

Latest Version: 6.1

Question: 1

You are developing a sales presentation for Margie's Travel. In the file properties, add "Travel" as a category.

Answer: See the Steps below

A. Explanation:

To see more properties or statistics, click Project Information at the top of the page, and then click Advanced Properties or Project Statistics. On the Summary tab in the Properties dialog box, you can add or edit the Title, Subject, Author, Manager, Company, Category, Keywords (also called Tags), and Comments.

Question: 2

After the "Extra Activities" side, create slides by importing the outline from the Destination documents in the Document folder.

Answer: See the Steps below

A. Explanation:

Open PowerPoint, and select Home > New Slide. Select Slides from Outline.

In the Insert Outline dialog box, find and select your Word outline and select Insert.

Note: If your Word document contains no Heading 1 or Heading 2 styles, PowerPoint will create a slide for each paragraph in your content.

Question: 3

On the "Travel Destinations" slide, add the alt text description " Ocean' to the image.

Answer: See the Steps below

A. Explanation:

Do one of the following: Right-click the object and select Edit Alt Text. Select the object. Select Format > Alt Text. ...

In the Alt Text pane, type 1-2 sentences in the text box to describe the object and its context to someone who cannot see it.

Question: 4

On the "Extra Activities" slide, insert a row at the end of the table. In the row, enter "Sporting Event" in the "Event" column and "\$175" in the "Price" column.

**Answer: See the
Steps below**

A. Explanation:

To add a row above the selected cell, click Insert Above.

To add a row below the selected cell, click Insert Below. Notes: To add a row at the end of a table, you can click the rightmost cell of the last row, and then press TAB.

Question: 5

On the "Price Comparison" slide. In the content placeholder, create a 3-D Clustered Column chart that displays on the table content.

You may copy and paste or manually enter the table data in the chart worksheet.

**Answer: See the
Steps below**

A. Explanation:

On the Insert tab, in the Illustrations group, click Chart. In the Insert Chart dialog box, click a chart, and then click OK