

3. To change the slide layout, you can:
 - a. On the Home tab, in the Slides group, click Layout.
 - b. On the Design tab, in the Slides group, click Slide Layout.
 - c. Right-click the slide in the Slides tab or the Slide pane and then click Layout.
 - d. Any of the above
 - e. a or c
4. To insert a table onto a slide, you can:
 - a. On the Insert tab, in the Tables group, click Table.
 - b. Change the slide layout to the Title and Table layout.
 - c. On the Insert tab, in the Tables group, click Table, Insert Table.
 - d. Any of the above
 - e. a or c
5. List the methods you can use to insert a chart onto a slide.
 - a. On the Insert tab, in the Illustrations group, click Chart.
 - b. Change the slide layout to the Title and Content layout, click Insert Chart icon.
 - c. On the Insert tab, in the Illustrations group, click Chart, click Insert Chart.
 - d. Any of the above
 - e. a or b