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Guarantee

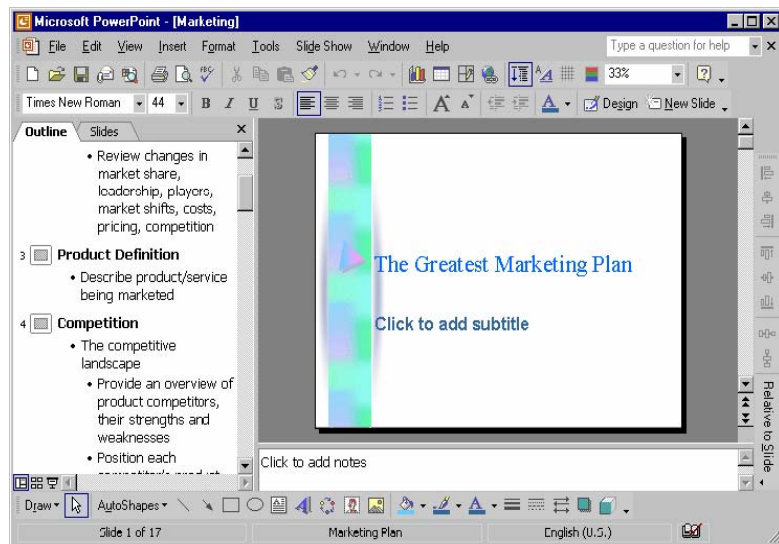
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QUESTION 1



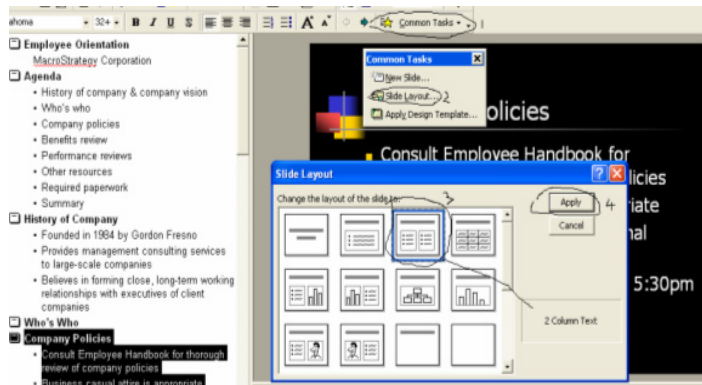
Answer:

Step 1: Select slide 8.

Step 2: Common tasks.

Step 3: Slide Layout.

Step 4: Table Layout



QUESTION 2 Create a new presentation from slide 2, Weather and slide 4, Games, Sports and Hobbies of the Internet.ppt presentation, located in the current C:\ Testkingonline directory. Close Internet.ppt when you have finished.

Answer: Step 1: Click File->New Step 2: Click General tab. Step 3: Select Blank Presentation Step 4: Click OK Step 5: In the New Slide Dialog box, click Cancel Step 6: Click Insert->Slides from Files Step 7: Click Browse and browse to C:\ Testkingonline

Step 8: Select the Internet.ppt presentation Step 9: Click Open Step 10: Click on Slides 2 and Slide 4 Step 11: Click Insert. Step 12: Click Close

QUESTION 3

Go to the Slide Sorter view. Move slide 7, Advertising to the slide 2 position.

Answer:

Step 1: Click View->Slide Sorter

Step 2: Select Slide 7.

Step 3: Drag the slide between slide 1 and slide 2.

QUESTION 4

Save the presentation in the C:\ Testkingonline presentations folder with the filename Testkingonline strategy.ppt.

Answer: Step 1: Click File->Save As Step 2: Navigate to C:\ Testkingonline presentations Step 3: Type Testkingonline strategy in the File name box. Step 4: Click Save.

QUESTION 5 In the Slide View, add a bulleted item to slide number 2. This bulleted text should read, Testkingonline Examiner Interactive Test Engine.

Answer:

Step 1: Click Slide View.

Step 2: Click the slide at the end of the last bullet.

Step 3: Hit the ENTER key.

Step 4: Type your text: Testkingonline Examiner Interactive Test Engine

QUESTION 6

Delete the slides titled Testkingonline and Examiner and Study Guide.

Answer:

Step 1: Select the three slides Testkingonline , Examiner and Study Guide by clicking each one of them and holding down the Ctrl keyboard key.

Step 2: Press the Delete keyboard key.

QUESTION 7 Resize the three Clip Art object on slide 4 to scale by keeping the same height to width ratio. Then move them to any position and the slide to make an effective visual display for this slide. Clip Art objects may overlap but not overlap the text.

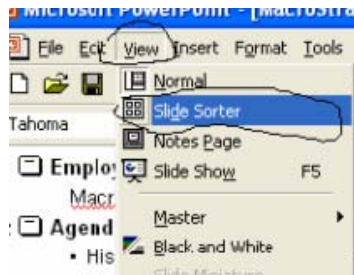
Answer: Step 1: Select Slide 4. Step 2: Just reduce the height it will automatic do the width, because you LOCK ASPECT RATIO Step 3: Then click on the clipart and move it to the where ever it will visual display.

QUESTION 8

View the existing presentation on the Slide Sorter view.

Answer:

Step 1: Click View->Slide Sorter



QUESTION 9

Promote the first bulleted text to the first level and demote the second bulleted text to the second level.

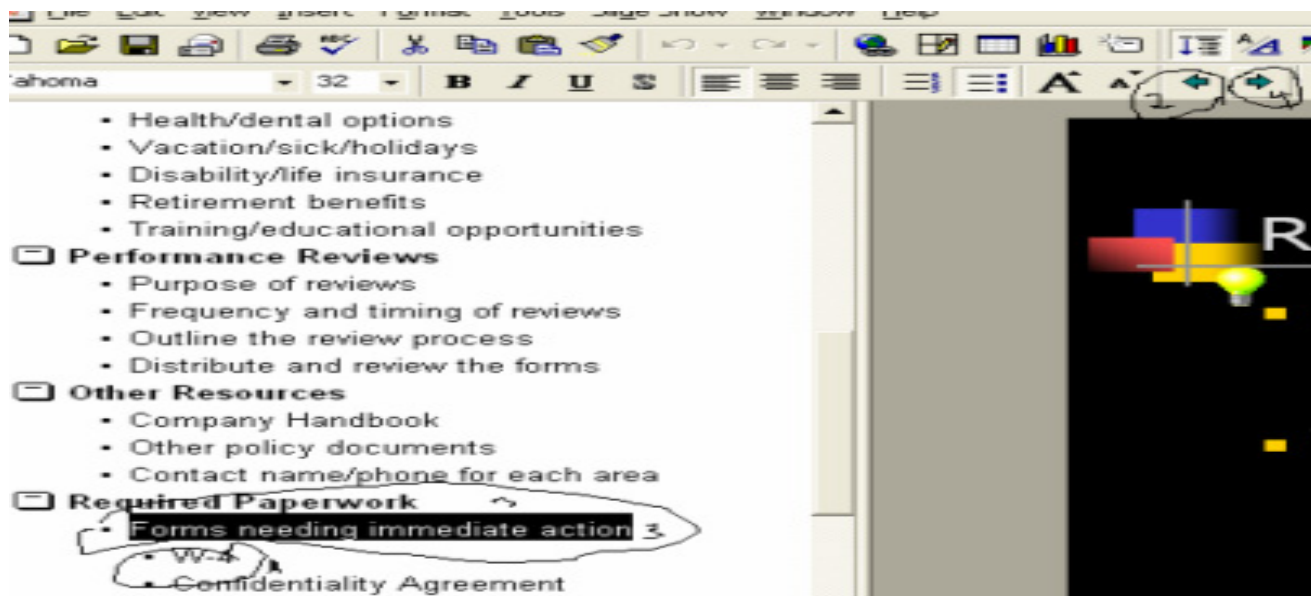
Answer:

Step 1: Select the 1st bullet.

Step 2: Click the Decrease Indent button.

Step 3: Select the 2nd bullet.

Step 4: Click the Increase Indent button.



Answer:

Step 1: Click on the object.

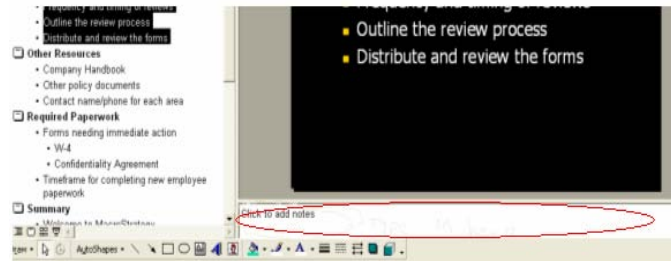
Step 2: Click on the FILL COLOR button. Note: at the bottom of the screen or in the Draw toolbar. Step 3: Choose THE ACCENT SCHEME (color) Step 4: Change the font color in a similar manner.

QUESTION 11 Add the text, Testkingonline has the best products, as notes to slide number 7.

Answer:

Step 1: Select Slide 7.

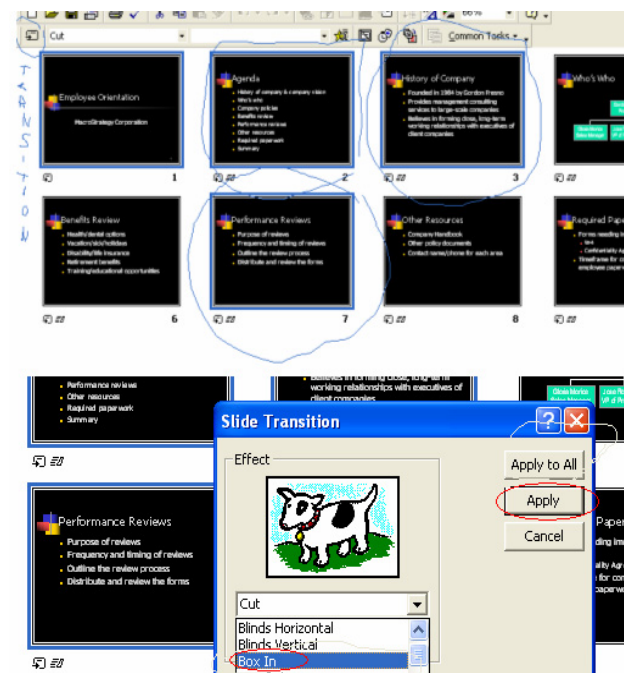
Step 2: Click View->Normal.



Step 4: Type the text: Testkingonline has the best products

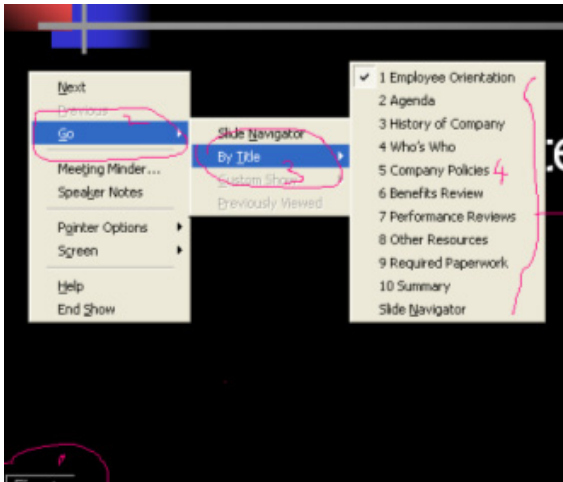
QUESTION 12 For slides 2, 3, and 7, add the Box In slide transition effect.

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.



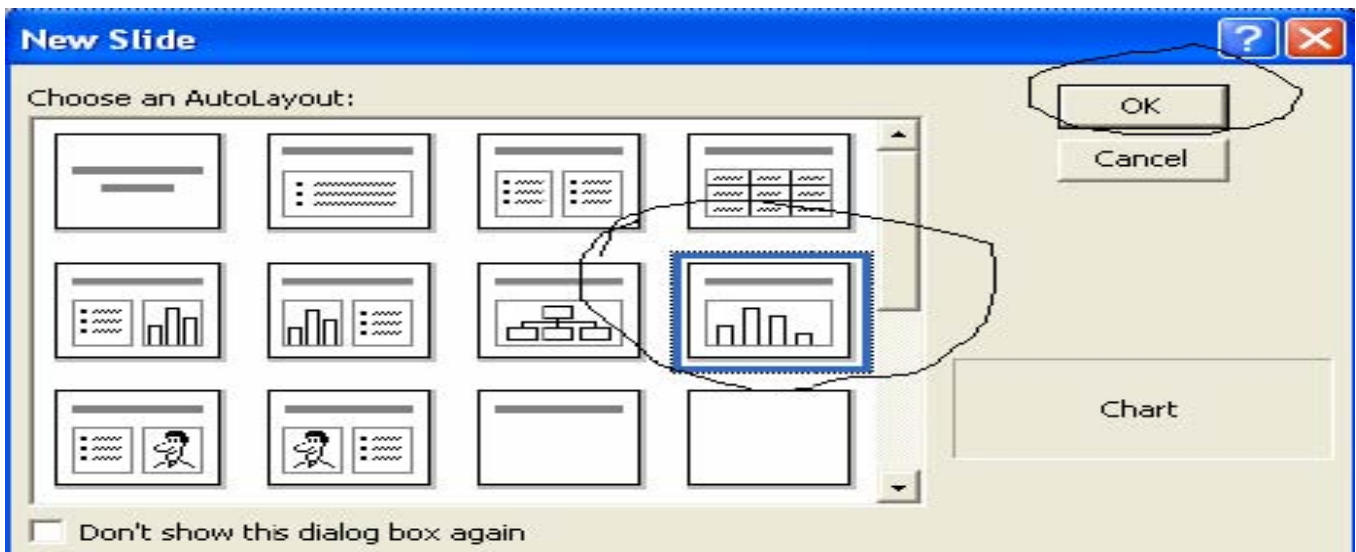
QUESTION 13 Run the slide show from the tool bar. While on slide #1, immediately navigate to the slide titled, Company Policies and end the slide show.

Answer: Step 1: Click Slide Show->View Show Step 2: Click down arrow at the bottom left of the screen. Step 3: Click Go->By Title Step 4: Click Company Policies



Answer:

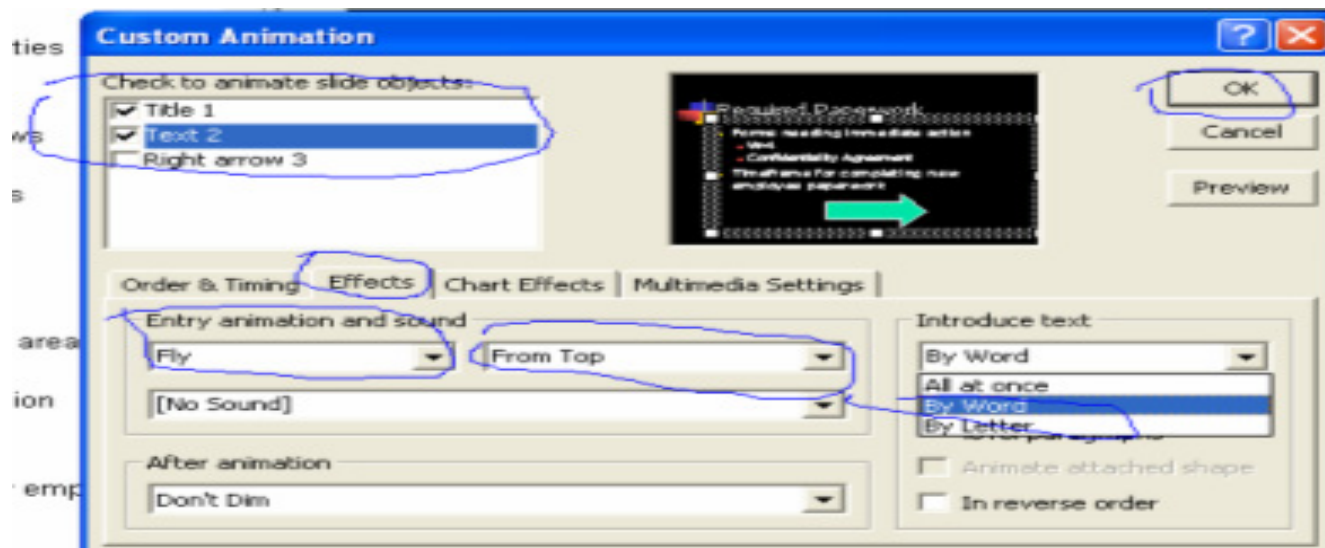
- Step 1: Click or display Slide 2.
- Step 2: Click Insert->New Slide.
- Step 3: Click Chart Layout.



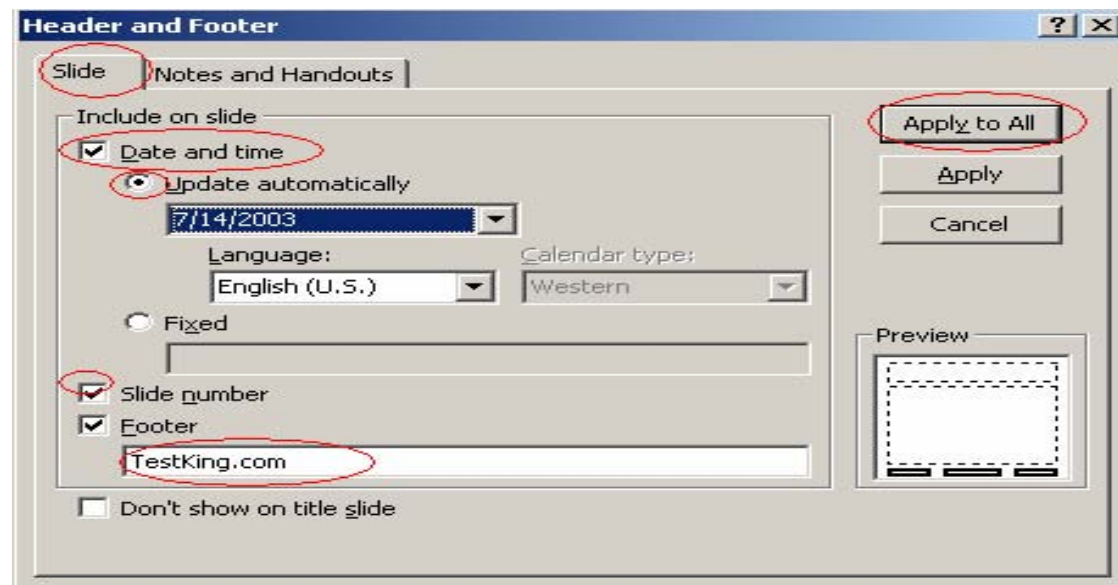
Answer:

- Step 1: Display Slide 2.

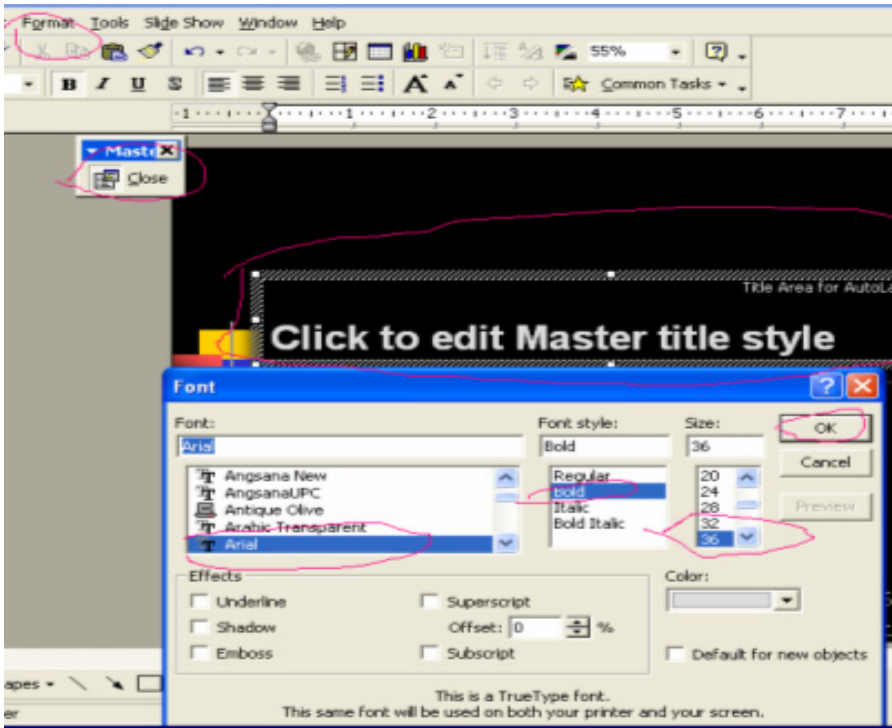
Step 2: Click the background of the slide to deselect all object. Step 3: Click Slide Show->Custom Animation Step 4: In the Animation order list, Select Title 1. Step 5: Make it the first animated object. Note: Check yourself for exact details. Step 6: In similar manner make Text2 the 2nd animated object, and Right Arrow 3 the third animated object. Step 7: Click the Effect tab Step 8: In the upper-left box in the Entry animation and sound section, select Fly and From Top. Step 9: In the Introduce Text section select By Word. Step 10: Animate the objects text 2 and right arrow 3 in similar manner.



Answer: Step 1: Select View->Header and Footer Step 2: Select Update Automatically Step 3: Select the Slide number check box. Step 4: Enter the Footer text box type: Testkingonline .com



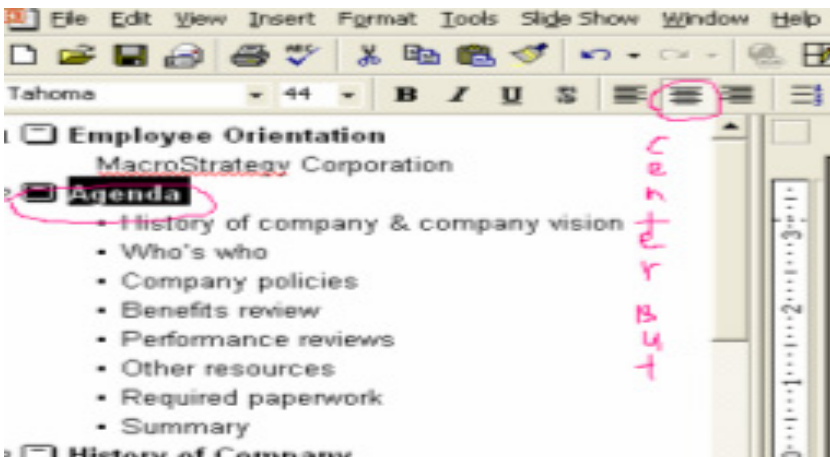
Answer: Step 1: Click View->Slide sorter View Step 2: Select all slides: Click Slide 1, press the Shift keyboard button, click the last Slide. Step 3: Select Edit Master Slide Style Step 4: Click Format->Fonts Step 5: Select Arial Bold 36 point. Step 6: Click the OK button.



Answer:

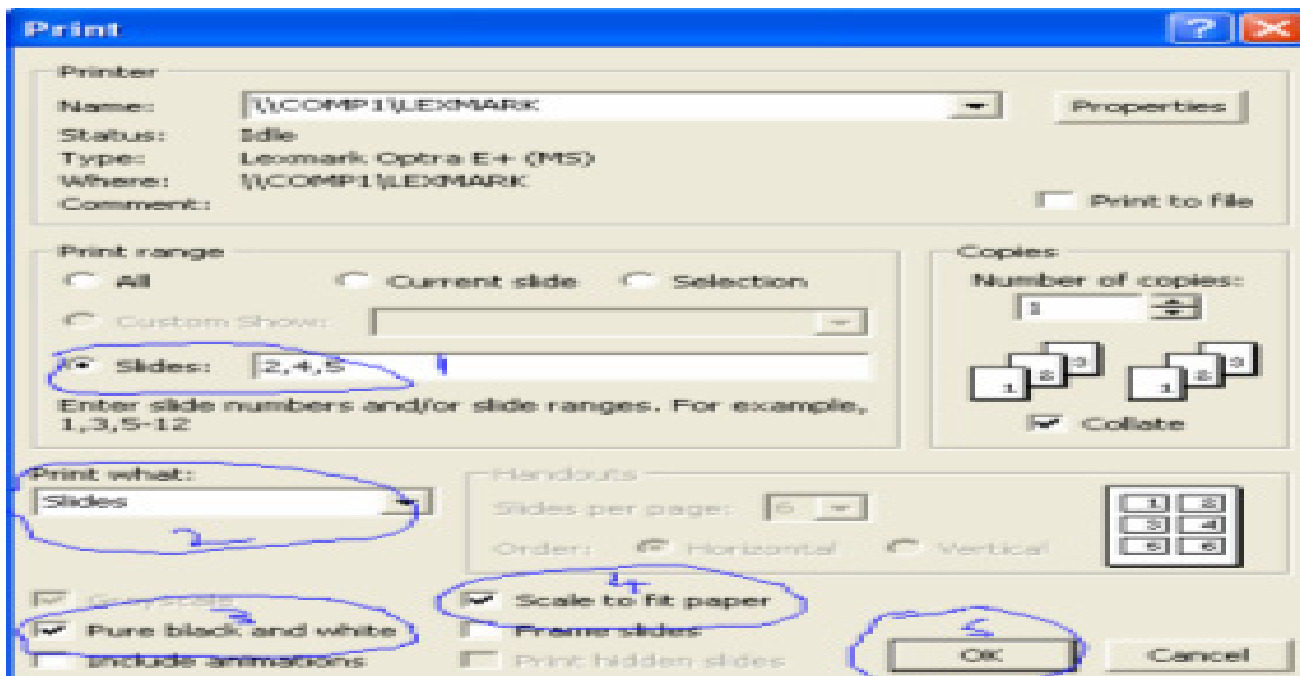
Step 1: Select the slide.

Step 2: Highlight the Title.



Answer:

Step 0: Click File->Print. Step 1: Type 2, 4, 5 in the Slides box. Step 2: Select Slides in the Print what:. Step 3: Check the Pure black and white check box. Step 4: Check the Scale to fit paper check box.



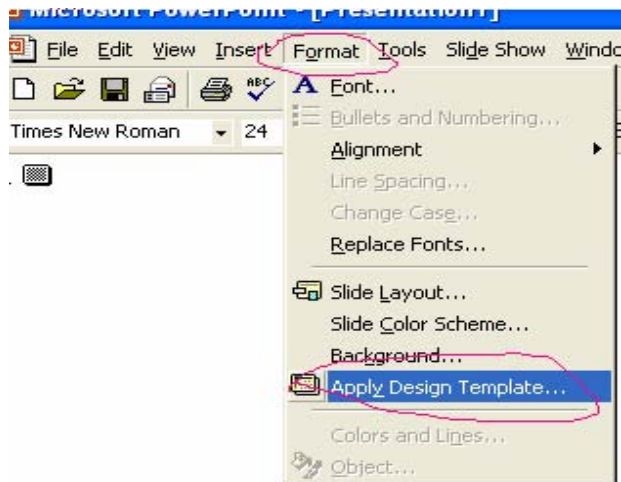
Answer: Step 1: In the out line pane select Slide 2. Step 2: Click Insert->Text Box Step 3: Click beside the vertical axis and type: Testkingonline Customers Step 4: Highlight Testkingonline Customers Step 5: Change the fonts by using the tool bar. Step 6: Repeat step 2 to step 5 beside the horizontal axis with a text box with the text Examiner.

QUESTION 21 Add the text, Visit [www. Testkingonline .com](http://www.Testkingonline.com)!, to the AutoShape object. Format the text Arial, bold, italic, size 32.

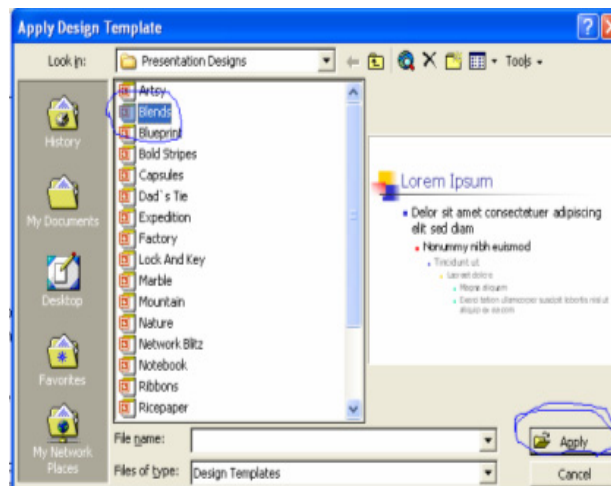
Answer: Step 1: Click on the object. Step 2: Click Edit->Text Object. Step 3: Type the text: Visit [www. Testkingonline .com](http://www.Testkingonline.com)! Step 4: Change the text format using the tool bar to: Arial, bold, italic, 32

QUESTION 22 Apply the Blends design template to the existing presentation.

Answer:



Step 2: Select the Blends design template.



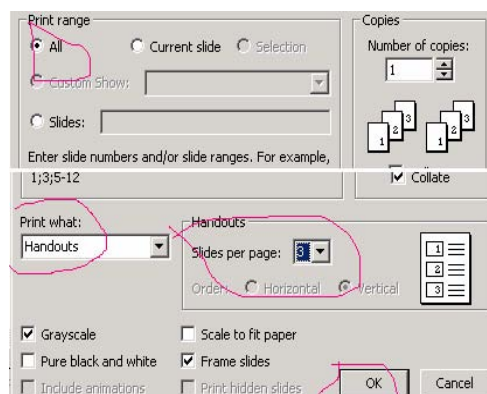
Answer:

Step 1: Select File->Print.

Step 2: Select Print range all.

Step 3: Select Print what: Handouts

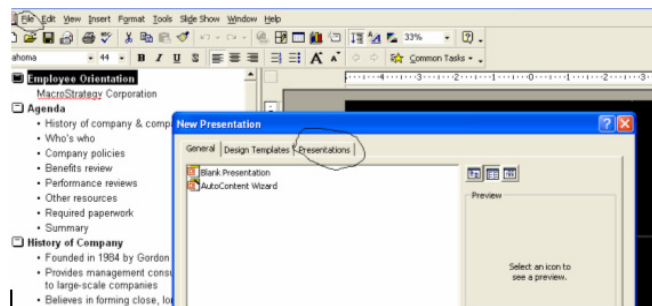
Step 4: Select Slides per page: 3



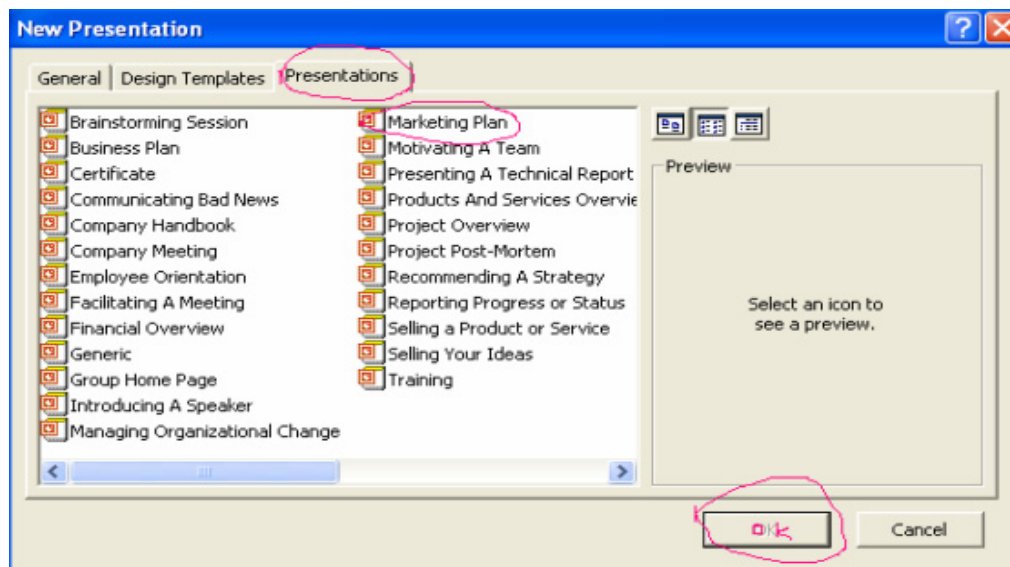
QUESTION 24 Create a new presentation using the Marketing Plan template.

Answer:

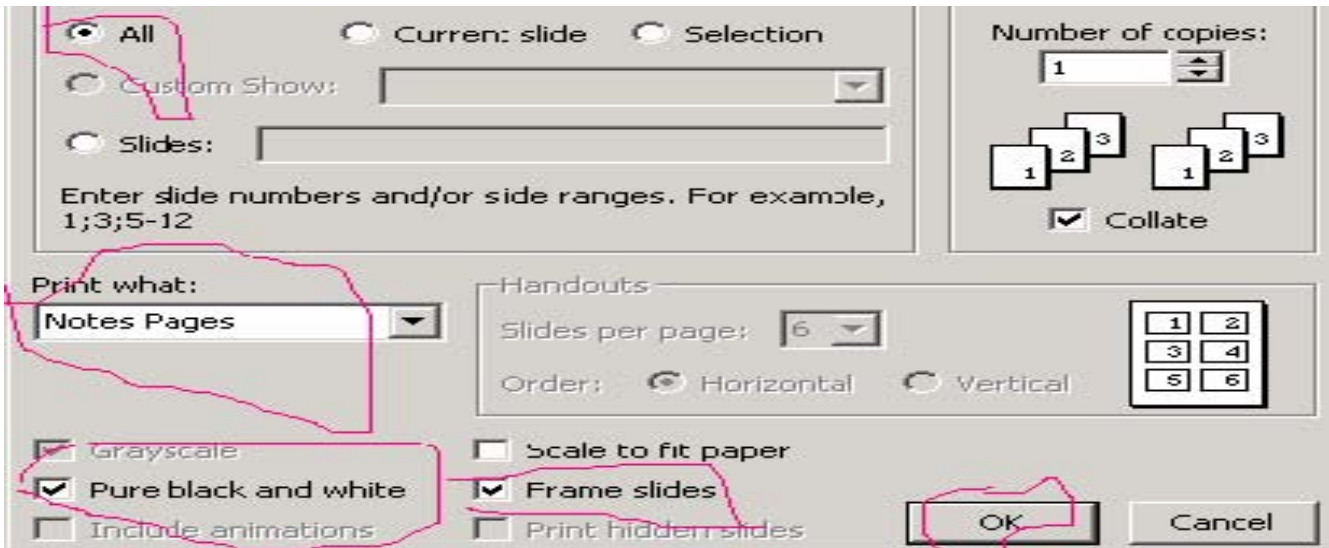
Step 1: Click File->New->Presentations



Step 2: Select Marketing Plan



Answer: Step 1: Click File->Print. Step 2: In the Print what box, select Notes pages. Step 3: Check the Pure black and white check box. Step 4 Check the Frame Slides check box. Step 5: Click OK.

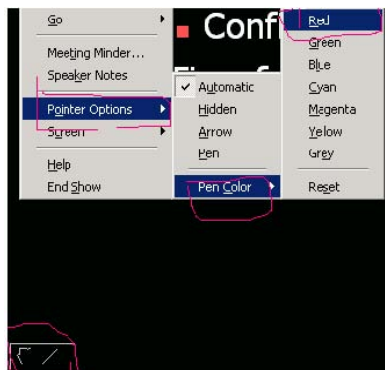


Answer: Step 1: View->Slide Show Step 2: Click through the Slide show until Slide 6. Step 3: Click the marker in the left-most corner. Step 4: Select Printer Options->Pen Color->Red

Step 5: Circle October.

Step 6: Click the marker in the left-most corner.

Step 7: Select End Show



QUESTION 27 Create a new Bulleted List slide after slide #7. Title this slide, Testkingonline Products. Save the file.

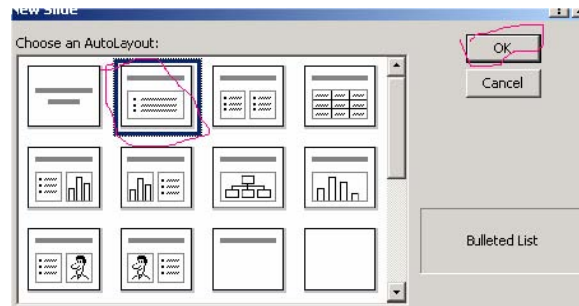
Answer:

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: Testkingonline 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, Testkingonline Products.

Answer: Step 1: Select or display slide, Step 2: Highlight Testkingonline 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.