

PowerPoint Assessment Answers

1. The following toolbar appears in PowerPoint by default...
 - a. Mini
 - b. Picture
 - c. Quick Access **Correct**
 - d. None

2. How do you change the orientation for slides, notes, handouts and outline?
 - a. Select View Tab on the ribbon | Window group
 - b. Select Design Tab on the ribbon | Page Setup group **Correct**
 - c. Right click on a slide and select Layout
 - d. Select the Landscape or Portrait icon on the Quick Access Toolbar

3. A presentation can be viewed by any of the following methods **except**...
 - a. Select the Slide Show icon in the lower right corner of the window
 - b. Press the F5 key on the keyboard
 - c. Select Slide Show on the ribbon | View Show
 - d. Select Slide Show on the ribbon | Set Up Show **Correct**

4. What is the purpose of adding notes to a slide?
 - a. Additional space for adding text to a slide
 - b. Enables presenter to refer to additional information to relay to the audience
Correct
 - c. Information will be displayed on the handouts given to the audience
 - d. They automatically appear at the bottom of the screen in slide show view

5. Pictures can be inserted in a presentation using all of the following methods **except**...
 - a. Right click and select Insert Picture **Correct**
 - b. Select Insert tab on the ribbon | Illustration group
 - c. Copy and paste pictures from other programs
 - d. B and C

6. Where do you find custom animation?
 - a. Home tab
 - b. Insert tab
 - c. Animation tab **Correct**
 - d. Slide Show tab

7. What is the file extension for a PowerPoint file?

- a. .prp
- b. .pptx **Correct**
- c. .msp
- d. .pwp

8. A file in PowerPoint is referred to as a _____.

- a. Document
- b. Slide
- c. Slide Show
- d. Presentation **Correct**

9. To select multiple objects on a slide, use the _____ key.

- a. Shift **Correct**
- b. Alt
- c. Esc
- d. Tab

10. Which of the following is not possible in Slide Sorter view?

- a. Delete slides
- b. Move slides
- c. Insert pictures in the slides **Correct**
- d. Add transitions to the slides

11. Which of the following are you not able to do in Outline view?

- a. Add new slides
- b. Edit data in a chart **Correct**
- c. Collapse/Expand contents of the slide
- d. Move slides

12. What are slide transitions?

- a. The animation of objects on the slides
- b. The movement from one slide to another **Correct**
- c. The icons in the lower left corner of the window
- d. The effects when the bullets appear on the slide

13. Which of the following should not be added to the Slide Master?

- a. Company logo
- b. Speaker notes **Correct**
- c. Page numbers
- d. The font color for the title

14. How do you insert a footer that will appear on every slide?

- a. Select Insert tab on the ribbon | Links group
- b. Select Insert tab on the ribbon | Text group **Correct**
- c. Select Review tab on the ribbon | Comments group
- d. Select Office button | Print preview

15. How do you change a Title Only slide to a Title and Text slide?

- a. Select Design tab on the ribbon | Themes group
- b. Select Design tab on the ribbon | Drawing group
- c. Select Home tab on the ribbon | Slide group **Correct**
- d. Select Design tab on the ribbon | Page Setup group

16. What is the purpose of the AutoContent Wizard?

- a. The AutoContent Wizard opens a Web page with samples of PowerPoint Presentations
- b. The AutoContent Wizard helps you create a presentation with sample text **Correct**
- c. The AutoContent Wizard shows available slide designs
- d. The AutoContent Wizard creates a diagram

17. Which of the following is not part of a Design Template?

- a. Color
- b. Font
- c. Sample text **Correct**
- d. Effects

18. What does the tab key do when working with a bulleted list?

- a. Indents the text $\frac{1}{2}$ inch to the right
- b. Demotes the level of the bullet **Correct**
- c. Changes the text from lowercase to uppercase
- d. Adds a new bullet to the list

19. How do you create handouts?

- a. Select Office Button | Print **Correct**
- b. Select View tab | Window group
- c. Select Design tab | Page Setup group
- d. Select a icon on the Quick Access toolbar

20. Which of the following views allows you to add items to every slide simultaneously?

- a. Normal view
- b. Outline view
- c. Slide Master view **Correct**
- d. Slide Sorter view