



**Create presentations
- Microsoft PowerPoint 2010**

Sample exam

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Preface

Today's society is shaped with sudden growth and development of information technology (IT) which resulted in great dependence of society, in wider sense, on individual's knowledge and competence in IT area. And although that dependence is growing from day to day, **human right to education and information** is not extended to IT area. Problems are emerging, affecting society as whole, creating gaps and distancing people from the main reason and motivation for advancement, from **opportunity**. Today, to be computer illiterate person means to be a person that is unable to participate in modern society, a person without opportunity and in spite of acknowledged necessity and benefits of inclusive computer literacy (for example, European Commission, UNESCO, OECD) there are still groups of people with hindered access to basic computer education (persons with disabilities, persons with learning difficulties, migrant workers, unemployed, persons that live in remote (rural) areas where IT education is not accessible).

These notes, combined with other materials published on ITdesk.info, represent our effort and contribution to the realization and promotion of human rights to education and information considering IT area. We hope that this education will help you in mastering basic computer skills and with that hope we wish you to learn as much as you can and therefore become an active member of modern ICT society.

Sincerely yours,

ITdesk.info team



-
1. Save opened presentation **primjer_ispita_modul_6.pptx** under a new name **itdesk.pptx** on the same location. [1 point]

 2. Continue to use the file **itdesk.pptx**. Apply layout title to the slide 1. [1 point]

 3. Zoom the presentation to 70%. [1 point]

 4. Apply the background colour of the slide 1 on all other slides in the presentation. [1 point]

 5. Select slide 2. Remove bullets to text (apply **Normal** style). [1 point]

 6. Insert a new slide between first and second slide. Remove title field. [1 point]

 7. On the slide 2, cut text that begins with „**Naše edukacijske prezentacije...**“ and ends with signature „**ITdesk.info Team**“. Paste it on the inserted slide using the slide design from the slide 2. [1 point]

 8. Move slide 6 between slides 8 and 9. [1 point]

 9. Add an automatic slides counter on each slide, and add today's date on the left side of the footer of each slide. [1 point]

 10. Add the orange border to all the titles in the presentation, to an automatic slides counter, and today's date field. Central align the counter and date. [2 points]

 11. Apply transition effect **Split** to all slides in the presentation. [1 point]

 12. Set the automatic slide changing for five seconds. Apply to all slides. [1 point]
-



13. Add sound **Camera** to the second slide, and set the sound to repeat. [1 point]
Add sound **Explosion** to the third slide.

14. Run the slideshow from the second slide. Stop the slideshow after displaying two slides, and remove the sounds from second and third slide. [1 point]

15. Change the transition effect options that are applied to all slides to **Horizontal Out**. [1 point]

16. Select slide 5. Apply animation **Fade** on the content field. [1 point]

17. Set the animation duration to 2 seconds. [1 point]

18. Apply the same animation, with the same settings, to the content fields on slides 6-11. [2 points]

19. Insert a new slide after slide 11 with the layout **Title and Content**. [1 point]

20. Insert a plain bar chart into the content field, and when you open Excel, edit the table from which the chart takes the data so it looks like this: [2 points]

	Modul 1	Modul 2	Modul 3	Modul 4	Modul 5	Modul 6	Modul 7
Trajanje	6	12	24	24	24	15	15

Enter the slide title „**Preporuceno vrijeme trajanja tecajeva**“.

21. Change the font color into gray (White, Darker 25%) of the selected slide throughout the text. [1 point]

22. Insert a new blank slide. Insert Organizational chart. By using **Text Pane**, create following elements: Manager, Assistant, Employee A, Employee B, Employee C. [2 points]

23. Add **Assistant** to the **Employee B**. [1 point]



24. Hide slide 13. [1 point]

25. Insert a new blank slide after slide 13. Insert image **itdesk.png** in it. [1 point]

26. Add following animations to the image: **Entrance – Bounce, Emphasis – Spin, Exit – Shrink & Turn**. Set the animations to start **After previous**. [2 points]

27. Insert a new blank slide. Change the background colour to black, and apply the transition effect **Random Bars**. Save and run the presentation. [1 point]

TOTAL POINTS

32



This sample exam is intended for learning, along with materials published on the following links:

***Notes:**

<http://www.itdesk.info/Microsoft PowerPoint 2010 notes.pdf>

***Handbook:**

<http://www.itdesk.info/handbook presentations microsoft powerpoint 2010.pdf>

***Video presentations for a basic use of Microsoft PowerPoint 2010:**

- <http://www.itdesk.info/en/microsoft-powerpoint-2010-creating-presentation-1/>
- <http://www.itdesk.info/en/microsoft-powerpoint-2010-creating-presentation-2/>
- <http://www.itdesk.info/en/microsoft-powerpoint-2010-creating-presentation-3/>

***Exam solution for this sample exam:**

<http://www.itdesk.info/en/exam-solution-module-6/>

***Quiz for the self-evaluation:**

<http://www.itdesk.info/en/developing-presentations-quiz/>

(to open the link within the .pdf document, press left mouse button at one of the above links)



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