

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?

- a. Select Office Button | Print **Correct**
- 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 **Correct**
- d. Slide Sorter view