

Chapter 1: Advanced formatting

Module A: Inserting and formatting SmartArt

The only way to create SmartArt is from existing text, even if it's incomplete. True or false?

- True
- **False**

Which of the following statements is *not* true?

- You can copy SmartArt and paste it into an Excel 2013 workbook.
- **The List category of SmartArt can be used to illustrate both hierarchies and non-hierarchies.**
- Process designs all illustrate an ordered sequence of steps.
- A good place to start when looking for an organization-chart design is the Hierarchy category.

You must select all text before right-clicking to convert it to SmartArt. True or false?

- True
- **False**

Which of the following tools can be useful when adjusting the relationship of shapes in an organization chart?

- **Promote, Demote, and Move**
- Arrange, Size, and Shape Effects
- Reverse, Add Bullet, and Reset
- Change Colors, Convert, and Ameliorate

Module B: Additional formatting options

Name the tools group that's especially useful for creating, renaming, saving, and deleting slide masters, as well as adding layout elements to them?

- **The Edit Master group**
- The Customize group
- The Set Up group
- The Master Layout group

Once you've added a new slide master to your presentation, you must add all layout elements separately.

- True
- **False**

Which of these methods is the easiest for using slides from another presentation while keeping their content, preserving their appearance, and creating a new slide master to govern them?

- Copy the source slides, 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.
- 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.
- **Copy the source slides, and paste them using the Keep Source Formatting option.**
- Create a new slide master, copy the source slides, and paste them to the new slide master, making sure to retain all formatting.

If you need to restore a deleted placeholder, you can do so in Slide Master view, using the options in the Layout Placeholder window.

- True
- **False**

Chapter 2: Animation, time effects, and media

Module A: Animating slide content

You can use the Animation gallery to combine an entrance effect, an emphasis effect, an exit effect, and a motion path. True or false?

- **True**
- False

Which of these statements about animating PowerPoint objects is correct?

- When selecting text to be animated, you must be sure to select all the text.
- To animate text, you need only select the slide containing the text.
- Once you've stacked multiple effects in an animation, their order can't be changed.
- **The most efficient way to fine-tune an effect, including timing and grouping settings, is in the Effect Options window.**

The Animation Painter is a tool for copying all animation settings from one animation to another. True or false?

- **True**
- False

Which of these statements about the timing of effects is true?

- **Setting an animation to start *With Previous* causes it to start at the same time as the previous animation.**
- For both animations and transitions, the Duration setting effects how long the slide remains visible.
- The Advance Slide settings allow you to advance either at a mouse click or after a set amount of time, but not both.
- Timing effects can be boiled down to three important factors: how they start, when they start, and who started them.

Module B: Inserting and formatting media

Which of the following statements about using sound effects in a presentation is not true?

- You can download audio files from an online source for use as sound effects.
- **You can use .mp3 files for sound effects.**
- Audio files can be used as sound effects, transition effects, *and* animation effects.
- Three allowable file formats for audio objects are .mp3, .wav., and .aif.

The tools you use to work with the audio itself are located on the Audio Tools Format tab. True or false?

- True
- **False**

Which of the following are important factors to consider when adding audio and video to your presentation? Choose the best response.

- File format, file size, and quality.
- File format, file size, and noise suppression.
- Whether the audio and video add to or detract from the presentation and its purpose, and whether the files are of high definition.
- **File size, file format, and whether the audio and video add to or detract from the presentation and its purpose.**

Adding audio and video objects to a PowerPoint presentation increases the size of the file only slightly. True or false?

- True
- **False**

Chapter 3: Reviewing content, tracking changes, and saving in other formats

Module A: Reviewing content and tracking changes

The category of PowerPoint options that govern spelling, grammar, capitalization, and so on is called AutoCorrect. True or false?

- True
- **False**

What's the spell-checking option that tells PowerPoint to remember terms for future use in other presentations? Choose the best response.

- Ignore All
- Remember Term
- **Add to Dictionary**
- New Word

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?

- True
- **False**

When you use the Compare tool to merge two presentations, and then finish reviewing all reviewers' changes, which response best describes the state of the presentation(s)?

- All changes are merged, except for those rejected, and the merged presentation is automatically saved.
- All changes are merged, except for those rejected, and the original presentation is saved with the new changes.
- 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.
- **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.**

Module B: Saving a presentation in other formats

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.

- OpenDocument Presentation
- PowerPoint 97-2003 Presentation
- Template
- **PowerPoint Picture Presentation**

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?

- **True**
- False

What's an excellent format to use for printing and distributing all presentation materials? Choose the best response.

- PDF/XPS document
- Portable network graphics
- **Word handouts**
- PowerPoint Show format

Chapter 4: Custom slide shows

Module A: Working with notes pages

You can add slide notes in Normal view, Notes Page view, and Outline view. True or false?

- **True**
- False

Which of these statements about working in Normal view is *not* true? Choose the best response.

- The Notes area can be viewed or hidden.
- You can enlarge the Notes area to view longer notes.
- **Double-clicking the Notes area border displays the complete notes for that slide.**
- You can place your insertion point in the Notes area and type, or you can paste text there from other sources.

Unfortunately, Note Page view doesn't display any formatting of notes text. True or false?

- True
- **False**

Which command do you use to create the actual placeholder for an extra notes page? Choose the best response.

- **Duplicate Slide**
- Hide Slide
- Show Text Formatting
- Add Notes Page

Module B: Configuring, rehearsing, and presenting slide shows

In Presenter view, you must use keyboard shortcuts to navigate your presentation, as the mouse pointer is rendered unavailable. True or false?

- True
- **False**

Which of the following statements is true? Choose the best response.

- The Rehearse Timings feature is useful for getting a sense of how long it takes to show individual slides, but not the duration of the entire presentation.
- The Rehearse Timings feature displays slides, notes, and graphics, but it doesn't show transitions or animation.
- **Presenter view can be displayed on one monitor or multiple monitors.**
- The primary purpose of Presenter view is to display all presentation components to the audience.

Once you've created a custom slide show, it must be shown from the Custom Shows window. True or false?

- True
- **False**

Chapter 5: Sharing, collaborating, and security

Module A: Protecting your presentations

Which of the following statements about marking a presentation as final is correct? Choose the best response.

- Clicking Mark as Final opens the Info window.
- **Mark as Final restricts editorial access to the file.**
- Once you're marked a presentation as final, it can never be edited.
- Once marked as final, a presentation can only be edited after the correct password is entered.

Clicking Edit Anyway turns off read-only mode, allowing full editorial access to the presentation.

- **True**
- False

Which of the following statements about password-protecting a presentation is true? Choose the best response.

- The Encrypt Document window is your one chance to create a password, so you'd better get it right!
- If you forget a password you've created, you can have Microsoft send you a Reset Password email.
- Fortunately, passwords are not case-sensitive.
- **When a user attempts to open a password-protected presentation, she must enter the correct password in the Password window.**

Module B: Sharing your presentations

The Compatibility Checker is used to assess the compatibility of your presentation with presentation applications other than PowerPoint. True or false?

- True
- **False**

Which of the following statements about checking your presentations for accessibility is true? Choose the best response.

- **Besides consideration for people with disabilities, accessibility can help ensure that a presentation is more friendly to international users.**
- In PowerPoint, "accessibility" refers to whether viewers of the presentation are allowed editorial access to it.
- If not fixed, any accessibility error will prevent the presentation from running.
- Any accessibility errors that you fix are saved automatically.

If you have to compress the media in a presentation, you should always apply the least amount of compression. True or false?

- True
- **False**

Which of these statements about sharing presentations is *not* true? Choose the best response.

- Depending on the cloud provider being used, recipients of a shared presentation might not need to have an account with that provider.
- Emailing a link is highly preferable over emailing a presentation.
- Saving to a cloud provider requires subscription to that provider.
- **To share a presentation using a cloud service, the presentation must first be uploaded to it.**