

GO! with Microsoft PowerPoint 2013 Introductory (Gaskin et al.)
PowerPoint Chapter 2: Formatting PowerPoint Presentations

1) Changing bulleted and numbered list styles on a slide is an example of:

- A) clipping.
- B) scaling.
- C) formatting.
- D) editing.

Answer: C

Diff: 1

Objective: 1. Format Numbered and Bulleted Lists

2) A box that appears on a slide with dotted or hatch-marked borders where text, charts, tables, or pictures can be placed is called a:

- A) placeholder.
- B) template.
- C) layout.
- D) spread.

Answer: A

Diff: 1

Objective: 1. Format Numbered and Bulleted Lists

3) When you see a _____ border around a placeholder, you know you can edit the placeholder text.

- A) red
- B) dashed
- C) thin yellow
- D) thick yellow

Answer: B

Diff: 1

Objective: 1. Format Numbered and Bulleted Lists

4) A _____ border around a placeholder means that any formatting commands will be applied to all of the text within the placeholder.

- A) dashed
- B) thin yellow
- C) solid
- D) thick yellow

Answer: C

Diff: 2

Objective: 1. Format Numbered and Bulleted Lists

5) The color of the numbers in a numbered list is determined by the presentation:

- A) gallery.
- B) style.
- C) foundation.
- D) theme.

Answer: D

Diff: 3

Objective: 1. Format Numbered and Bulleted Lists

6) You can customize a bullet by changing any of the following EXCEPT:

- A) its style.
- B) its size.
- C) its color.
- D) its intensity.

Answer: D

Diff: 2

Objective: 1. Format Numbered and Bulleted Lists

7) A button that turns a feature on and off is called a _____ button.

- A) toggle
- B) dialog
- C) binary
- D) choice

Answer: A

Diff: 1

Objective: 1. Format Numbered and Bulleted Lists

8) A _____ is a single media file including art, sound, animation, or movies.

- A) snippet
- B) cut
- C) clip
- D) presentation

Answer: C

Diff: 1

Objective: 2. Insert Online Pictures

9) When you use the OnLine Pictures command on the Ribbon to insert a picture, PowerPoint inserts the image:

- A) at the bottom of the slide.
- B) at the top of the slide.
- C) in the center of the slide.
- D) at the left margin of the slide.

Answer: C

Diff: 3

Objective: 2. Insert Online Pictures

10) When an object is selected, it is surrounded by _____, which allow you to change the size of the object.

- A) rotation handles
- B) move pointers
- C) dragging handles
- D) sizing handles

Answer: D

Diff: 1

Objective: 2. Insert Online Pictures

11) An image can be resized by using the Shape Height and Shape Width boxes or by using the:

- A) rotation handles.
- B) shape handles.
- C) move pointer.
- D) sizing handles.

Answer: D

Diff: 1

Objective: 2. Insert Online Pictures

12) The _____ feature reduces the size of a picture by removing unwanted areas of the picture.

- A) clip
- B) crop
- C) remove
- D) move

Answer: B

Diff: 2

Objective: 2. Insert Online Pictures

13) Dashed lines that display on your slide when you are moving an object and that assist you with alignment are referred to as:

- A) rulers.
- B) alignment tools.
- C) smart guides.
- D) Screen Tips.

Answer: C

Diff: 2

Objective: 2. Insert Online Pictures

14) If you wish to constrain an object's movement to a straight line either vertically or horizontally, you should hold down the _____ key while dragging the object.

- A) Home
- B) Alt
- C) Shift
- D) Ctrl

Answer: C

Diff: 2

Objective: 2. Insert Online Pictures

15) An object that allows you to position text anywhere on the slide is called a:

- A) text box.
- B) clip.
- C) thumbnail.
- D) handle.

Answer: A

Diff: 1

Objective: 3. Insert Text Boxes and Shapes

16) _____ are displayed as dotted horizontal and vertical lines and indicate the pointer's position.

- A) Headers
- B) Rotation handles
- C) Ruler guides
- D) Sizing handles

Answer: C

Diff: 2

Objective: 3. Insert Text Boxes and Shapes

17) Lines, arrows, stars, banners, ovals, and rectangles are examples of _____ that are used to illustrate an idea, a process, or a workflow.

- A) clips
- B) shapes
- C) crops
- D) headers

Answer: B

Diff: 1

Objective: 3. Insert Text Boxes and Shapes

18) When the _____ displays, you know you can draw a shape.

- A) placeholder
- B) text box
- C) crosshair pointer
- D) ruler guide

Answer: C

Diff: 2

Objective: 3. Insert Text Boxes and Shapes

19) _____ can be applied to clip art, shapes, and text boxes to complement slide backgrounds and colors.

- A) Styles and effects
- B) Styles and placeholders
- C) Themes and prototypes
- D) Themes and placeholders

Answer: A

Diff: 2

Objective: 4. Format Objects

20) The inside color of text or of an object is called the:

- A) fill color.
- B) line color.
- C) theme.
- D) style.

Answer: A

Diff: 2

Objective: 4. Format Objects

21) The _____ provides predefined combinations of fill colors and line colors that can be applied to shapes.

- A) Shape Styles gallery
- B) Geometric Styles gallery
- C) SmartArt Styles gallery
- D) Text Styles gallery

Answer: A

Diff: 3

Objective: 4. Format Objects

22) The _____ softens and blurs the outer edge of the selected picture so that it blends into the slide background.

- A) dotted edges effect
- B) fade out effect
- C) soft edges effect
- D) blur edges effect

Answer: C

Diff: 2

Objective: 4. Format Objects

23) The _____ is a tool that captures the exact color from an object on your screen and then applies the color to any shape, picture, or text.

- A) eyedropper
- B) fill color
- C) color gallery
- D) palette

Answer: A

Diff: 3

Objective: 4. Format Objects

24) PowerPoint's _____ removes unwanted portions of a picture so the picture does not appear as a self-contained rectangle.

- A) Background Removal
- B) Dotted Edges
- C) Blur Edges
- D) Fade Out

Answer: A

Diff: 2

Objective: 5. Remove Picture Backgrounds and Insert WordArt

25) _____ is a gallery of text styles that includes effects such as mirrored or shadowed text.

- A) FontArt
- B) WordArt
- C) SmartArt
- D) TextArt

Answer: B

Diff: 2

Objective: 5. Remove Picture Backgrounds and Insert WordArt

26) In a _____ graphic you can include text and pictures and you can apply colors, effects, and styles that coordinate with the presentation theme.

- A) TextArt
- B) FontArt
- C) SmartArt
- D) WordArt

Answer: C

Diff: 2

Objective: 6. Create and Format a SmartArt Graphic

27) The SmartArt graphic type _____ should be used to show a continual process.

- A) matrix
- B) cycle
- C) list
- D) relationship

Answer: B

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

28) To show a timeline, you should use the _____ SmartArt graphic type.

- A) process
- B) hierarchy
- C) matrix
- D) cycle

Answer: A

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

29) To show proportional relationships with the largest component on the top or bottom, use the _____ SmartArt graphic type.

- A) cycle
- B) process
- C) list
- D) pyramid

Answer: D

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

30) Use the SmartArt graphic type _____ if you want to illustrate connections.

- A) hierarchy
- B) relationship
- C) pyramid
- D) list

Answer: B

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

31) The _____ graphic type used in a SmartArt graphic shows how parts relate to the whole.

- A) relationship
- B) list
- C) process
- D) matrix

Answer: D

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

32) Combinations of formatting effects that can be applied to SmartArt graphics are called:

- A) SmartArt Styles.
- B) SmartArt Templates.
- C) SmartArt Themes.
- D) WordArt Styles.

Answer: A

Diff: 2

Objective: 6. Create and Format a SmartArt Graphic

33) When the bullet button is toggled off, the indentation associated with the list is removed.

Answer: TRUE

Diff: 2

Objective: 1. Format Numbered and Bulleted Lists

34) When a placeholder border displays as a solid line, formatting is not applied to the text.

Answer: FALSE

Diff: 3

Objective: 1. Format Numbered and Bulleted Lists

35) If a picture's height is adjusted using the Shape Height box, its width is automatically adjusted proportionally.

Answer: TRUE

Diff: 2

Objective: 2. Insert Online Pictures

36) PowerPoint does not allow you to crop a picture by changing its shape.

Answer: FALSE

Diff: 2

Objective: 2. Insert Online Pictures

37) PowerPoint's horizontal ruler starts with "0" on the left side of the slide and proceeds to the edge of the right side of the slide.

Answer: FALSE

Diff: 3

Objective: 2. Insert Online Pictures

38) By default, an inserted picture is rectangular in shape.

Answer: TRUE

Diff: 2

Objective: 2. Insert Online Pictures

39) An inserted picture is rectangular in shape, but you can modify its shape using Crop to Shape.

Answer: TRUE

Diff: 2

Objective: 2. Insert Online Pictures

40) Using the sizing handles is the only way to change the size of an image in PowerPoint.

Answer: FALSE

Diff: 2

Objective: 2. Insert Online Pictures

41) Text can be placed inside shapes.

Answer: TRUE

Diff: 2

Objective: 3. Insert Text Boxes and Shapes

- 42) The width of text box expands automatically as you type.
Answer: TRUE
Diff: 3
Objective: 3. Insert Text Boxes and Shapes
- 43) A text box can be used to place text anywhere on a slide.
Answer: TRUE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes
- 44) Text placed in a shape must be centered.
Answer: FALSE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes
- 45) The process for formatting text in a text box is different than for other placeholders.
Answer: FALSE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes
- 46) Shapes and images can be sized and formatted using the same techniques.
Answer: TRUE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes
- 47) The term "fill color" only applies to text.
Answer: FALSE
Diff: 3
Objective: 4. Format Objects
- 48) An object's fill color and its line color must always be the same.
Answer: FALSE
Diff: 2
Objective: 4. Format Objects
- 49) Multiple objects on a slide can be aligned and distributed precisely using commands on the Ribbon.
Answer: TRUE
Diff: 3
Objective: 4. Format Objects
- 50) The keyboard shortcut to duplicate an object is CTRL + D.
Answer: TRUE
Diff: 2
Objective: 4. Format Objects

51) Using a glow effect allows you to apply a colored, softly blurred outline to an object.

Answer: TRUE

Diff: 2

Objective: 4. Format Objects

52) SmartArt is a gallery of text styles that can be used to create decorative effects such as mirrored or shadowed text.

Answer: FALSE

Diff: 2

Objective: 5. Remove Picture Backgrounds and Insert WordArt

53) Entering text into a SmartArt graphic must be done through the Text pane.

Answer: FALSE

Diff: 2

Objective: 6. Create and Format a SmartArt Graphic

54) An existing bulleted list can be converted into a SmartArt graphic.

Answer: TRUE

Diff: 2

Objective: 6. Create and Format a SmartArt Graphic

55) The PowerPoint SmartArt graphic type relationship is used to show an organizational chart.

Answer: FALSE

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

56) The PowerPoint SmartArt graphic type matrix shows how parts relate to a whole.

Answer: TRUE

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

57) Use the PowerPoint SmartArt graphic type pyramid if you want to show proportional relationships with the largest component on the top or the bottom.

Answer: TRUE

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

58) A(n) _____ can hold titles and body text or other content such as charts, tables, and pictures.

Answer: placeholder

Diff: 2

Objective: 1. Format Numbered and Bulleted Lists

59) A button that turns a feature on and off is called a(n) _____ button.

Answer: toggle

Diff: 2

Objective: 1. Format Numbered and Bulleted Lists

60) A single media file such as a sound, animation, or movie that can be inserted into a slide is called a(n) _____.

Answer: clip

Diff: 2

Objective: 2. Insert Online Pictures

61) By default, an inserted picture is _____ in shape, but the shape can be changed later.

Answer: rectangular

Diff: 2

Objective: 2. Insert Online Pictures

62) _____ are dashed lines that display on your slide when you are moving an object.

Answer: Smart guides

Diff: 2

Objective: 2. Insert Online Pictures

63) Use the _____ like sizing handles to remove unwanted areas of the pictures.

Answer: crop handles

Diff: 3

Objective: 2. Insert Online Pictures

64) When an image is selected, it is surrounded by _____, which allow the image to be resized.

Answer: sizing handles

Diff: 2

Objective: 2. Insert Online Pictures

65) When your mouse cursor turns into a(n) _____, you know you can draw a shape.

Answer: crosshair pointer

Diff: 3

Objective: 3. Insert Text Boxes and Shapes

66) Dotted vertical and horizontal lines that display in the rulers indicating the pointer's position are called _____.

Answer: ruler guides

Diff: 1

Objective: 3. Insert Text Boxes and Shapes

67) A(n) _____ object can be used to position text anywhere on a slide.

Answer: text box

Diff: 2

Objective: 3. Insert Text Boxes and Shapes

68) Lines, arrows, stars, banners, ovals, and rectangles are examples of _____ that can be used on a PowerPoint slide.

Answer: shapes

Diff: 1

Objective: 3. Insert Text Boxes and Shapes

69) The _____ is a tool that captures the exact color from an object on your screen and then applies to the color to any shape, picture or text.

Answer: eyedropper, eye dropper

Diff: 1

Objective: 4. Format Objects

70) _____ objects can formatted, aligned, and moved as one object.

Answer: Grouped

Diff: 2

Objective: 4. Format Objects

71) PowerPoint's _____ feature flows a picture into the content of the presentation by removing unwanted parts of the picture so the pictures does not appear as a self-contained rectangle.

Answer: Background Removal, background removal

Diff: 2

Objective: 5. Remove Picture Backgrounds and Insert WordArt

72) To create mirrored or shadowed text you would use PowerPoint's _____ feature.

Answer: WordArt

Diff: 2

Objective: 5. Remove Picture Backgrounds and Insert WordArt

73) Processes, hierarchies, cycles, lists, and relationships can be illustrated using PowerPoint's _____ graphics.

Answer: SmartArt

Diff: 2

Objective: 6. Create and Format a SmartArt Graphic

74) To show a continual process, choose a SmartArt _____ layout.

Answer: cycle

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

75) To show non-sequential information, use a SmartArt _____ layout.

Answer: list

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

76) The SmartArt graphic type _____ shows the steps in a timeline.

Answer: process

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

77) Match the following terms to their meanings:

- I. Presentation theme
- II. Dashed border
- III. Solid border
- IV. Sizing handles

- A. determines the color of the numbers or bullets in a list
- B. drag these to change the size of the selected object
- C. indicates that any formatting will affect all of the text in a placeholder
- D. indicates that a placeholder's text can be edited

Answer: A, D, C, B

Diff: 2

Objective: Multiple Objectives

78) Match the following terms to their meanings:

- I. Matrix
- II. Pyramid
- III. Picture
- IV. Cycle
- V. Relationship

- A. includes pictures in the layout to effectively communicate an idea
- B. shows a continual process
- C. shows how parts relate to a whole
- D. illustrates connections
- E. shows proportional relationships with the largest component on top or bottom

Answer: C, E, A, B, D

Diff: 3

Objective: 6. Create and Format a SmartArt Graphic

79) Match the following terms to their meanings:

- I. Soft Edges effect
- II. Background Removal
- III. Glow effect
- IV. Align selected objects
- V. WordArt

- A. aligns selected objects relative to each other
- B. blurs the outer edge of a picture
- C. a gallery of text styles
- D. flows a picture into the content of a presentation
- E. applies a colored, softly blurred outline to an object

Answer: B, D, E, A, C

Diff: 2

Objective: Multiple Objectives

80) Match the following terms to their meanings:

- I. Group
- II. Distribute
- III. Fill
- IV. Clip
- V. Crop

- A. a single media file
- B. evenly spaces selected objects relative to the slide or each other
- C. enables you to format multiple objects as one object
- D. reduce the size of a picture by removing a vertical or horizontal edge
- E. inside color of an object

Answer: C, B, E, A, D

Diff: 2

Objective: Multiple Objectives

81) Match the following terms to their meanings:

- I. Fill
- II. ScreenTip
- III. RGB
- IV. Background Removal
- V. Crosshair pointer

- A. color model in which red, green, and blue are combined to form another color
- B. inside color of text or an object
- C. causes a picture to flow into the content of the presentation
- D. indicates when you can draw a shape
- E. displays information about the current object

Answer: B, E, A, C, D

Diff: 2

Objective: Multiple Objectives

82) Match the following terms to their meanings:

- I. WordArt
- II. SmartArt graphic
- III. Shapes
- IV. Text box

- A. lines, arrows, stars, banners, ovals, rectangles
- B. a gallery of text styles
- C. an object that can be used to place text anywhere on the slide
- D. can be used to illustrate processes, cycles, lists, and relationships

Answer: B, D, A, C

Diff: 2

Objective: Multiple Objectives

83) Match the following terms to their meanings:

- I. SmartArt Styles
- II. WordArt
- III. Fill color
- IV. Line color

- A. combinations of formatting effects applied to SmartArt graphics
- B. a gallery of text styles
- C. the outside color of an object
- D. the inside color of an object

Answer: A, B, D, C

Diff: 2

Objective: Multiple Objectives