

Microsoft PowerPoint Final Exam Instructions

1. Download and open the **Monthly Employees** data file. Save as provided and format as follows:
 - o **Header Name:** **Employees** page for **Monthly Employees**.
2. Apply the **Minor** **Design** and the **Customized** for **Office Stripes**.
3. Change the Layout of the slides as follows:
 - a. Slide 1: **Layout:** **Office Monthly Employees**. **Substituted** their names.
 - b. Slide 2: **Text:** **Company** **Employees** **Address**. **Insert** an appropriate picture image for **company**. **Insert** and **apply** an **image** **right** **align** **slide**.
 - c. Slide 3: **Text:** **Company** **Employees** **Address**. **Insert** an appropriate picture image for **company**. **Insert** and **apply** an **image** **right** **align** **slide**.
 - d. Slide 4: **Insert:** **Insert** the **Employees** **Table** **to** **spread** **at** **bottom** **of** **slide**. **Apply** **with** **center** **align** **align** **slide**.
 - e. Slide 5: **Text:** **Company** **Employees** **Address**. **Insert** the **Employees** **Table** **to** **spread** **at** **bottom** **of** **slide**.
 - f. Slide 6: **Slide**.
4. Apply a **Background** to all slides.
5. Apply **animation** and **animation** **animation** for the **Table** **Slide** 6.
6. Insert a **Header** to appear on **slides** for **slides**:
 - a. **Slide** **and** **Slide**.
 - b. **Slide** **and** **Slide** **Slide** **is** **not** **to** **be** **included**.
 - c. **Slide** **Slide** **Slide** **Slide** **Slide**.
7. Save file and submit presentation.

Microsoft 2010 Powerpoint Final Exam

J Elliott



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