

# **Chapter 1: Fundamentals**

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## **Module A: Exploring the PowerPoint environment**

Which of the following are ways to interact with PowerPoint? Choose all that apply.

- Click buttons on the ribbon.
- Use the Control Panel.
- Use the Start menu.
- Click buttons on the ribbon.
- Click buttons on the Quick Access toolbar.

True or false? You edit a slide in the Slides pane.

- False
- True

You've opened a PowerPoint presentation and selected a slide in the Slides pane. In the Home tab's Paragraph group, the commands are grayed out and therefore unavailable. Why?

- You need to wait until PowerPoint warms up.
- Slides can be edited only in the Slides pane.
- Ribbon commands become available only after all slide elements are created.
- Ribbon commands become available when you click on a slide element to which they are applicable.

# **Chapter 2: Creating a presentation**

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## **Module A: Creating a presentation**

True or false? To open, create, or save a PowerPoint presentation, you use Backdoor view.

- True
- False

What is the command sequence for creating a blank presentation in PowerPoint?

- Backdoor, New, Blank Presentation
- File, New, Blank Presentation
- Open, New, Blank Presentation

True or false? When previewing presentation template designs, you can use the More Images arrows to display each sample slide in a different template.

- True
- False

## **Module B: Creating and modifying slide content**

When you use the New Slide command, the new slide does which of the following?

- It replaces the selected slide.
- It's inserted immediately following the current slide.
- It's inserted immediately preceding the current slide.
- It's inserted as the last slide in the presentation.

True or false? You can insert text simply by clicking anywhere on a slide and typing.

- True
- False

True or false? A hyperlinked slide object can link to a destination on the World Wide Web, to another file, or to another location in the same presentation.

- True
- False

Which of the following statements is true for any images inserted on a slide?

- Before you insert the image, you must specify its final destination and size.
- Before you insert the image, you must specify its final destination, but you can resize the image at any point after you've inserted it.
- Before you insert the image, you must first select a destination slide, but you can move the image and/or resize it afterwards.
- 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.

# **Chapter 3: Formatting**

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## **Module A: Working with slide masters and layouts**

True or false? The easiest way to modify the formatting of all slides in a presentation at once is by modifying the slide master.

- True
- False

Which of these actions would you perform to change the theme of a presentation?

- In Normal view, choose SmartArt on the Insert tab.
- In Normal view, choose Outline on the View tab to open the gallery.
- In Slide Master view, choose Themes on the View tab, and select a theme from the gallery.
- In Slide Master view, choose Themes on the Slide Master tab, and select a theme from the gallery.

True or false? One of the benefits of Slide Master view is that you can change all layouts from a single slide master.

- True
- False

## **Module B: Formatting slides and text**

Where can you change text styles so that all slides in a presentation will have identically formatted text.

- On the Slide Title layout, in Slide Master view.
- On the slide text, in Master view.
- On the slide master.
- On the Text Master, in Slide Master view.

True or false? You can change the text style of a slide by unchecking Slide Master Layout option in Slide Master view.

- True
- False

How can you create a numbered list that doesn't begin with the numeral 1?

- Select the appropriate numbered list style in the Numbering gallery.
- Specify the starting number of the list on the Numbering tab of the Bullets and Numbering window.
- In the Bullets and Numbering pane, uncheck the Start at 1 option.
- In the Numbering window, select the Customize option.

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.

- True
- False

# **Chapter 4: Working with shapes and images**

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## **Module A: Creating and formatting shapes**

True or false? The Shapes gallery allows you to create multiple shape layers at once.

- True
- False

Which of the following statements about creating curved shapes is true?

- To create each curve in a single curved shape, click and drag in a rounded manner to avoid sharp angles.
- It's important to click at the destination point to complete the shape.
- Double-click at the destination point to complete the shape.
- You're allowed up to 24 curves in a single curved shape.

True or false? Pressing and holding the Shift key while drawing a line allows you to create perfectly straight diagonals.

- True
- False

Which of the following statements about shape layers is true?

- To bring the backmost layer to the front, you must click Bring to Front multiple times, especially if there are several layers or more.
- 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.
- 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.
- Always send the front-most layer to the back of the stack if it obscures the layer behind it.

## **Module B: Working with images**

Which of the following statement is true when sizing images?

- Dragging a corner sizing handle is one way to preserve an image's aspect ratio.
- Pressing and holding Ctrl before moving a sizing handle maintains an image's aspect ratio.
- Dragging a corner sizing handle keeps the image centered in its original position.
- Pressing and holding Ctrl and moving any sizing handle is the only way to preserve image resolution while enlarging or reducing it.

True or false? When repositioning an image, care must be taken not to slide the image between object layers.

- True
- False

What happens to the image area after cropping is completed?

- It's reduced to the newly cropped image size.
- Nothing happens; the original image area border retains its position.
- The cropped image expands to fill it.
- Its center remains anchored to the same point on the slide.

Even after you've applied a preset style from the Picture Styles gallery, you can continue to apply individual effects to images.

- True
- False

# **Chapter 5: Working with charts and tables**

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## **Module A: Working with charts**

True or false? When charting your data, once you've decided on a chart type, if you decide to change the type later, you can only pick one from the same type.

- True
- False

Which statement about chart elements is correct?

- The chart title is usually something you add to the chart, rather than something that comes from the selected data.
- A data series is the collection of chart data used in a single presentation.
- A chart legend tells the story behind the data.
- The category axis shows the types of data you can use for a specific type of chart.

True or false? When you edit the data in an embedded Excel spreadsheet in PowerPoint, the resulting chart is updated automatically.

- True
- False

## **Module B: Working with tables**

Which of these answers describes an easy way to create a table in PowerPoint?

- Use the Table placeholder in the Content field.
- Use the Table Creation tool on the Layout tab.
- Use the Insert Table icon in the Content placeholder.
- Use the Table tool in the Object group.

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.

- True
- False

Which of these statements about importing Excel tables into PowerPoint is true?

- Once imported, any additional formatting that you apply to a table must be done in Excel.
- Once imported, if you need to edit table data, that must be done in Excel.
- Once imported, the table is actually controlled by PowerPoint.
- Once imported, the table becomes a Picture and is no longer an independent object.

# Chapter 6: Customization

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## Module A: Slide transitions

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.

- True
- False

Which statement about transition effects is *not* true?

- Transition effects can be previewed by clicking Preview or Play Animation.
- The Duration option controls the length of time the affected slide is displayed.
- Available Effect Options are context-sensitive.
- You can use sounds from your own audio files to signal slide transitions.

True or false? In the Timing group, under Advance Slide, you can either check On Mouse Click, or check After and specify a time, but not both.

- True
- False

## Module B: Additional text options

Which of these statements is true about importing a document in outline form?

- It must be a Word file.
- The source document can't be a normal text document; it must be written as an outline.
- When imported, the source document is displayed one document page per slide.
- Click Slides from Outline in the New Slide options to do so.

True or false? When importing a PDF file, you use the "Create from file" option in the Insert Object window.

- True
- False

Which statement about WordArt styles is true?

- WordArt styles are complementary effects combined as individual presets.
- To view the effects of WordArt styles, you must view the embedded object in Word.
- You must set the Text Fill, Text Outline, and Text Effects options before applying a WordArt style preset.
- To apply WordArt formatting in PowerPoint, Word must also be running.

## Module C: Printing

True or false? One way to preview your printouts is to use the Preview tool on the View tab.

- True
- False

Which of these options is *not* contained in the print settings?

- Double-sided printing
- Faxing
- Collating
- Color

True or false? The benefit of having the Quick Print tool in a custom group on the ribbon is that it's always visible.

- True
- False