

PowerPoint 2003 Assessment

1. The following toolbars appear in PowerPoint by default **except**...
 - a. Standard
 - b. Formatting
 - c. Picture
 - 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
 - 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
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
 - 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
 - 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
 - d. Insert menu
7. What is the file extension for a PowerPoint file?
 - a. .prp
 - b. .ppt
 - c. .msp
 - d. .pwp
8. A file in PowerPoint is referred to as a _____.
 - a. Document
 - b. Slide
 - c. Slide Show
 - d. Presentation

9. To select multiple objects on a slide, use the _____ key.
 - a. Shift
 - 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
 - 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
 - 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
 - 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
 - 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 | Header and Footer from the menu bar
 - b. Select View | Header and Footer from the menu bar
 - c. Select File | Page Setup from the menu bar
 - d. Select Format | Page Setup from the menu bar
15. How do you change a Title Only slide to a Title and Text slide?
 - a. Select Edit | Change Layout
 - b. Select Format | Slide Design
 - c. Select Format | Slide Layout
 - d. Select Edit | Background
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
 - 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. Font color
 - b. Background
 - c. Sample text
 - 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
 - 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
 - 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
 - d. Slide Sorter view