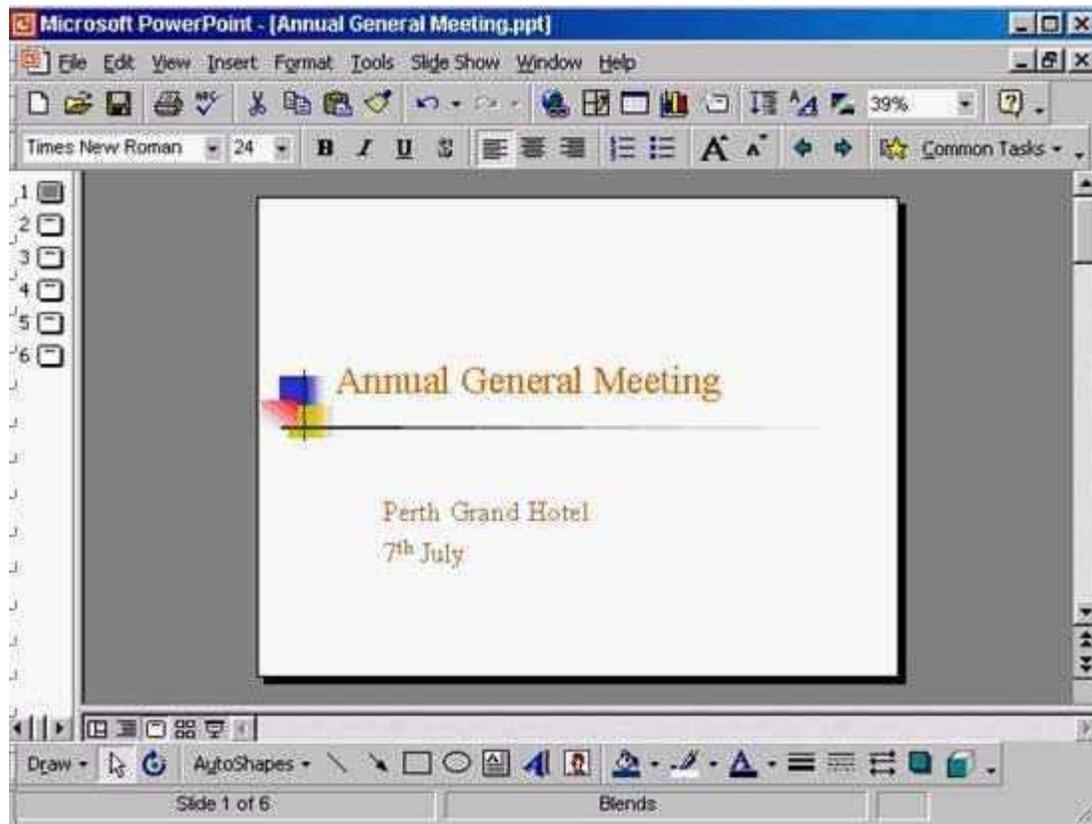
You don't need to change the file location.

A. File -> save as -> use the drop down list in the save as type box and select outline/RTF-> save

Answer: A

Question: 4

Change the default user name for this application to Lee Smith.

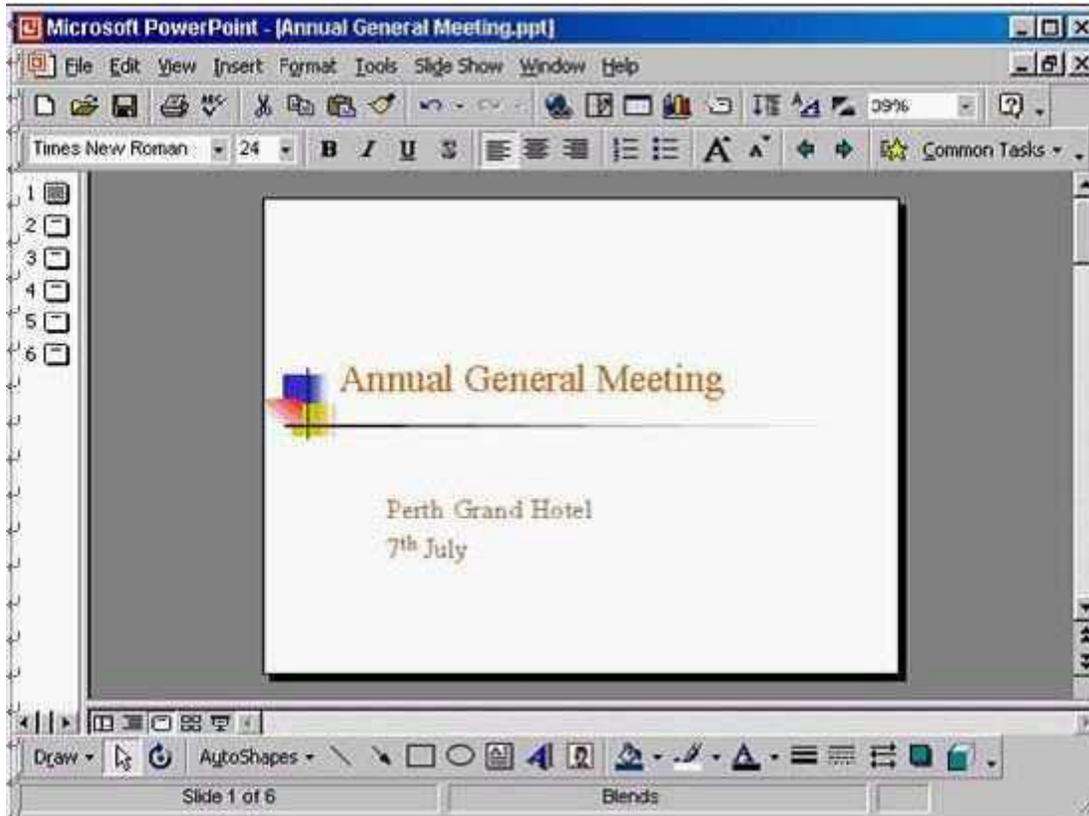


A. Tools -> options -> General tab -> in the name box delete msingh -> type Lee Smith

Answer: A

Question: 5

Switch to Slide Sorter View.

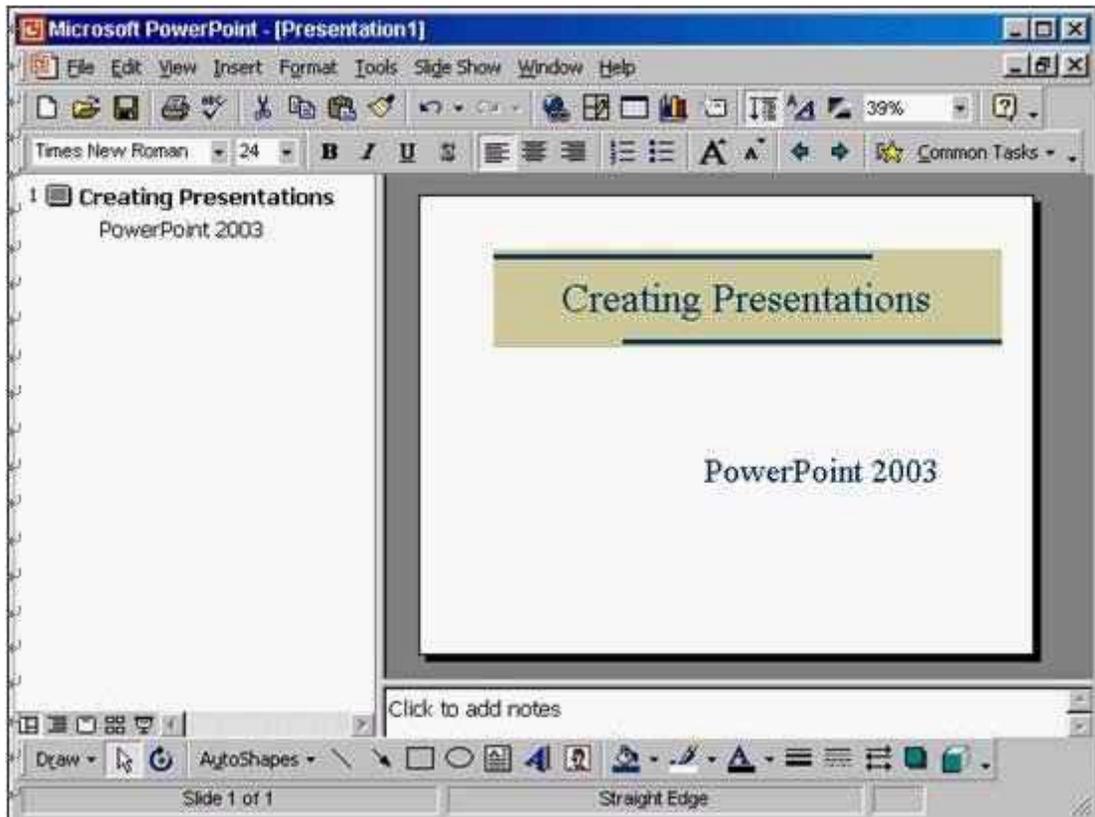


A. View -> select slide sorter

Answer: A

Question: 6

Create a Title Slide, with placeholders for both a title and a sub-title.

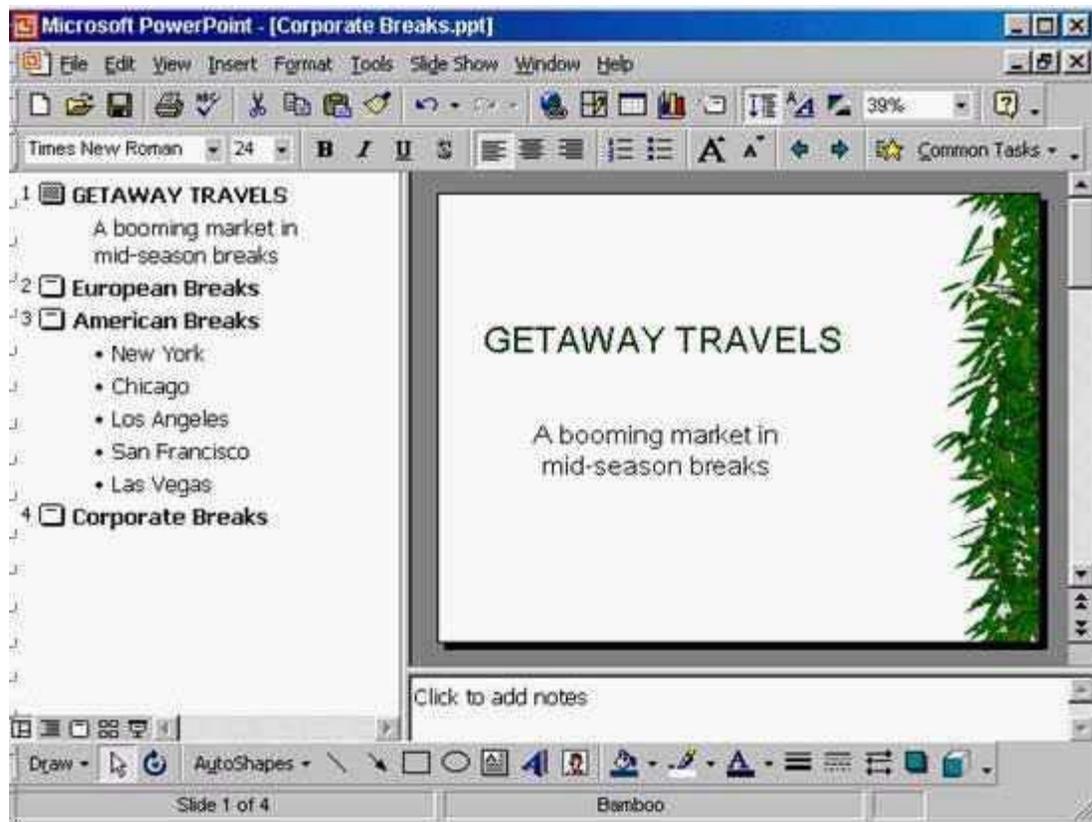


A. Insert -> new slide -> select the title slide

Answer: A

Question: 7

This travel company uses an approved range of corporate templates. Apply the design template Sunny Days to this presentation.

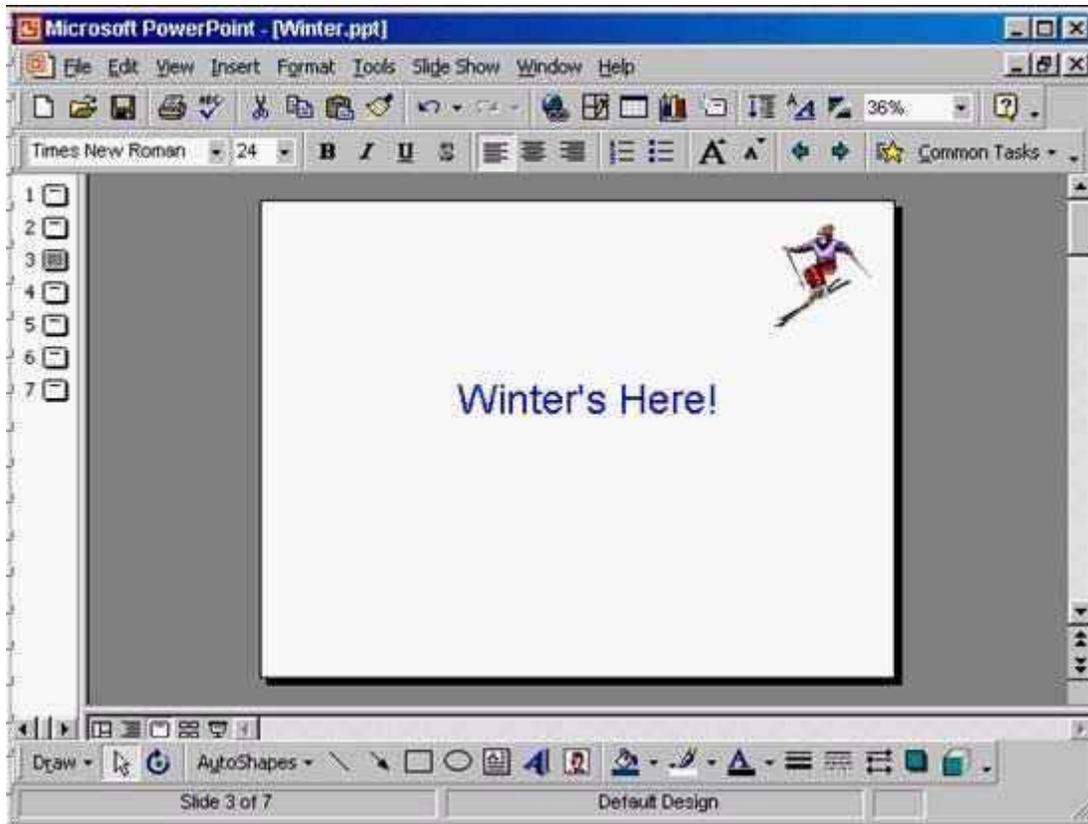


A. Format -> apply design template -> select Sunny Days -> Apply

Answer: A

Question: 8

Access the Slide Master, and remove the graphic of the skier.



A. View -> master -> slide master -> select the graphic -> press delete from the keyboard

Answer: A