# Prepared Exam Exploring Microsoft Office 2019 Common Features, Chapter 1



Mobile Device Buying Tips

As a resident assistant (RA) in your dorm building, you know that students will be receiving their financial aid refunds in the next week. Many students will be using their funds to purchase mobile devices, and you want to ensure that they spend their money wisely. For an upcoming mandatory meeting for all residents, you decide that a brief PowerPoint presentation with buying tips will be helpful.

Open and Save Files; Select Text, Move Text, and Format Text

1. Open *cf01\_exam\_data1* and save it as **cf01\_exam\_chap\_LastFirst** (with your name).
2. Replace Firstname and Lastname with your own first and last name on Slide 1.
3. Italicize the text, *Mobile Solutions* on Slide 1.
4. Select the last two bullets on Slide 2 below Performance, and cut the text. Paste as the first and second bullets below Performance.

Apply a Theme and Change the View

1. Apply the **Wisp theme** to the presentation.
2. Drag Slide 5 to become Slide 4.

Insert and Modify a Picture, Convert Text to Graphics; Use the *Tell me what you want to do* Box

1. Select all bulleted text on Slide 2, and type **convert to smartart graphic** in the Tell mebox. Choose the second **Convert to SmartArt Graphic** menu option, and click **Vertical Bullet List**.
2. Insert file *cf01\_exam\_chap\_data2.jpg* in the right placeholder of Slide 4.
3. Select the image on Slide 4, and type **add a picture style** in the Tell me ***b*ox**. Click **Picture Styles** and click **Reflected Bevel, Black**.
4. Insert the file *cf01\_exam\_chap\_data3.jpg* in the right placeholder of Slide 5. Select the image, and format with the **Reflected Bevel, Black** Picture Style.

Insert Header and Footer and Customize the Quick Access Toolbar

1. Add page numbers and **Buying Tips** as a Footer in all Handouts.

Use Print Preview, Change Print Layout, and Print; Check Spelling and Change View

1. Preview the document in Print Preview, and change the Print Layout to **6 Slide Horizontal**.
2. Correct all spelling errors and view the slide show.
3. Save the file, close the file, and exit PowerPoint. Based on your instructor's directions, submit cf01\_exam\_chap\_LastFirst.