PowerPoint 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