

## PowerPoint 2007/2010 Assessment Questions

1. The following toolbar appears in PowerPoint by default...
  - a. Mini
  - b. Picture
  - c. Quick Access
  - 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
  - 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
  
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 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
  - d. Slide Show tab

7. What is the file extension for a PowerPoint file?
  - a. .prp
  - b. .pptx
  - 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 tab on the ribbon | Links group
  - b. Select Insert tab on the ribbon | Text group
  - 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
  - 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
  - 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
  - d. Effects
  
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 Office Button | Print
  - 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
  - d. Slide Sorter view