

# Power Point 2021/365

## Level 1

Assessment: Exploring the PowerPoint environment

1. Which of the following are ways to interact with PowerPoint? Choose all that apply.
  - a. Click buttons on the ribbon.
  - b. Use the Control Panel.
  - c. Use the start menu.
  - d. Click buttons on the ribbons.
  - e. Click buttons on the Quick Access toolbar.
2. True or False? You edit a slide in the Slide pane.
  - a. True
  - b. False
3. You've opened a PowerPoint presentation and selected a slide in the Slide pane. In the home tab's Paragraph group, the commands are grayed out and therefore unavailable. Why?
  - a. You need to wait until PowerPoint warms up.
  - b. Slides can be edited only in the Slide pane.
  - c. Ribbons commands become available only after all slides are created.
  - d. Ribbon commands become available when you click on a slide element to which they are applicable.

Assessment answers: Exploring the PowerPoint environment

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  - c. Ribbons commands become available only after all slides are created.
  - d. **Ribbon commands become available when you click on a slide element to which they are applicable.**

### Assessment: Creating a presentation

1. True or false? To open, create, or save a PowerPoint presentation, you use Backdoor view.
  - a. True
  - b. False
2. What is the command sequence for creating a blank presentation in PowerPoint?
  - a. Backdoor, New, Blank presentation
  - b. File, New, Blank presentation
  - c. Open, New, Blank presentation
3. True or false? When previewing presentation template designs, you can use the More Images arrows to display each sample slide in a different template.
  - a. True
  - b. False

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### Assessment: Creating and modifying slide content

1. When you use the New Slide command, the new slide does which of the following?
  - a. It replaces the selected slide.
  - b. It's inserted immediately following the current slide.
  - c. It's inserted immediately preceding the current slide.
  - d. It's inserted as the last slide in the presentation.
2. True or false? You can insert text simply by clicking anywhere on the slide and typing.
  - a. True
  - b. False
3. True or false? A hyperlink slide object can link to a destination on the World Wide Web, to another file, or to another location in the same presentation.
  - a. True
  - b. False
4. Which of the following statements is true for any images inserted on a slide?
  - a. Before you insert the image, you must specify its final destination and size.
  - b. Before you insert the image, you must specify its final destination, but you can resize the image at any point after you insert it.

- c. Before you insert the image, you must first select a destination slide, but you can move the image and/or resize it afterwards.
- d. Before you insert the image, you must first select a destination slide and specify the image's exact size, but you can move it freely afterwards.

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Assessment: Working with slide masters and layouts

1. True or false? The easiest way to modify the formatting of all slides in a presentation at once is by modifying the slide master.
  - a. True
  - b. False
2. Which of these actions would you perform to change the theme of a presentation?
  - a. In Normal view, choose SmartArt on the Insert tab.
  - b. In Normal view, choose Outline on the View tab to open the gallery.
  - c. In Slide Master view, choose Themes on the View tab, and select a theme from the gallery.
  - d. In Slide Master view, choose Themes on the Slide Master tab, and select a theme from the gallery.
3. True or false? One of the benefits of Slide master view is that you can change all layouts from a single slide master.
  - a. True
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  - b. **False**

Assessment: Formatting slides and text

1. Where can you change text styles so that all slides in a presentation will have identically formatted text.
  - a. On the Slide Title layout, in the Slide Master view.
  - b. On the slide text, in Master view.
  - c. On the slide master.
  - d. On the Text Master, in the Slide Master view.
2. True or false? You can change the text style of a slide by unchecking Slide Master Layout option in the Slide Master view.
  - a. True
  - b. False
3. How can you create a numbered list that doesn't begin with number 1?
  - a. Select the appropriate numbered list style in the Numbering gallery.
  - b. Specify the starting number of the list on the Numbering tab of the Bullets and Numbering window.
  - c. In the Bullets and Numbering pane, uncheck the Start at 1 option.
  - d. In the Number window, select the Customize option.
4. True or false? If you've made all your changes to a slide background, including hiding the background graphics, you can restore the graphics by clicking reset Background.
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Assessment: Creating and formatting shapes

- 1. True or false? The Shapes gallery allows you to create multiple shape layers at once.
  - a. True
  - b. False
- 2. Which of the following statements about creating curved shapes is true?
  - a. To create each curve in a single curved shape, click and drag in a rounded manner and avoid sharp angles.
  - b. It's important to click at the destination point to complete the shape.
  - c. Double-click at the destination point to complete the shape.
  - d. You're allowed up to 24 curves in a single shape.
- 3. True or false? Pressing and holding the Shift key while drawing a line allows you to create perfectly straight diagonals.
  - a. True
  - b. False
- 4. Which of the following statements about shape layers is true?
  - a. To bring the back-most layer to the front, you must click Bring to Front multiple times, especially if there are several layers or ore.
  - b. In a shape group of five layers, if the third layer contains important text, and all other layers are opaque, the text layer could be brought to the front to render it readable.
  - c. In a shape group of five layers, if the third layer contains important text, and all other layers are opaque, the text on the third layer could be formatted as bold to make it show through the other layers.
  - d. Always send the front-most layer to the back of the stack if it obscures the layer behind it.

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  - d. Always send the front-most layer to the back of the stack if it obscures the layer behind it.

#### Assessment: Working with images

1. Which of the following statements is true when sizing an image's aspect ratio?
  - a. Dragging a corner sizing handle is one way to preserve the image's aspect ratio.
  - b. Pressing and holding CTRL before moving a sizing handle maintains an image's aspect ratio.
  - c. Dragging a corner sizing handle keeps the image centered in its original position.
  - d. Pressing and CTRL and moving any sizing handle is the only way to preserve image resolution while enlarging or reducing it.
2. True or false? When repositioning an image, care must be taken not to slide the image between object layers.
  - a. True
  - b. False
3. What happens to the image area after cropping is completed?
  - a. It's reduced to the newly cropped image size.
  - b. Nothing happens; the original image area border retains its position.
  - c. The cropped image expands to fill it.
  - d. Its center remains anchored to the same point on the slide.
4. Even after you've applied a preset style from the Picture Styles gallery, you can continue to apply individual effects to images.
  - a. True
  - b. False

5. You can use Screen Clipping to capture a portion of any program window shown in the Available Windows gallery.
  - a. True
  - b. False

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Assessment: Working with charts

1. True or false? When charting your data, once you've decided on a chart type, if you decide to change the type, you can only pick one from the same type.
  - a. True
  - b. False
2. Which statement about chart elements is correct?
  - a. The chart title is usually something you add to the chart, rather than something that comes from the selected data.
  - b. A data series is the collection of chart data used in a single presentation.
  - c. A chart legend tells the story behind the data.
  - d. The category axis shows the types of data you can use for a specific type of chart.

3. True or false? When you edit the data in an embedded Excel spreadsheet in PowerPoint, the resulting chart is updated automatically.
  - a. True
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Assessment: Working with tables

1. Which of these answers describes an easy way to create a table in PowerPoint?
  - a. Use the Table placeholder in the Content field.
  - b. Use the Table creation tool on the Layout tab.
  - c. Use the Insert Table icon in the Content placeholder.
  - d. Use the Table tool in the Object group.
2. True or false? When formatting a table, it's a good idea to do all the minor formatting first, then select a style preset to apply, then enter the data last.
  - a. True
  - b. False
3. Which of these statements about importing Excel tables into PowerPoint is true?
  - a. Once imported, any additional formatting that you apply to a table must be done in Excel.
  - b. Once imported, if you need to edit table data, that must be done in Excel.
  - c. Once imported, the table is actually controlled by PowerPoint.
  - d. Once imported, the table becomes a picture and is no longer an independent object.

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Assessment: Applying transitions between slides

- 1. True or false? To apply transition effects to all slides in a presentation, there's no need to select all the slides before doing so.
  - a. True
  - b. False
- 2. Which statements about transition effects is NOT true?
  - a. Transition effects can be previewed by clicking Preview or Play Animation.
  - b. The Duration option controls the length of time the affected slide is displayed.
  - c. Available Effect Options are context-sensitive.
  - d. You can use sounds from your own audio files to signal slide transitions.
- 3. True or false? In the Timing group, under Advance Slide, you can wither check On Mouse Click, or check After and specify a time, but not both.
  - a. True
  - b. False

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Assessment: Using text from other sources

1. Which of these statements is true about importing a document in outline form?
  - a. It must be a Word file.
  - b. The source document can't be a normal text document; it must be written as an outline.
  - c. When imported, the source document is displayed one document page per slide.
  - d. Click Slides from Outline in the New Slide options to do so.
2. True or false? When importing a PDF file, you can use the "Create from file" option in the Insert Object window.
  - a. True
  - b. False
3. Which statement about WordArt styles is true?
  - a. WordArt styles are complementary effects combined as individual presets.
  - b. To view the effects of WordArt styles, you must view the embedded object in Word.
  - c. You must set the Text Fill, Text Outline, and text effects options before applying a WordArt style preset.
  - d. To apply WordArt formatting in PowerPoint, Word must also be running.

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Assessment: Previewing and printing

1. True or false? One way to preview your printouts is to use the Preview tool on the View tab.
  - a. True
  - b. False
2. Which of these options is not contained in the print setting?
  - a. Double-sided printing
  - b. Faxing
  - c. Collating
  - d. Color
3. True or false? The benefit of having the Quick Print tool in a custom group on the ribbon is that it's always visible.

- a. True
- b. False

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## Level 2

Assessment: Inserting and formatting SmartArt

1. The only way to create SmartArt is from existing text, even if it's incomplete. True or false.
  - a. True
  - b. False
2. Which of following statements is not true?
  - a. You can copy SmartArt and paste in into an Excel 2013 workbook.
  - b. The List category of SmartArt can be used to illustrate both hierarchies and non-hierarchies.
  - c. Process designs all illustrate an ordered sequence of steps.
  - d. A good place to start when looking for an organization-chart is the Hierarchy category.
3. You must select all text before right-clicking to convert it to SmartArt. True or false?
  - a. True
  - b. False
4. Which of the following tools can be useful when adjusting the relationship of shapes in an organizational chart?
  - a. Promote, Demote, and Move
  - b. Arrange, Size, and Shape Effects

- c. Reverse, Add Bullet, and Reset
- d. Change Colors, Convert, and Ameliorate

Assessment answers: Inserting and formatting SmartArt

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  - d. Change Colors, Convert, and Ameliorate

Assessment: Additional formatting options

1. Name the tools group that's especially useful for creating, renaming, saving, and deleting slide masters, as well as adding layout elements to them?
  - a. The Edit Masters group
  - b. The Customize group
  - c. The Set Up group
  - d. The Master Layout group
2. Once you've added a new slide master to your presentation, you must add all layout elements separately.
  - a. True
  - b. False
3. Which of these methods is the easiest for using slides from another presentation while keeping their context, preserving their appearance, and creating a new slide master to govern them?
  - a. Copy the source slide, paste only their contents to their destination, create a new slide master, and copy the formatting of the source presentation's slide master to that of the destination presentation.
  - b. Drag the source slides to the new presentation, create a section for the added slides, create a new slide master, and copy the slides formatting to the new master.
  - c. Copy the source slides and paste them using the Keep Source Formatting option.

- d. Create a new slide master, copy the source slides, and paste them to the new slide master, making sure to retain all formatting.
- 4. If you need to restore a deleted placeholder, you can do so in the Slide Master view, using the options in the Layout Placeholder window.
  - a. True
  - b. False

Assessment answers: Additional formatting options

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  - a. True
  - b. **False**

Assessment: Animating slide content

1. You can use the Animation gallery to combine an entrance effect, an emphasis effect, an exit effect, and a motion path. True or false?
  - a. True
  - b. False
2. Which of these statements about animating PowerPoint is correct?
  - a. When selecting text to be animated, you must be sure to select all the text.
  - b. To animate text, you need only select the slide containing the text.
  - c. Once you've stacked multiple effects in an animation, their order can't be changed.
  - d. The most efficient way to fine-tune an effect, including timing and grouping settings, is in the Effect Options window.

3. The Animation Painter is a tool for copying all animation settings from one animation to another. True or false?
  - a. True
  - b. False
4. Which of these statements about the timing of effects is true?
  - a. Setting an animation to start WITH Previous causes it to start at the same time as the previous animation.
  - b. For both animations and transitions, the Duration setting effects how long the slide remains visible.
  - c. The Advanced Slide setting allow you to advance either at a mouse click or after a set amount of time, but not both.
  - d. Timing effects can be boiled down to three important factors, how they start, when they start, and who started them.
5. When inserting a Summary Zoom slide, a slide is automatically created using your selections. True or false?
  - a. True
  - b. False

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Assessment: Inserting and formatting media

1. Which of the following statements about using sound effects in a presentation is NOT true?
  - a. You can download audio files from an online source for use as sound effects.
  - b. You can use .mp3 files for sound effects.
  - c. Audio files can be used as sound effects, transition effects, and animation effects.
  - d. Three allowable file formats for audio objects are .mp3, .wav., and .aif.
2. The tools you use to work with the audio itself are located on the Audio Tool Format tab. True or false?
  - a. True
  - b. False
3. Which of the following are important factors to consider when adding audio and video to your presentation?
  - a. File format, file size, and quality.
  - b. File format, file size, and noise suppression.
  - c. Whether the audio and video add to or detract from the presentation and its purpose, and whether the files are of high definition.
  - d. File size, file format, and whether the audio and video add to or detract from the presentation and its purpose.
4. Adding audio and video objects to a PowerPoint presentation increases the size of the file only slightly. True or false?
  - a. True
  - b. False

Assessment answers: Inserting and formatting media

1. Which of the following statements about using sound effects in a presentation is NOT true?
  - a. You can download audio files from an online source for use as sound effects.
  - b. You can use .mp3 files for sound effects.**
  - c. Audio files can be used as sound effects, transition effects, and animation effects.
  - d. Three allowable file formats for audio objects are .mp3, .wav., and .aif.
2. The tools you use to work with the audio itself are located on the Audio Tool Format tab. True or false?
  - a. True
  - b. False**
3. Which of the following are important factors to consider when adding audio and video to your presentation?
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4. Adding audio and video objects to a PowerPoint presentation increases the size of the file only slightly. True or false?
  - a. True
  - b. False**

Assessment: Reviewing content and tracking changes

1. The category of PowerPoint options that govern spelling, grammar, capitalization, and son is called AutoCorrect. True or false?
  - a. True
  - b. False
2. What's the spell-checking option that tells PowerPoint to remember terms for future us in other presentations? Choose the best response.
  - a. Ignore All
  - b. Remember Term
  - c. Add to Dictionary
  - d. New Word
3. When adding a new comment, you need to select a destination slide, then select the object or word(s) you're commenting on, then click New Comment. True or false?
  - a. True
  - b. False
4. When you use the Compare tool to merge two presentations, and then finish reviewing all reviewer's changes, which response best describes the state of the presentation(s)?
  - a. All changes are merged, except for those rejected, and the merged presentation is automatically saved.
  - b. All changes are merged, except for those rejected, and the original presentation is saved with the new changes.
  - c. All changes are merged, except for those rejected and any style effects that can't be merged, and the reviewed presentation is automatically updated to reflect the new changes.
  - d. All changes are merged, except for those rejected and any style effects that can't be merged. The two compared presentations remain intact and unchanged, and the new, reviewed version awaits saving.

Assessment answers: Reviewing content and tracking changes

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Assessment: Saving a presentation in other formats

- 1. If you want to save a PowerPoint presentation in another format that preserves slide contents without allowing other users to edit it, which format could you use? Choose the best response.
  - a. OpenDocument Presentation
  - b. PowerPoint 97-2003 Presentation
  - c. Template
  - d. PowerPoint Picture Presentation
- 2. When saving a presentation in other formats, many of the same options are available in both the Save As window and Backstage view. True or false?
  - a. True
  - b. False
- 3. What's an excellent format to use for printing and distributing all presentation materials? Choose the best response.
  - a. PDF/XPS document
  - b. Portable network graphics
  - c. Word handouts
  - d. PowerPoint Show format

Assessment answers: Saving a presentation in other formats

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Assessment: Working with notes pages

1. You can add slide notes in Normal view, Notes page view, and Outline view. True or false?
  - a. True
  - b. False
2. Which of these statements about working in Normal view is not correct? Choose the best response.
  - a. The Notes area can be viewed or hidden.
  - b. You can enlarge the Notes area to view longer notes.
  - c. Double-clicking the Notes area border displays the complete notes for that slide.
  - d. You can place your insertion point in the Notes area and type, or you can paste text there from other sources.
3. Unfortunately, Note Page doesn't display any formatting of notes text. True or false?
  - a. True
  - b. False
4. Which command do you use to create the actual placeholder for an extra note page? Choose the best response.
  - a. Duplicate Slide
  - b. Hide Slide
  - c. Show Text Formatting
  - d. Add Notes Page

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Assessment: Configuring, rehearsing, and presenting slide shows

1. In Presenter view, you must use keyboard shortcuts to navigate your presentation, as the mouse pointer is rendered unavailable. True or false?
  - a. True
  - b. False
2. Which of the following statements is true? Choose the best response.
  - a. The Rehearse Timing feature is useful for getting a sense of how long it takes to show the individual slides, but not the duration of the entire presentation.
  - b. The Rehearse Timing feature displays slides, notes, and graphics, but it doesn't show transitions or animation.
  - c. Presenter view can be displayed on one monitor and multiples monitors.
  - d. The primary purpose of Presenter view is to display all presentation components to the audience.
3. Once you've created a custom slide show, it must be shown from the Custom Show window. True or false?
  - a. True
  - b. False

Assessment answers: Configuring, rehearsing, and presenting slide shows

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**b. False**

Assessment: Protecting your presentation

1. Which of the following statements about making a presentation as final is correct? Choose the best response.
  - a. Clicking Mark as Final opens the Info window.
  - b. Mark as Final restricts editorial access to file.
  - c. Once you're marked a presentation as final, it can never be edited.
  - d. Once marked as final, a presentation can only be edited after the correct password is entered.
2. Clicking Edit Anyway turns off read-only mode, allowing full editorial access to the presentation.
  - a. True
  - b. False
3. Which of the following statements about password-protecting a presentation is true? Choose the best response.
  - a. The Encrypt Document window is your one chance to create a password, so you'd better get it right!
  - b. If you forget a password you've created, you can have Microsoft send you a Reset Password email.
  - c. Fortunately, passwords are not case-sensitive.
  - d. When a user attempts to open a password-protected presentation, she must enter the correct password in the Password window.

Assessment answers: Protecting your presentation

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Assessment: Sharing your presentation

1. The Compatibility Checker is used to assess the compatibility of your presentation with the presentation application other than PowerPoint. True or false?
  - a. True
  - b. False
2. Which of the following statements about checking your presentation for accessibility is true? Choose the best answer.
  - a. Beside consideration for people with disabilities, accessibility can help ensure that a presentation is more friendly to international users.
  - b. In PowerPoint, “accessibility” refers to whether viewers of the presentation are allowed editorial access to it.
  - c. If not fixed, any accessibility error will prevent the presentation from running.
  - d. Any accessibility errors that you fix are saved automatically.
3. If you have to compress the media in a presentation, you should always apply the least amount of compression. True or false?
  - a. True
  - b. False
4. Which of these statements about sharing presentations is not true? Choose the best response.
  - a. Depending on the cloud provider being used, recipients of a shared presentation might not need to have an account with that provider.
  - b. Emailing a link is highly preferable over emailing a presentation.
  - c. Saving to a cloud provider requires subscription to that provider.
  - d. To share a presentation using a cloud service, the presentation must first be uploaded to it.

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