

## PowerPoint 2003 Assessment Answers

1. The following toolbars appear in PowerPoint by default **except**...
  - a. Standard
  - b. Formatting
  - c. Picture **Correct**
  - d. Drawing
2. How do you change the orientation for slides, notes, handouts and outline?
  - a. Select Format on the menu bar and then select Landscape or Portrait
  - b. Select File | Page Setup from the menu bar **Correct**
  - c. Right click on a slide and select Slide Layout
  - d. Select the Landscape or Portrait icon on the Formatting Toolbar
3. A presentation can be viewed by any of the following methods except...
  - a. Select the Slide Show icon in the lower left corner of the window
  - b. Press the F5 key on the keyboard
  - c. Select Slide Show | View Show
  - d. Select Slide Show | 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 | Picture | Clip Art from the menu bar
  - c. Copy and paste pictures from other programs
  - d. Select the Insert Clip Art icon from the drawing toolbar
6. Where do you find a list of available toolbars?
  - a. File menu
  - b. Edit menu
  - c. View menu **Correct**
  - d. Insert menu
7. What is the file extension for a PowerPoint file?
  - a. .prp
  - b. .ppt **Correct**
  - c. .msp
  - d. .pwp
8. A file in PowerPoint is referred to as a \_\_\_\_\_.
  - a. Document
  - b. Slide

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- c. Slide Show
- d. 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 | Header and Footer from the menu bar
  - Select View | Header and Footer from the menu bar **Correct**
  - Select File | Page Setup from the menu bar
  - Select Format | Page Setup from the menu bar
15. How do you change a Title Only slide to a Title and Text slide?
- Select Edit | Change Layout
  - Select Format | Slide Design
  - Select Format | Slide Layout **Correct**
  - Select Edit | Background
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?
- a. Font color
  - b. Background
  - c. Sample text **Correct**
  - d. Fill colors
18. What does the tab key do when working with a bulleted list?
- a. Indents the text ½ 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 File | Print **Correct**
  - b. Select Insert | Handouts
  - c. Select Format | Handouts
  - d. Select File | Page Setup
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