

PowerPoint Module 1

Multiple Choice

1. A PowerPoint ____ can help you deliver a dynamic, professional-looking message to an audience.

- a. calendar
- b. worksheet
- c. presentation
- d. database

ANSWER: c

2. ____ help one slide flow gracefully into the next during a slide show.

- a. Videos
- b. Transitions
- c. Variants
- d. Shapes

ANSWER: b

3. PowerPoint ____ should reinforce the speaker's message and help the audience retain the information presented.

- a. events
- b. slides
- c. markers
- d. files

ANSWER: b

4. An accompanying ____ gives audience members reference notes and review material for your presentation.

- a. handout
- b. slide
- c. file
- d. database

ANSWER: a

5. When you begin creating a new PowerPoint presentation, you need to select a ____.

- a. variant
- b. theme
- c. document
- d. slide

ANSWER: b

6. A ____ is a specific design with coordinating colors, fonts, and special effects.

- a. placeholder
- b. slide show

- c. chart
- d. document theme

ANSWER: d

7. When you open a new presentation, a slide with the default ____ layout appears.

- a. Home
- b. Title Slide
- c. Blank Slide
- d. variant

ANSWER: b

8. The box on a slide that has a dotted or hatch-marked border and that contains the insertion point is a text ____.

- a. placeholder
- b. pane
- c. layout
- d. recorder

ANSWER: a

9. PowerPoint assumes every new slide, except for a blank slide, has ____.

- a. clip art
- b. a title
- c. large font sizes
- d. transitions

ANSWER: b

10. By default, slides in a new presentation are in ____ orientation.

- a. right to left
- b. landscape
- c. top to bottom
- d. portrait

ANSWER: b

11. The Undo button is located on the ____.

- a. HOME tab on the ribbon
- b. Quick Access Toolbar
- c. vertical scroll bar
- d. status bar

ANSWER: b

When you type the wrong character, you can press the ____ key to erase all the characters back to and including the one that is incorrect.

12. When you type the wrong character, you can press the ____ key to erase all the characters

back to and in...

- a. ENTER
- b. DELETE
- c. BACKSPACE
- d. HOME

ANSWER: c

When you install PowerPoint, the default setting allows you to reverse up to the last ____ changes by tapping or clicking the Undo button on the Quick Access Toolbar.

13. When you install PowerPoint, the default setting allows you to reverse up to the last changes by ta...

- a. 2
- b. 20
- c. 12
- d. 200

ANSWER: b

14. ____ a slide can help you see slide elements more clearly so that you can position them precisely where desired.

- a. Coloring
- b. Styling
- c. Formatting
- d. Zooming

ANSWER: d

15. Text ____ defines the appearance and shape of letters, numbers, punctuation marks, and symbols.

- a. size
- b. style
- c. format
- d. font

ANSWER: d

16. A point is ____ of an inch in height.

- a. 1/72
- b. 1/6
- c. 1/5
- d. 1/65

ANSWER: a

17. ____ text has a slanted appearance.

- a. Colored
- b. Highlighted
- c. Bolded

d. Italicized

ANSWER: d

18. When you add a new slide following the title slide, PowerPoint uses the ____ slide layout for the new slide.

a. Title Only

b. Title and Content

c. Comparison

d. Blank

ANSWER: b

19. You can insert a new slide by pressing the ____ keyboard shortcut keys.

a. CTRL+M

b. CTRL+I

c. CTRL+N

d. CTRL+HOME

ANSWER: a

20. In a multilevel bulleted list slide, creating a lower-level paragraph is called ____ the text.

a. demoting

b. decreasing

c. promoting

d. increasing

ANSWER: a

21. To increase the font size of selected text, chose the Increase Font Size button, located ____.

a. on the shortcut menu

b. on the DESIGN tab

c. on the mini toolbar

d. in the Paragraph gallery

ANSWER: c

22. Using the____, you can choose the arrangement of placeholders on a new slide.

a. Themes gallery

b. New Slide gallery

c. Text gallery

d. layout gallery

ANSWER: d

23. You can type comments to yourself in the ____ for a specific slide while working in Normal view.

a. Slide pane

- b. Notes pane
- c. Theme pane
- d. Navigation pane

ANSWER: b

24. The default PowerPoint view is ____ view.

- a. Slide Sorter
- b. Notes Page
- c. Normal
- d. Slide Show

ANSWER: c

25. A slide ____ is a special effect used to progress from one slide to the next slide in a slide show.

- a. animation
- b. layout
- c. transition
- d. theme

ANSWER: c

26. Document ____ are the details about a file.

- a. properties
- b. facts
- c. themes
- d. keywords

ANSWER: a

27. Which of the following is a standard document property?

- a. author
- b. date the presentation file was created or changed
- c. theme
- d. variant

ANSWER: a

28. Which of the following keys can you press to run a slide show starting with slide 1?

- a. F5
- b. F7
- c. F9
- d. F11

ANSWER: a

Multiple Response

Modified Multiple Choice You can format slide text by changing the ____.

29. You can format slide text by changing the

- a. font
- b. color
- c. point size
- d. style

ANSWER: a, b, c, d

Modified Multiple Choice Which of the following slide properties can be specified if you create a custom layout?

30. Which of the following slide properties can be specified if you create a custom layout?...

- a. number, size, and location of placeholders
- b. background content
- c. number of clips that can be inserted
- d. number of slides in the presentation

ANSWER: a, b

Modified Multiple Choice The Normal view is composed of ____.

31. The Normal view is composed of

- a. Slide Pane
- b. Slides tab
- c. Properties Pane
- d. Notes Pane

ANSWER: a, b, d

32. A document theme sets the ____ for a presentation

- a. color scheme
- b. font
- c. print parameters
- d. set layout

ANSWER: a, b, d

True / False

33. A slide show is another name for a PowerPoint presentation.

- a. True
- b. False

ANSWER: True

34. You easily can give slides in a presentation a professional and integrated appearance by using a placeholder.

- a. True
- b. False

ANSWER: False

35. The default slide layouts are set up in portrait orientation.

- a. True
- b. False

ANSWER: False

36. A paragraph is a segment of text with the same format that begins when you press the ENTER key and ends when you press the ENTER key again.

- a. True
- b. False

ANSWER: True

37. A level is a position within a structure, such as an outline, that indicates the magnitude of importance.

- a. True
- b. False

ANSWER: True

38. To display the on-screen touch keyboard, tap the Touch Keyboard button on the Windows taskbar.

- a. True
- b. False

ANSWER: True

39. Style defines the hue of text characters.

- a. True
- b. False

ANSWER: False

40. The mini toolbar contains the Italic button.

- a. True
- b. False

ANSWER: True

41. The layout gallery displays 10 slide layouts with a variety of placeholders to define text and content positioning and formatting.

- a. True
- b. False

ANSWER: False

42. The Theme Fonts group of formatting choices for a document theme contain a set of lines and fill effects.

- a. True
- b. False

ANSWER: False

43. The Notes pane is located above the Slide pane and is an area where you can type notes and additional information.

- a. True
- b. False

ANSWER: False

44. After you have created at least four slides, a scroll bar containing scroll arrows and scroll boxes will appear on the right edge of the window.

- a. True
- b. False

ANSWER: False

45. Unlike clip art, you cannot resize a photograph using sizing handles.

- a. True
- b. False

ANSWER: False

46. By default, PowerPoint ends a slide show with a black slide.

- a. True
- b. False

ANSWER: True

47. You can remove selected text from a slide by pressing the CTRL+X keyboard shortcut keys.

- a. True
- b. False

ANSWER: True

48. A star next to a slide indicates that animation effects have been applied to that slide.

- a. True
- b. False

ANSWER: True

49. The Preview Transitions button is located in the Preview group on the HOME tab.

- a. True

b. False

ANSWER: False

50. To change document properties, first tap or click FILE on the ribbon to open the Properties view.

a. True

b. False

ANSWER: False

51. When making a presentation to an audience using PowerPoint, you use Notes Page view.

a. True

b. False

ANSWER: False

52. You can advance slides during a slide show by pressing the PAGE DOWN key.

a. True

b. False

ANSWER: True

53. It is considered good practice to save a presentation before printing it.

a. True

b. False

ANSWER: True

54. The Title Slide layout contains three text placeholders. _____

a. True

b. False

ANSWER: False

55. Each document format determines the color scheme, font set, and layout of a presentation. _____

a. True

b. False

ANSWER: False

56. Font style indicates the height of text characters. _____

a. True

b. False

ANSWER: False

57. You can resize images by dragging the sizing handles to a desired location.

a. True

b. False

ANSWER: True

Completion

58. One of the more common uses of a presentation is to enhance a(n) _____ presentation.

ANSWER: oral

59. To encourage your audience's eyes to stop at the end of a line, you should avoid _____.

ANSWER: line wraps

60. One way to increase font size is to press CTRL+ _____.

ANSWER: SHIFT+>

61. A(n) _____ is a list of paragraphs, each of which is preceded by a bullet.

ANSWER: bulleted list

62. A slide that consists of more than one level of bulleted text is called a(n) _____ slide.

ANSWER: multilevel bulleted list

63. Creating a high-level paragraph in a multilevel bulleted list is called _____ text.

ANSWER: promoting

64. When you drag the scroll box, the _____ shows the number and title of the slide you are about to display.

ANSWER: slide indicator

65. When two slides contain similar information and have the same format, _____ one slide and then making minor modifications to the new slide saves time and increases consistency.

ANSWER: duplicating

66. PowerPoint 2016 does not allow you to _____ text around a picture or other graphic.

ANSWER: wrap

67. The process of sliding or dragging and then dropping a thumbnail in a new location is called _____.

ANSWER: drag and drop

68. PowerPoint inserts text to the _____ of the insertion point.

ANSWER: left

69. Details about a presentation can be found in the presentation file's _____.

ANSWER: document properties

70. Pressing the _____ function key runs the slide show starting with the first slide.

ANSWER: F5

Multiple Choice

71. If you use the ___ template, as opposed to a formatted theme, you must make all design decisions.

- a. placeholder
- b. variant
- c. Blank Presentation
- d. Ion theme

ANSWER: c

Subjective Short Answer

72. Critical Thinking Questions Case 1-1 Angela is creating a presentation to give at her company's annual picnic. She knows that PowerPoint 2013 offers new themes she can apply to her presentation to give it a fun and exciting look. Where should Angela look to review different document themes?
a. in the Themes group on the DESIGN tab
b. in the Themes group on the VIEW tab
c. in the Themes tab in Backstage view
d. in the Themes group on the INSERT tab

ANSWER: A

73. Critical Thinking Questions Case 1-1 Angela is creating a presentation to give at her company's annual picnic. She knows that PowerPoint 2013 offers new themes she can apply to her presentation to give it a fun and exciting look. How can Angela display a gallery of available themes?
a. press the F5 key
b. click the More button in the Themes group
c. click the Gallery button in the Themes group
d. press the F1 key

ANSWER: C

Multiple Choice

74. ___ are the alternate designs that exist for each theme.

- a. Layouts
- b. Variants
- c. Ions
- d. Placeholders

ANSWER: b

75. The Italic button is located on the ___.

- a. Quick Access Toolbar
- b. File tab
- c. mini toolbar
- d. status bar

ANSWER: c