

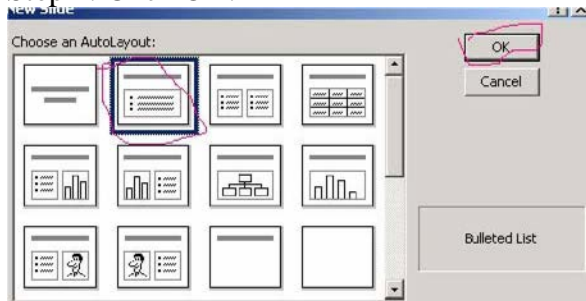


Microsoft

MOS-P2K

PowerPoint 2002 Core

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



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

QUESTION: 28

Use the Format Painter to format all of the chart labels on slide 2 to match the label, Troytec Products.

Answer:

Step 1: Select or display slide,
Step 2: Highlight Troytec products.
Step 3: Double-click on the Format Painter button, , on the standard toolbar.
Step 4: Apply the format on all chart labels on slide 2 by clicking on them.

QUESTION: 29

Save this presentation as a Web page. Use all of the default settings.

Answer:

Step 1: Click File->Save as Web page
Step 2: Click the Save button.

QUESTION: 30

On slide 12 create a table with 4 rows and 4 columns. Type: Year 1, Year 2, Year3 and Year4 in first row. Use one cell for each year. Reposition the table so that it is below the title text.

Answer:

Step 1: Display the Slide.
Step 2: Click Insert->Table
Step 3: Choose 4 rows and columns.
Step 4: Fill the table according to the instructions.

QUESTION: 31

Using the ClipArt Gallery, add the clip art, named books from the Academic category, to the slide. Reposition the clip art object to the lower right hand corner of the slide.

Answer:

Step 1: Click Insert->Picture->Clip Art

Step 2: Select the Academic category

Step 3: Select the Clip Art named books.

Step 4: Click Insert clip,

Step 5: Close the Clip Art Gallery by clicking the X in the upper-right corner.

Step 6: Reposition the clip art object to the lower right hand corner of the slide.

QUESTION: 32

In the slide master view, move and rotate the footer so that it will display vertically on the sidebandgraphic. 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.

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