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## 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?
- .prp
  - .pptx **Correct**
  - .msp
  - .pwp
8. A file in PowerPoint is referred to as a \_\_\_\_\_.
- Document
  - Slide
  - Slide Show
  - Presentation **Correct**
9. To select multiple objects on a slide, use the \_\_\_\_\_ key.
- Shift **Correct**
  - Alt
  - Esc
  - Tab
10. Which of the following is **not** possible in Slide Sorter view?
- Delete slides
  - Move slides
  - Insert pictures in the slides **Correct**
  - Add transitions to the slides
11. Which of the following are you **not** able to do in Outline view?
- Add new slides
  - Edit data in a chart **Correct**
  - Collapse/Expand contents of the slide
  - Move slides
12. What are slide transitions?
- The animation of objects on the slides
  - The movement from one slide to another **Correct**
  - The icons in the lower left corner of the window
  - The effects when the bullets appear on the slide
13. Which of the following should **not** be added to the Slide Master?
- Company logo
  - Speaker notes **Correct**
  - Page numbers
  - The font color for the title

14. How do you insert a footer that will appear on every slide?
- Select Insert tab on the ribbon | Links group
  - Select Insert tab on the ribbon | Text group **Correct**
  - Select Review tab on the ribbon | Comments group
  - Select Office button | Print preview
15. How do you change a Title Only slide to a Title and Text slide?
- Select Design tab on the ribbon | Themes group
  - Select Design tab on the ribbon | Drawing group
  - Select Home tab on the ribbon | Slide group **Correct**
  - Select Design tab on the ribbon | Page Setup group
16. What is the purpose of the AutoContent Wizard?
- The AutoContent Wizard opens a Web page with samples of PowerPoint Presentations
  - The AutoContent Wizard helps you create a presentation with sample text **Correct**
  - The AutoContent Wizard shows available slide designs
  - The AutoContent Wizard creates a diagram
17. Which of the following is **not** part of a Design Template?
- Color
  - Font
  - Sample text **Correct**
  - Effects
18. What does the tab key do when working with a bulleted list?
- Indents the text ½ inch to the right
  - Demotes the level of the bullet **Correct**
  - Changes the text from lowercase to uppercase
  - Adds a new bullet to the list
19. How do you create handouts?
- Select Office Button | Print **Correct**
  - Select View tab | Window group
  - Select Design tab | Page Setup group
  - Select a icon on the Quick Access toolbar
20. Which of the following views allows you to add items to every slide simultaneously?
- Normal view
  - Outline view
  - Slide Master view **Correct**
  - Slide Sorter view