**1.01**

\_\_\_\_\_1. Shameka is a Yearbook Staff member. Every semester she has to create a newsletter. Instead of recreating it each time, what should she create for future use?

\_\_\_\_\_2. The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use?

\_\_\_\_\_3. Which command is used to close the current document without exiting Microsoft Word?

\_\_\_\_\_4. How do you access Microsoft Word Help from the Word Window?

\_\_\_\_\_5. Which dialog box allows a user to create a new folder in the desired storage location?

\_\_\_\_\_6. What is the name assigned to a file when it is saved?

\_\_\_\_\_7. Which of the following actions or commands cannot be undone in Microsoft Word?

\_\_\_\_\_8. Nathan has created a new business letter and wants to use it repeatedly. What file type does he need to select when saving to protect his original letter?

\_\_\_\_\_9. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?

\_\_\_\_\_10. In the Print dialog box, which area provides a user with a list of available printers?

\_\_\_\_\_11. The principal wants to send out a monthly update of school activities. Which type of document is the most appropriate to use?

\_\_\_\_\_12.Which automatically appears based on tasks you perform, and contains commands related to changing the appearance of text in a document?

\_\_\_\_\_13.Which window allows a user to see document pages exactly as they will print?

\_\_\_\_\_14. In a Microsoft Word template, which of the following items indicates the location where information should be typed?

\_\_\_\_\_15.Which is the shortcut key for accessing Microsoft Office Word Help from the Word window?

\_\_\_\_\_16. On the Title bar, which item enables a user to minimize, maximize, or close the Microsoft Word window?

\_\_\_\_\_17.Which of the following hidden formatting symbol represents a single space in a document?

\_\_\_\_\_18.Which Microsoft Word tab contains the Print command?

\_\_\_\_\_19. Nathan is using a business letter template he created earlier and wants to save it with all the customers’ information. What file type should he select?

\_\_\_\_\_20.What is the name of the list of frequently used commands that appears when you right-click an object?

\_\_\_\_\_21. How do users switch from one ribbon to another in Microsoft Word?

\_\_\_\_\_22. Trey wants to create his own template from scratch. Which icon would he select to begin this process?

\_\_\_\_\_23. Linda is creating a custom template. If she uses the tools found on the Review tab and proofreads her document, which important question is she answering?

\_\_\_\_\_24.Which of the following software programs is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?

\_\_\_\_\_25.Which command should you use to cancel a recent command or action?

\_\_\_\_\_26. To store a new or existing file with the same name, which button is used?

\_\_\_\_\_27. To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used?

\_\_\_\_\_28. To save an existing document with a new file name or to save an existing document in a new location, which command is used?

\_\_\_\_\_29.What type of template is most appropriate for a FBLA Secretary to use to inform FBLA members of monthly club activities?

\_\_\_\_\_30.Which of the following hidden formatting symbol represents a tab stop in a document?

\_\_\_\_\_31.What is the control center located below the title bar at the top of the Microsoft Word window called?

\_\_\_\_\_32. Trey wants to use the Black Tie Newsletter template created by Office.com. Which icon would he select to create this document?

\_\_\_\_\_33.What is the correct file format of a normal Microsoft Word template?

1. .dotx
2. A black arrow pointing right
3. A small black dot
4. Blank Document
5. Click the Microsoft Office Word Help button in the upper right corner of the Word window
6. Click the tab of the ribbon they wish to access
7. CTRL + S
8. Document
9. F1
10. File
11. File name
12. File tab, choose Close button
13. Is the template easy to use?
14. Memo
15. Mini Toolbar
16. Newsletter
17. Newsletter
18. Placeholder
19. Print
20. Printer Status
21. Quick Access Toolbar, Undo button
22. Ribbon
23. Sample Templates
24. Save
25. Save As
26. Save As
27. Saving a document
28. Shortcut Menu
29. Template
30. Template
31. Will the template have correct spelling, grammar, and punctuation?
32. Window control buttons
33. Word

**1.02**

\_\_\_\_\_34. Mrs. Perry has assigned the class to type a report. To view the report as a hard copy, which view should she use?

\_\_\_\_\_35.What area in Microsoft Word enables users to view document properties and update the properties information at any time while creating a document?

\_\_\_\_\_36.What is the process of creating a duplicate of an item while leaving the original item in place in the document called?

\_\_\_\_\_37. To increase or decrease the size of the content in a Microsoft Word window, which item on the status bar would you use?

\_\_\_\_\_38. To specify the size of the viewable area and allow users to reduce or enlarge the size of a document window, which command is used?

\_\_\_\_\_39. Jana wants to navigate page 35 of her report. What is the quickest way to navigate?

\_\_\_\_\_40.Which Editing group tool is used to search for and replace specific text in a document?

\_\_\_\_\_41. Mrs. Perry has assigned the class to type a report. To display the report as it would appear online, which view should she use?

\_\_\_\_\_42. Sally wants to select the entire document that she is currently editing. What is the quickest way to select the document?

\_\_\_\_\_43. Mrs. Perry has assigned the class to type a report. To maximize space, which option would you choose to display the content?

\_\_\_\_\_44.Which bar presents information about a document, the progress of current tasks, and the status of certain commands and keys, and also provides controls for viewing the document?

\_\_\_\_\_45.What is the name of the view that provides data about documents and contains a set of commands to help a user manage documents?

\_\_\_\_\_46. Sally wants to select an entire paragraph in her word processing document. What is the quickest way to select the paragraph?

\_\_\_\_\_47.What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document?

\_\_\_\_\_48.Which action would Drake take to insert the contents from the Office Clipboard into a document?

\_\_\_\_\_49. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?

\_\_\_\_\_50.Which tool on the Home ribbon lets a user search for text in a document by keying the word into a search box?

1. Backstage
2. Copy
3. Document Properties Panel
4. Document Properties Panel
5. Find
6. Go To
7. Outline
8. Paste
9. Print Layout
10. Read Mode
11. Replace
12. Select All
13. Status
14. Triple-Click
15. Web Layout
16. Zoom
17. Zoom slider

**1.03**

\_\_\_\_\_51.Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text?

\_\_\_\_\_52.Which command on the Home ribbon allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or capitalize each word?

\_\_\_\_\_53.Which of the following terms defines the appearance and shape of the letters, numbers, and special characters in a document?

\_\_\_\_\_54. To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied?

\_\_\_\_\_55.Which option on the Apply Styles dialog box changes the settings for a selected style?

\_\_\_\_\_56. In Microsoft Word, what is the name of the group formatting characteristics called?

\_\_\_\_\_57.What are the built-in or predefined styles used for formatting text called?

\_\_\_\_\_58. How are different underline styles selected when applying the underline font format to selected text?

\_\_\_\_\_59.Which command on the Home ribbon applies a shadow, glow, or reflection to selected text or paragraphs?

\_\_\_\_\_60.What is the process of changing the way characters appear, both on screen and in print, to improve document readability?

1. Choose the Underline drop-down arrow on the Home ribbon to select various underline styles
2. Style
3. Text Effects
4. Change Case
5. Font
6. Character formatting
7. Modify
8. Quick Styles
9. Subscript
10. Ctrl + B

**1.04**

\_\_\_\_\_61.What is a series of paragraphs, each beginning with a bullet character, called?

\_\_\_\_\_62.Which of the following refers to how the left and right edges of a paragraph align on a page?

\_\_\_\_\_63. Alexis is creating a table with numbers. She would like the numbers to be displayed as currency. Which tab stop should she use?

\_\_\_\_\_64.Which alignment option indicates that text in a document is aligned to both the left and right margins?

\_\_\_\_\_65.What is the method for changing the Bullet symbol within a list?

\_\_\_\_\_66.Which group on the Home ribbon contains commands to control the alignment of text in a document?

\_\_\_\_\_67. Alexis formatted a dot leader in a Table of Contents document. Which tab stop should she use to align page numbers so that it will result in an even right edge?

\_\_\_\_\_68. In a Microsoft Word document, what is the amount of space that appears between paragraphs called?

\_\_\_\_\_69.What type of paragraph indentation forces the first line into a position to the left of the rest of the paragraph?

\_\_\_\_\_70.What is the default paragraph alignment for the Normal Style in Microsoft Word?

\_\_\_\_\_71.What is the process of changing the appearance of a paragraph of text called?

\_\_\_\_\_72.What is the amount of vertical space between the lines of text in a paragraph called?

1. Alignment
2. Bulleted list
3. Decimal tab
4. Hanging indent
5. Justify align
6. Left
7. Line spacing
8. Paragraph
9. Paragraph formatting
10. Paragraph spacing
11. Right tab
12. Select the list and choose the drop-down arrow next to the Bullets button to select from the Bullet Library

**1.05**

\_\_\_\_\_73.What is the keyboard shortcut for inserting a manual page break?

\_\_\_\_\_74.What is the default space between columns?

\_\_\_\_\_75.Which term refers to the two page layout positions of a document?

\_\_\_\_\_76.Where is the command to divide a Microsoft Word document into multiple columns located?

\_\_\_\_\_77. Mark created a three column newsletter. He wants to end the first column early to insert a picture below it. What should Mark do?

\_\_\_\_\_78. How are columns removed from a document?

\_\_\_\_\_79. Mark created a three column newsletter. He wants to increase more words per line in each column. What should Mark do?

\_\_\_\_\_80.Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?

\_\_\_\_\_81.What does Microsoft Word automatically insert when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing, and other settings?

\_\_\_\_\_82.Where is column width and spacing controlled in a Microsoft Word document?

\_\_\_\_\_83.What type of break is used to create a new section on the same page as the previous section?

\_\_\_\_\_84.Which ribbon contains the command to change the preset margin settings in a Microsoft Word document?

1. 0.5 inch
2. Adjust column width
3. Apply to: drop-down list
4. Columns dialog box on the Page Layout ribbon
5. Continuous
6. Ctrl + Enter
7. Insert a column break
8. Orientation
9. Page break
10. Page Layout
11. Page Layout ribbon, Page Setup group
12. Select the column text and choose One from the Columns drop-down list on the Page Layout Ribbon

**1.06**

\_\_\_\_\_85.Which ribbon is used to insert a new row into a Microsoft Word table?

\_\_\_\_\_86.Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table?

\_\_\_\_\_87.Which ribbon contains the commands to apply preset table styles to a Microsoft Word table?

\_\_\_\_\_88. Table styles may be applied to a table in a Microsoft Word document from which ribbon?

\_\_\_\_\_89. Johanna wants to navigate across columns to the right in her table. Which option should she choose?

\_\_\_\_\_90. Lois has created a table in her document. She would like to add a blank row between the table headers and the first row of data. Which option should she choose?

\_\_\_\_\_91. Lisa wants to adjust the white space around a cell in her table. Which layout feature will she apply?

\_\_\_\_\_92. Lois has created a table in her document. She would like to divide each cell in the top row of her table into two separate cells. Which option should she choose?

\_\_\_\_\_93. Lois is unable to view all of the information in the first column of her table. Which option should she choose?

\_\_\_\_\_94. Lisa created a table. She wants the text in her rows to start at the top left. Which layout feature will she apply?

\_\_\_\_\_95. John wants add predefined formatting to his table. Which option should he choose?

\_\_\_\_\_96. Sam wants to organize the data for his research paper. Which method would allow him to create a table with rows and columns of varying sizes?

\_\_\_\_\_97.Which two ribbons become available when a table is selected in a Microsoft Word document?

\_\_\_\_\_98. Sam has a list of names (Last name, First name) in Word that he needs to put into a table and separate the last name from the first. Which option should he use?

\_\_\_\_\_99.Which of the following refers to text that is arranged in alphabetic, numeric, or date order based upon the first character?

\_\_\_\_\_100. Joan would like to place the table she has created in her document in another document as well. Which option should she choose?

\_\_\_\_\_101. John would like to place a box around the entire document that includes his table. Which option should he choose?

\_\_\_\_\_102. Sam wants to organize the data for his research paper. Which method would bring up the dialog box so Sam could define the 20 rows and 4 columns that he knows he needs?

\_\_\_\_\_103.Where is the command to insert a new table into a Microsoft Word document?

\_\_\_\_\_104. Johanna wants to navigate across columns to the left in her table. Which option should she choose?

1. Autofit
2. Cell Alignment
3. Cell Margins
4. Cell Size
5. Copy
6. Draw Table
7. Insert
8. Insert ribbon, Tables group
9. Insert Table
10. Left Arrow Key
11. Page Border
12. Sorting
13. Split Cells
14. Styles
15. Tab
16. Table Tools Design and Table Tools Layout
17. Table Tools Design Ribbon
18. Table Tools Design Ribbon
19. Table Tools Layout Ribbon
20. Text to Table

**1.07**

\_\_\_\_\_105. Matt wants to have places in his survey template where users can check "Yes" or "No" about their senior week plans. Which tool would he use?

\_\_\_\_\_106. How does a user modify the colors in a selected theme?

\_\_\_\_\_107.What is the ghosted graphic that is displayed on top of or behind text in a document called?

\_\_\_\_\_108. How is a watermark removed from a Microsoft Word document?

\_\_\_\_\_109.What command on the Insert Ribbon creates a preformatted placeholder for text in a document?

\_\_\_\_\_110.Which of the following are valid placement options for page numbers in a document?

\_\_\_\_\_111.What are the text and graphics that print at the bottom of every page in a Microsoft Word document called?

\_\_\_\_\_112.What are the decorative lines used to surround a page or the elements on a page called?

\_\_\_\_\_113.Which ribbon contains the command to create headers in a document?

\_\_\_\_\_114. Helen wants to have places in her template where users can choose one of several options to fill in a blank. Which tool would she use?

\_\_\_\_\_115.What is a quick way to close the Header or Footer view in a Microsoft Word document?

\_\_\_\_\_116.Where does Microsoft Word put elements such as text, logos, or graphics saved for later use in a document?

\_\_\_\_\_117.Which group contains the command to place text at the bottom edge of each printed page of a document?

\_\_\_\_\_118.Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations?

\_\_\_\_\_119. In a Microsoft Word document, what are the printable text and graphics at the top of each page called?

\_\_\_\_\_120. To specify the exact style of the decorative lines used on a page, which dialog box is used?

1. Borders and Shading
2. Choose Remove Watermark from the Watermark drop-down box on the Page Layout (Design) Ribbon
3. Choose the Theme Colors command on the Page Layout ribbon
4. Content Controls
5. Content Controls
6. Double-click the dimmed document text
7. Footer
8. Header
9. Header & Footer
10. Insert
11. Page Border
12. Quick Parts Gallery
13. Symbols
14. Textbox
15. Top of page or bottom of page
16. Watermark

**1.08**

\_\_\_\_\_121.What is the name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph?

\_\_\_\_\_122.Which of the small, white circles surrounding a graphic allows a user to proportionately resize the graphic?

\_\_\_\_\_123. Sara inserted a graphic used to visually display her family tree. Which graphic did she use?

\_\_\_\_\_124. Jordan wants to e-mail a view of the entire program window to the Technology Department of the error message that he received when logging onto his computer. What command would he use?

\_\_\_\_\_125. Kim inserted a rectangular shape into her Word document. She wanted to fill the shape with a Microsoft Logo. Which shape fill option should she use?

\_\_\_\_\_126.Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?

\_\_\_\_\_127.Which command on the Picture Tools Format Ribbon is used to change the way text wraps around a selected object?

\_\_\_\_\_128. Angie inserted a picture into a Microsoft Word document. She decided there were portions of the picture she wanted to remove. Which command would be most appropriate to use?

\_\_\_\_\_129. In Microsoft Word, what is the name of the group of picture formatting characteristics that includes shadows, reflections, glow, soft edges, bevel, and 3-D rotation?

\_\_\_\_\_130.Which ribbon includes the command for inserting charts that illustrate or compare data?

\_\_\_\_\_131.Which command on the Insert Ribbon is used to select a part of a program window to insert into a file?

\_\_\_\_\_132. Kim inserted a rectangular shape into her Word document. She wanted the shape to transition from one color to another. Which shape fill option should she use?

\_\_\_\_\_133.Which command is used to insert a picture file from a storage device into a document?

\_\_\_\_\_134.What is the command on the Insert Ribbon used to capture and insert a picture of any other open program window?

\_\_\_\_\_135.What is the descriptive text placed below an object called?

\_\_\_\_\_136. Jordan inserted an image from his USB Drive into his science report. What did he insert?

\_\_\_\_\_137. Sara inserted an arrow to point out information in a newsletter, which object did she use?

\_\_\_\_\_138.Which of the following chart types are available in Microsoft Word?

\_\_\_\_\_139. Angie is designing a band flyer and wants a picture of a drum set to appear behind the text. Which command should she use?

\_\_\_\_\_140. Nathan is designing an FBLA flyer and wants to draw a star. Which command would he use from the Insert Ribbon?

\_\_\_\_\_141. In Nathan's parenting class, he has been assigned to diagram his family tree. Which command would be the most appropriate for a quick and easy visual representation?

1. Bar, pie, line, and column
2. Caption
3. Corner
4. Crop
5. Drop cap
6. Effects
7. Gradient
8. Insert
9. Picture
10. Picture
11. Picture
12. Screen Clipping
13. Screenshot
14. Screenshot
15. Shape
16. Shapes
17. SmartArt
18. SmartArt
19. WordArt
20. Wrap Text
21. Wrap Text

**1.09**

\_\_\_\_\_142.What is the name of the Microsoft Word feature that reviews spelling and grammatical errors as you type and compares them against the Microsoft Word dictionary?

\_\_\_\_\_143.Which command is used to find the number of words, characters, paragraphs, or lines in a Microsoft Word document?

\_\_\_\_\_144.What is the name of the note that can be inserted into a Microsoft Word document by a reviewer to communicate suggestions, alerts, or tips to the author?

\_\_\_\_\_145. Ann wants to add her name to the Microsoft dictionary. Which section of Backstage/Options will she use?

\_\_\_\_\_146. Hal and Alice have both made changes separately to the Biology lab report that they created together. They need to turn in one final version to their teacher. Which Word tool could they use to easily create a single final report that includes both of their changes?

\_\_\_\_\_147.Which tool converts words or paragraphs into a different language using the Microsoft Word bilingual dictionaries?

\_\_\_\_\_148.Which term refers to the oblong boxes that appear when formatting changes are made in a document while tracking changes?

\_\_\_\_\_149.What group in the Review Ribbon contains the command to accept or reject changes made to a document?

\_\_\_\_\_150.Which feature in Microsoft Word highlights insertions, deletions, or formatting modifications in a document?

\_\_\_\_\_151.When comments are inserted into a Microsoft Word document, how can they be removed?

\_\_\_\_\_152.Which Track Changes command allows a user to see what a document looked like before any changes were made to it?

\_\_\_\_\_153.Which feature of Microsoft Word automatically corrects typing, spelling, capitalization, or grammar errors as they are typed?

\_\_\_\_\_154.Which dialog box provides the user with the ability to replace text as it is typed?

1. AutoCorrect
2. AutoCorrect
3. Balloons
4. Changes
5. Combine
6. Comments
7. Original
8. Proofing
9. Review Ribbon, Comments group, Delete command
10. Spelling & Grammar
11. Track Changes
12. Translate
13. Word Count

**1.10**

\_\_\_\_\_155. Katelyn is working on a research paper about the marketing reach of social media. What should appear at the beginning of her research paper?

\_\_\_\_\_156. Katelyn is working on a research paper about the marketing reach of social media. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a:

\_\_\_\_\_157.Which of the following is a reference note that is displayed at the end of the document?

\_\_\_\_\_158. Prior to creating a table of contents using the Table of Contents command, which procedure must be completed in the document?

\_\_\_\_\_159.What is a reference note inserted at the bottom of the page using the References Ribbon called?

\_\_\_\_\_160. On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program?

\_\_\_\_\_161.What is a quick reference point that gives the reader an overview of where to find content throughout the document?

\_\_\_\_\_162. Kim is working on a research paper about the benefits of FBLA. Which would she use to reference a quote from the State President included in the body of the report?

\_\_\_\_\_163. Kim is working on a research paper about the benefits of FBLA. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a:

\_\_\_\_\_164. Katelyn is working on a research paper about the marketing reach of social media. Which would she use to reference a quote from a marketing executive included in the body of the report?

\_\_\_\_\_165.When creating a Reference page for a report, which indentation would be used for the second and succeeding references?

1. Apply heading styles to the appropriate headings in the document
2. Citation
3. Citation
4. Endnote
5. Footnote
6. Hanging Indent
7. Hyperlink
8. Table of Contents
9. Title Page
10. works cited page.
11. works cited page.

**1.11**

\_\_\_\_\_166.Where is a Microsoft Word mail merge data source stored for future use?

\_\_\_\_\_167. In order to save merged documents in a file or edit the contents of the individual merged letters, which merge option should be selected?

\_\_\_\_\_168. Joan is creating a new mail merge document, and wants to send it to her most loyal customers. Which Word feature would she use?

\_\_\_\_\_169. Sally has a field in her data source called First. Which option should she choose to communicate to Mail Merge that First is the same as First name?

\_\_\_\_\_170. Ivan needs to send a letter to all of his customers. He wants to add the customer's names and addresses to the letter. What should he insert?

\_\_\_\_\_171. Joan is creating a new mail merge document, and wants to send it to her customers most commonly communicated with by email. Which Word feature would she use?

\_\_\_\_\_172. Sally wants to create a mail merge envelope that places the address of each of her customers in the center of the envelope in a predefined format. Which option should she choose?

\_\_\_\_\_173.What is the name of the pane that displays a step-by-step progression that guides a user through the creation of a mail merge?

\_\_\_\_\_174. Joan is creating a new mail merge envelope to use in sending a letter to her customers. Which Word feature should she use for a predefined format of the mailing address for each of her customers?

\_\_\_\_\_175. Ivan needs to send a letter to all of his customers. He has combined the letter he wrote with his customer list. What has been created?

\_\_\_\_\_176.What are the field names that are linked to the data source in a mail merge document?

1. Address Block
2. Address Block
3. Edit individual letters
4. Mail Merge Task Pane
5. Match Fields
6. Merge Document
7. Merge fields
8. Merge Fields
9. My Data Sources folder
10. Select From Outlook Contacts
11. Type New List

**1.12**

\_\_\_\_\_177. Aubrey is typing a 10 page research paper for her Business Law Class on the branches of the US government. She opened the file on the legislative branch heading of her paper. This file is an example of:

\_\_\_\_\_178. Kash is typing a 20 page research paper for his Entrepreneurship Class on the Forms of Business Ownership. He decides to change the organization of the paper. Which view would assist in performing this task?

\_\_\_\_\_179. Amelia, President of FBLA, is reviewing the minutes from the last meeting. She is in outline view and only wants to view the main headings. Which command would she use?

\_\_\_\_\_180. Terrance, Secretary of FBLA, is reviewing the minutes from the last meeting. He is in outline view and wants to view the main headings and subheadings. Which command would he use?

\_\_\_\_\_181. Kash is typing a 20 page research paper for his Entrepreneurship Class on the Forms of Business Ownership. What is the document called that organizes all of the heading sections, and contains the title page, thesis, introduction and works cited page?

\_\_\_\_\_182. Aubrey is typing a 10 page research paper for her Business Law Class on the branches of the US government. She decides to change the organization of the paper. Which view would assist in performing this task?

\_\_\_\_\_183. Amelia, President of FBLA, is working on her outline for the next meeting agenda. After reviewing the outline she decided that she needs to make the service project section more important than the individual community service activities. Which command would she choose?

\_\_\_\_\_184. Terrance, Secretary of FBLA, is reviewing the minutes from the last meeting. He is in outline view and only wants to view the main headings. Which command would he use?

\_\_\_\_\_185. Terrance, Secretary of FBLA, is working on his outline for the next meeting agenda. He decided upon review of his outline he needs to make the individual fundraising activities less important than the fundraising section. Which command would he choose?

\_\_\_\_\_186. Kash is typing a 20 page research paper for his Entrepreneurship Class on the Forms of Business Ownership. He has previously typed numerous research papers. He uses a shortcut of key to insert a preformatted title page. This is an example of a/an:

1. Collapse
2. Collapse
3. Demote
4. Expand
5. Macro
6. Master Document
7. Outline
8. Outline
9. Promote
10. Subdocument

**1.13**

\_\_\_\_\_187. Erin has written a business plan that she will be sharing with other members of FBLA across the country. She wants to make sure that she is listed as the author in the document. Which feature should she use?

\_\_\_\_\_188. Kash has created a document for his school's FBLA Officers to edit. What feature would he utilize to view which users make changes within the documents?

\_\_\_\_\_189. Erin has written a business plan that she will be sharing with other members of FBLA across the country. She wants to make sure that FBLA members who are using an older version of Microsoft Word will be able to view all of the content in the document. Which feature should she use?

\_\_\_\_\_190. Matthew has written a report on the history of North Carolina FBLA that he will be sharing with other members of FBLA across the country. He wants to make sure that he is listed as the author in the document. Which feature should he use?

\_\_\_\_\_191.Which area on the File tab has the command allowing a Microsoft Word document to be shared as a blog post?

\_\_\_\_\_192.Which command on the Review Ribbon limits how people edit or format specific parts of a document?

\_\_\_\_\_193. Dylan has created a FBLA document that users can access but not modify. Which feature would he utilize?

\_\_\_\_\_194. Kash has created a document that needs to be protected. Only certain users should be able to open the document. What option should be used to limit the access of the document to certain users?

\_\_\_\_\_195. Matthew has written a report on the history of North Carolina FBLA that he will be sharing with other members of FBLA across the country. He wants to make sure that the document doesn't contain any personal information before he sends it. Which feature should he use?

\_\_\_\_\_196. Michelle has created a document for her FBLA Officers. She would like for them to be able to view it and provide feedback. Which feature would she use?

\_\_\_\_\_197. Matthew has written a report on the history of North Carolina FBLA that he will be sharing with other members of FBLA across the country. He wants to make sure that FBLA members with disabilities will be able to view all of the content in the document. Which feature should he use?

1. Check Accessibility
2. Check Compatibility
3. Document Inspector
4. Document Properties
5. Document Properties
6. Encryption with password
7. Read-only document
8. Restrict documents with comments
9. Restrict Editing
10. Save & Send
11. Track Changes

**1.14**

\_\_\_\_\_198. Avery is writing a report for his Personal Finance class. His computer seems to be having power issues and keeps restarting. He decides to change the time of scheduled file back up feature from 10 to 5 minutes. Which command would he access to enable this change?

\_\_\_\_\_199. Jennifer is typing a report which contains numerous abbreviations of states. It would be helpful if each time she keyed a state abbreviation it would be capitalized. What command can she access to engage this process?

\_\_\_\_\_200. Alyse uses Word frequently to write memos at her job. She wants all of her documents to show formatting marks by default. Which area in backstage view should she use?

\_\_\_\_\_201. Jennifer, President of FBLA, is writing a document which contains numerous uses of the abbreviation of the term association as assoc. After each occurrence the next word is capitalized. What command can she use to prevent the application from automatically capitalizing after the abbreviated term?

\_\_\_\_\_202. Coleman uses Word frequently to create newsletters at her job. She wants to make sure that her name is shown as the author for all of her documents. Which area in backstage view should she use?

\_\_\_\_\_203. Alyse uses Word frequently to write memos at her job. As she works, she wants to be able to quickly open documents without going into backstage view. Which area in backstage view should she use to change this setting?

\_\_\_\_\_204. Jennifer is keying a list of ordinal numbers (1st, 2nd, 3rd). As she types, Word automatically changes the text portion of the ordinal numbers to superscript. Which feature is Word using to accomplish this?

\_\_\_\_\_205. Ann wants to use the insert key to control the overtype mode. Which backstage option should she choose?

\_\_\_\_\_206. Coleman uses Word frequently to create newsletters at her job. She wants to change the location where she would go to recover documents. Which area in backstage view should she use?

1. Advanced
2. AutoCorrect
3. AutoFormat
4. AutoRecover
5. Change Display Options
6. Change Save Options
7. Customize the Quick Access Toolbar
8. Exception
9. Personalize Word

**2.01**

\_\_\_\_\_207. In preparation for an upcoming meeting, Liam is creating a PowerPoint presentation. If Liam would like to focus only on the content, which pane would be best suited for this purpose?

\_\_\_\_\_208.Which pane in Microsoft PowerPoint provides an area for placing reminders to help a presenter during a presentation?

\_\_\_\_\_209. Linda is using Microsoft PowerPoint for the very first time. While looking at her default screen, she notices that all of the elements are set in tabs. What are all of the commands on each tab called?

\_\_\_\_\_210. In Microsoft PowerPoint, what command is used to save an existing presentation with a new name or in a new location?

\_\_\_\_\_211. Steve is ready to begin developing the slides for his presentation. Which is the default slide layout for slide 1 of a new presentation?

\_\_\_\_\_212. After reviewing the PowerPoint presentation rubric for History class, Ava realizes that she should have used the same font in each slide. Which pane will allow her to quickly make this revision?

\_\_\_\_\_213. Mason has set up 5 slides in his new presentation and is ready to enter some text. He wants to enter text without having to think about other PowerPoint elements such as graphics, pictures, sound and animation. He just wants to focus on entering text. The best method for Mason to enter text is to use what feature of Microsoft PowerPoint?

\_\_\_\_\_214. In Microsoft PowerPoint, what command is used to save a new presentation?

\_\_\_\_\_215. Travis wants to make sure that his presentation is organized in the best arrangement. He needs to view as many slides as possible in one view. Which feature of PowerPoint should Travis view?

\_\_\_\_\_216.Which view displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen?

\_\_\_\_\_217.Which of the following software programs is used to create a collection of slides that may contain text, charts, pictures, sound, movies, or multimedia, and is often called a presentation graphics program?

\_\_\_\_\_218. Cindy has created a report in her biology class using Word 2010 and would like to save time by using the content of that report to create a presentation. Which option under New Slide would she choose to import that information?

\_\_\_\_\_219. In Microsoft PowerPoint, where is the command located to undo the last action?

\_\_\_\_\_220.What is the name of the area that contains the zoom control and PowerPoint view buttons?

\_\_\_\_\_221.What area in the window contains the Quick Access Toolbar, filename, and Window control buttons?

\_\_\_\_\_222.What is the name of the view on the File tab that enables a user to manage files and data about files, and find frequently used features for managing PowerPoint presentation files?

\_\_\_\_\_223. In preparation for an upcoming meeting, Liam is creating a PowerPoint presentation. If Liam would like to focus only on the content, which feature should he use?

\_\_\_\_\_224. Keshawn has never used Microsoft PowerPoint before. He discovered a way to put his most commonly used commands together at the top of his screen for easy access. What is this customizable feature of PowerPoint?

\_\_\_\_\_225.Which tab shows a text-only display of each slide in the presentation?

\_\_\_\_\_226.What command is used to quit the current presentation on screen and quit the Microsoft PowerPoint program?

\_\_\_\_\_227. In the normal view what is the tab that displays at the left column of thumbnails?

\_\_\_\_\_228.What command is used to quit the current presentation on screen but leave the Microsoft PowerPoint program open?

\_\_\_\_\_229. In the Microsoft PowerPoint View Ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane?

\_\_\_\_\_230.Which Microsoft PowerPoint pane shows the current slide as it will appear during the slide show?

1. Backstage
2. Close
3. Exit
4. Normal
5. Notes
6. Outline
7. Outline
8. Outline
9. Outline
10. Outline
11. PowerPoint
12. Quick Access Toolbar
13. Quick Access toolbar
14. Ribbon
15. Save
16. Save As
17. Slide
18. Slide Show
19. Slide Sorter
20. Slides
21. Slides from Outline
22. Status bar
23. Title bar
24. Title Slide

**2.02**

\_\_\_\_\_231. Tammy is preparing to give a presentation. She would like to view information that will remind her what to say to her audience but that they will not see. Which view should she print?

\_\_\_\_\_232. In preparation for an upcoming presentation, Shanna is importing a document that includes the text into PowerPoint. Which of the following features should she use?

\_\_\_\_\_233. In Slide Sorter view, which method is used to change slide order?

\_\_\_\_\_234.Which command is used to insert slides from one presentation into another presentation?

\_\_\_\_\_235. As the newly elected president of FBLA, Mindy is creating a presentation to be used at the next meeting. She has created a slide that contains duplicate information and decides that it is not needed for an effective presentation. In slide pane view, Mindy can right-click the unnecessary slide and select which option?

\_\_\_\_\_236. Dave wants to print slides 7, 12 and 19-32 of his presentation at the same time. Which print option would allow Dave to enter the slide numbers that he wants to print?

\_\_\_\_\_237.What contains a predefined theme, sample text, and graphics on a slide or slide background to guide you as you develop your content?

\_\_\_\_\_238. As the newly elected president of FBLA, Mindy is creating a presentation to be used at the next meeting. She is finished with the slide she is working on and wants to insert another one in the default arrangement. In slide pane view, Mindy can right-click the current slide and click which option?

\_\_\_\_\_239.Which term refers to the boxes that hold text or objects on a slide?

\_\_\_\_\_240. Ashley has a limited supply of paper. Which print layout option will minimize the amount of paper used and includes up to nine images per page?

\_\_\_\_\_241. Pam is using the outline view in PowerPoint. She would like to reposition slide 2 to become slide 6. Which command should she use?

\_\_\_\_\_242. Sheila is using the outline view in PowerPoint. She would like to reposition slide 5 to become slide 2. Which command should she use?

\_\_\_\_\_243. Charles has asked his teacher to review his presentation and make suggestions for improvement within the file. Which print option allows him to print these suggestions?

\_\_\_\_\_244. David wants to quickly change the font color of the bulleted items on slides 2, 3, and 7 of his biology presentation. In which pane would he most easily accomplish this task?

\_\_\_\_\_245.Which group on the Home ribbon contains commands to create new slides in a presentation?

\_\_\_\_\_246.Which print setting creates printouts of an entire slide on the top of the page and an area for speaker notes below the slide?

\_\_\_\_\_247. Dave wants to print only the slide on which he is currently working. Which print option should he use?

\_\_\_\_\_248. Ashley wants to make a printed copy of her presentation exactly as shown to her audience. Which print option should she use?

\_\_\_\_\_249.Which print setting enables multiple slides to be printed on one page?

\_\_\_\_\_250. Travis wants to give his audience a sheet to follow along and make notes during his presentation that includes representations of each slide. Travis should utilize which feature of PowerPoint?

\_\_\_\_\_251. Charles has several slides in his presentation which are either smaller or larger than the paper size in the printer. Which print option should he use to ensure that each slide utilizes the maximum print area?

\_\_\_\_\_252.Which area in the Print dialog box is used to change the default printer?

1. Custom Range
2. Delete Slide
3. Drag and drop to new location
4. Full Page Slides
5. Handouts
6. Handouts
7. Handouts
8. Move Down
9. Move Up
10. New Slide
11. notes page
12. Notes Pages
13. Outline
14. Outline Pane
15. Placeholder
16. Print Comments and Ink Markup
17. Print Current Slide
18. Printer Status Dropdown
19. Reuse Slides
20. Scale to Fit Paper
21. Slides
22. Template

**2.03**

\_\_\_\_\_253. Pam is using the outline view in PowerPoint. She would like to lower selected text from level 1 to level 2. Which command should she use?

\_\_\_\_\_254. Mason has set up 5 slides in his new presentation and is ready to enter some text. He decides to put his text in a box with a dotted outline, designed for the placement of content on the slide. What is this referred to?

\_\_\_\_\_255. Gregory is making a presentation to encourage fellow students to join the prom committee. He would like to emphasize the date of the first meeting by making it bold. Which of the following would include options for accomplishing this?

\_\_\_\_\_256.What type of list has an entry proceeded by a symbol?

\_\_\_\_\_257.Which text alignment command aligns text with both the left and right margins of a slide and adds space between words as needed?

\_\_\_\_\_258. Gregory is making a presentation to encourage fellow students to join the prom committee. Which of the following would include options for accomplishing this?

\_\_\_\_\_259. Keisha wants to change the font color on the 1st and 3rd bulleted items on slide 6 of her Allied Health Presentation. What is the best way to select both bullets at the same time?

\_\_\_\_\_260.Which type of text may be formatted to print at the top of every page?

\_\_\_\_\_261.What feature automatically revises typing errors based upon information contained in Microsoft Office 2010’s standard dictionary?

\_\_\_\_\_262.Which term refers to the size of alphabetic and numeric characters on a slide?

\_\_\_\_\_263.Which command is used to change the orientation of text in a text box to vertical, stacked, or rotated?

\_\_\_\_\_264. Rachel wants to add a long quotation to her presentation. What type of text is this?

\_\_\_\_\_265. Rachel would like to add a list to one of the slides in her presentation. Which of the following should she use?

\_\_\_\_\_266.What does the wavy, red line under a word in a presentation mean?

\_\_\_\_\_267. Fred wants to give his FBLA presentation about the upcoming membership drive an intense look. Fred should use which PowerPoint feature that includes pre-programmed settings that specify degrees of intensity for fills, lines, and special effects such as shadows and bevels?

\_\_\_\_\_268.Which ribbon includes the command to create presentation slides from an outline?

\_\_\_\_\_269. Andy is creating a presentation about seatbelts. He finds himself using the word "save" repeatedly in his presentation. What feature could he use to find a synonym for this word?

\_\_\_\_\_270. Keisha's does not want the text on slide 3 to run out of the textbox and she wants the textbox to remain the same size. How can she prevent this?

\_\_\_\_\_271. Maria adds text to a bulleted list on slide 5 of her presentation. On the text that she adds, she does not want a bullet. Using commands on the Home tab, how does she remove the bullet that automatically appears?

\_\_\_\_\_272.Which ribbon contains the command to insert a text box on a slide?

1. AutoCorrect
2. bullet text
3. Bulleted list
4. Bullets
5. Ctrl + click
6. Demote
7. Effects
8. Font Effects
9. Font size
10. Font Style
11. Header
12. Home
13. Insert
14. Justify
15. Misspelling
16. paragraph text
17. Placeholder
18. Shrink text on overflow
19. Text direction
20. Thesaurus

**2.04**

\_\_\_\_\_273. Mr. Jones has a very lengthy MSITA class presentation; he has decided to share handouts with the class. What feature in the Header and Footer dialog box will help keep the pages in order?

\_\_\_\_\_274. Sharon wants to include her name on each slide in her science presentation. Where in the Header and Footer dialog box would she type her name?

\_\_\_\_\_275. Trey is creating a PowerPoint for his Chemistry class. He wants to make sure all the slides have a similar visual appeal. Which tab would he choose to ensure that all slides have a single theme?

\_\_\_\_\_276. Mr. Jones is creating handouts for his MSITA class presentations. What feature in the Header and Footer dialog box would allow him to add the class name to the bottom?

\_\_\_\_\_277. Janice wants to create a presentation that contains bold fonts, colors and effects. Which group on the design tab will be best suited for this task?

\_\_\_\_\_278. Sharon wants to be able to quickly locate the 12th slide in her science presentation. Which option in the Header and Footer dialog box would she select?

\_\_\_\_\_279.Which ribbon contains the command to create a link to a new location?

\_\_\_\_\_280. Sheila is using the outline view in PowerPoint. She would like to view the detailed content of all of her slides. Which command should she use?

\_\_\_\_\_281.What is the text that appears on every slide but, depending on the theme applied, may not always appear at the bottom of a slide?

\_\_\_\_\_282.What is applied to text or an image in a slide that enables a user to jump to a new location by clicking on the text or image?

\_\_\_\_\_283.What command on the Home ribbon enables a user to change the design of a slide after it has been inserted into a presentation?

\_\_\_\_\_284. In her history presentation, Bobbie wants to include her class period on all slides except the first. Which option in the Header and Footer dialog box would she select?

\_\_\_\_\_285. Mr. Jones is creating handouts for his MSITA class presentations. What feature in the Header and Footer dialog box would allow him to add the class name to the top?

\_\_\_\_\_286. Sharon wants to add the date to her science presentation. She wants the date to remain the same each time it is opened. Which of the following in the Header and Footer dialog box would she select?

\_\_\_\_\_287. In her history presentation, Bobbie wants to include her class period in the footer only on the current slide. Which option in the Header and Footer dialog box would she select?

\_\_\_\_\_288. Fred wants to give his FBLA presentation a designer-quality look - a look that includes one or more slide layouts with coordinating colors, a matching background, fonts, and effects. Fred will want to apply which PowerPoint feature to his presentation?

\_\_\_\_\_289.Which term refers to a predetermined way of organizing objects on a slide including title text and other content?

\_\_\_\_\_290. Janice would like to number the slides in her presentation. Which command on the design tab would be best suited for this task?

1. Apply
2. Date and Time (Fixed)
3. Design
4. Don't show on title slide
5. Expand All
6. Footer
7. Footer
8. Footer
9. Header
10. Hyperlink
11. Insert
12. Layout
13. Layout
14. Page number
15. Page Setup
16. Slide number
17. Theme

**2.05**

\_\_\_\_\_291.What is applied to a table in a slide to format the borders around the table and cells and to select a color scheme?

\_\_\_\_\_292. Daphnie is working on her FBLA membership table and wants to format the first column of her table differently than the rest of the table. What feature would she use?

\_\_\_\_\_293. John wants to change the style of a table in his presentation. After he has selected the table, which tab should he use?

\_\_\_\_\_294.Which ribbon contains the command for applying Table Styles to a table in a slide?

\_\_\_\_\_295. Daphnie is working on her FBLA membership table and wants to make it easier to distinguish between rows. What feature would she apply to the rows in her presentation?

\_\_\_\_\_296. Kurt is editing a table in his PowerPoint that displays accounting formulas and when to use them. He wants to separate one cell into two. What feature would he use?

\_\_\_\_\_297. Kurt is editing a table in his PowerPoint that displays accounting formulas and when to use them. He wants to remove the table style formatting. What feature would he use?

\_\_\_\_\_298. In a table, what is the intersection of a column and a row called?

1. banded columns
2. banded rows
3. Cell
4. Clear table
5. Design
6. Split
7. Table Styles
8. Table Tools Design

**2.06**

\_\_\_\_\_299. Amelia has selected the chart in her PowerPoint and needs to change the chart type. Which tab would she use?

\_\_\_\_\_300. Susie wants to show the growth in her business classes as values in a PowerPoint presentation. What type of chart would she use to display the values as horizontal rectangles?

\_\_\_\_\_301. Beau needs to align a chart in a PowerPoint. Which tab would he use?

\_\_\_\_\_302. Joan's business class is participating in the Hop on the Bus stock market game. She needs to track the stock prices over time and display the information in chart form for her PowerPoint. What type of chart would she use?

\_\_\_\_\_303.What is inserted into a slide to illustrate the data from a spreadsheet?

\_\_\_\_\_304.Which group on the Insert Ribbon contains the command to insert a chart into a slide?

\_\_\_\_\_305. John wants to insert a chart into a slide on his PowerPoint. Which group on the Insert tab would he use?

\_\_\_\_\_306. Linda is creating a PowerPoint on which schools in North Carolina are offering the Microsoft Certification courses. Which feature would she use to show the purpose of the chart in the presentation?

\_\_\_\_\_307. Matt wants to show the percentage of students who have passed the PowerPoint Microsoft Office Specialist certification out of all the students who have earned certifications. Which type of chart should he use?

\_\_\_\_\_308. Linda is creating a PowerPoint on which schools in North Carolina are offering the Microsoft Certification courses. To identify the vertical and horizontal values in a chart. Which feature would she use?

\_\_\_\_\_309. Mrs. Perry is using a graphic shows her employees a series of incentives they could earn based on performance. Which SmartArt graphic should she use?

\_\_\_\_\_310. Mrs. Pickard wants to show the chain of command in the corporate headquarters. Which SmartArt graphic should she use?

\_\_\_\_\_311.Which feature allows you to create graphical lists and process diagrams easily and quickly?

\_\_\_\_\_312. Mrs. Pickard, the FBLA advisor, wants to show the proportion of competitors at the regional, state, and national level from each school. Which SmartArt graphic layout should she use?

\_\_\_\_\_313. Mrs. Perry wants to graphically compare the number of employees with associate, bachelor, master and doctorate degrees. Which SmartArt graphic should she use?

\_\_\_\_\_314. The CEO of Microsoft wants to show the repeating process of how many times they launched a new version of office using a smart art graphic. What smart art layout would they use?

1. Axis title
2. Bar
3. Chart
4. Chart title
5. Cycle
6. Design
7. Format
8. Hierarchy
9. Illustrations
10. Illustrations
11. Line
12. List
13. Pie
14. Pyramid
15. Pyramid
16. SmartArt

**2.08**

\_\_\_\_\_315. The thickness of the line around a picture frame is called:

\_\_\_\_\_316.Which of the following terms refers to combining multiple objects into a single object?

\_\_\_\_\_317.Which of the following includes illustrations, photographs, videos, and audio stored in collections for easy access?

\_\_\_\_\_318. The line format in which dotted, dashed, or solid lines options appear is called the:

\_\_\_\_\_319.What command is used to color a shape that you have drawn on a slide?

\_\_\_\_\_320.Which frame may be applied after inserting pictures into Microsoft PowerPoint?

\_\_\_\_\_321.Which ribbon contains the command to flip or rotate a shape on a slide?

\_\_\_\_\_322. Keisha wants to resize the graphic on slide 4 of her Allied Health presentation. What is the first step to accomplish this task?

\_\_\_\_\_323.Which command is used to remove any unwanted parts of a picture in a slide?

\_\_\_\_\_324.What group on the Picture Tools Format ribbon contains the command to right align images in a slide?

\_\_\_\_\_325.What is the purpose of using the corner resizing handles to resize a graphic?

1. Arrange
2. Border
3. Clipart
4. Crop
5. Drawing Tools Format
6. Grouped
7. Line style.
8. Line weight.
9. Select
10. Shape Fill
11. To maintain aspect ratio of the graphic

**2.09**

\_\_\_\_\_326.Which commonly used animation effect makes text on a slide appear in the presentation?

\_\_\_\_\_327. Tanya has a picture on slide 6 of her presentation that has an entrance animation; she would also like for it to have an exit animation. Which of the following would you apply to cause this to happen?

\_\_\_\_\_328.Which command is used to specify the length of the transition effect for each slide in a presentation?

\_\_\_\_\_329.Which option indicates that a presentation should wait for a mouse click prior to moving to the next slide?

\_\_\_\_\_330. Mark is customizing his AP US History PowerPoint on the Vietnam War. He wants to add visual interest to his jet fighters on slide seven and have the fighters to fly in on the slide. Which tab would he chose to complete this customization?

\_\_\_\_\_331.Which ribbon contains commands that apply an entrance effect to a chart?

\_\_\_\_\_332. Daniel wants each slide to appear with a checkerboard effect. Which of the following would you apply to cause this effect?

\_\_\_\_\_333. Tanya wants to apply the same animations from slide 3 to slide 5. Which of the following would you use to complete this task?

\_\_\_\_\_334. Katherine has included audio in her Career Management presentation. She does not want the sound clip icon to display during her slideshow. What option does she select on the Audio Tools Playback tab?

\_\_\_\_\_335.What are movements from one slide to another during a presentation called?

\_\_\_\_\_336. Tanya wants slide 1 to stay on the screen for 30 seconds. Which of the following would she use to complete this task?

\_\_\_\_\_337. John has completed his History of the Automobile PowerPoint. In order to maintain audience interest he inserts on each slide a picture of a horn which beeps only when mouse clicked. Which animation feature would create this result?

\_\_\_\_\_338.Which command is used to view the various options that can be applied to an animation?

\_\_\_\_\_339.Which ribbon appears to allow a user to control how a sound clip plays?

\_\_\_\_\_340. Tanya needs to reorder her animation on slide 4. Which of the following would she use to complete this task?

\_\_\_\_\_341.Which effect adds interest to a slide show and focuses audience attention on important points by adding entrances, emphasis, motion paths, or exits to text or objects?

\_\_\_\_\_342.Which command is used to insert a sound clip into a slide?

\_\_\_\_\_343. Evan completed his Accounting PowerPoint and decided that his animations on slide 3 need to be switched to create a more audience friendly presentation. Which animation feature should he choose to complete this change?

\_\_\_\_\_344. T.J., the drum major for the band, designed a PowerPoint for Homecoming which animates how each section of the band will be introduced on the field. He wants to reverse the order of the entrance of drums and french horns on slide seven. Which feature would he choose to complete this order change?

1. Add Animation
2. Animation
3. Animation
4. Animation Painter
5. Animation Pane
6. Animation Pane
7. Animations
8. Audio
9. Audio Tools Playback
10. Duration
11. Duration
12. Effect Options
13. Entrance
14. Hide During Show
15. On Mouse Click
16. Reorder Animation
17. Transition
18. Transitions
19. Trigger

**2.10**

\_\_\_\_\_345. Owen wants to secure his presentation so that no one can make changes to it. What feature could he use that requires a security code to open or edit the presentation?

\_\_\_\_\_346. Garrett wants to secure his PowerPoint so that he is the only one that can make changes to it. What feature could he use that requires a security code to open or edit the presentation?

\_\_\_\_\_347.When saving a presentation that will be exported to Microsoft Word 2010, which file type should be selected?

\_\_\_\_\_348. Mrs. Thomas, FBLA state adviser, wants to remove hidden properties and personal information in a PowerPoint she is sending. Which feature should she use?

\_\_\_\_\_349. Owen wants to look for hidden properties and personal information in a presentation that he create. Which feature would he use?

\_\_\_\_\_350. Holly wants to send a PowerPoint presentation to a group of people in an email. How would she send it?

\_\_\_\_\_351. Owen wants to approve and ensure the integrity of his presentation. Which feature of PowerPoint should he use to assure viewers that his PowerPoint is authentic?

\_\_\_\_\_352. Holly created a membership presentation in the most current version of PowerPoint. She wants to make sure that all features of her presentation will be visible in older versions of the software. Which feature would she use?

\_\_\_\_\_353. Garrett is sending his presentation to the national FBLA office and wants to ensure its integrity. What feature should he to add to his presentation?

\_\_\_\_\_354.What appears on a slide to indicate there is a note or remark about the slide and the initials of the person who made the note?

1. .rtf
2. Add a Digital Signature
3. Add a Digital Signature
4. Check for compatibility
5. Comment
6. Encrypt with Password
7. Encrypt with Password
8. Inspect the document
9. Inspect the document
10. Send as Attachment

**2.11**

\_\_\_\_\_355. Pam is reviewing a PowerPoint she is planning to present during FBLA State Leadership Conference. She is in the outline pane and would like to hide the detailed content of all slides. Which command should she use?

\_\_\_\_\_356. Mason has set up 5 slides in his new presentation and is ready to enter some text that he does not want his audience to see. This text will be a reference for him and is hidden during the presentation. The place Mason will insert important key points that he wishes to cover during the presentation is located where?

\_\_\_\_\_357. Garrett is preparing to give a presentation for his FBLA competition. Which command would he used to test animations on a slide before delivering the presentation?

\_\_\_\_\_358. Bill is doing a presentation for his Art I class using his yearbook pictures since kindergarten. Since the pictures are taller than wide, he will need to change his slides to which of the following in the Page Setup dialog box?

\_\_\_\_\_359. Juan created a PowerPoint in his Business Law class to present forms of business ownership. He wants to customize this PowerPoint to use in Marketing class and only use the slides on corporations and partnership. Which tab would he choose to complete this customization?

\_\_\_\_\_360.Which command is used to test animations on a slide before delivering the presentation?

\_\_\_\_\_361. One of Janice's presentation slides has content that is taller than it is wide. Which command on the design tab would she use to change this?

\_\_\_\_\_362.Which command is used to record the time a presenter spends on each slide in order to run the show automatically in the future?

\_\_\_\_\_363.Which ribbon contains the command to hide a slide so that it does not show during the full-screen slide show?

\_\_\_\_\_364. Pam is using the outline view in PowerPoint. She would like to hide the detailed content of all of her slides. Which command should she use?

\_\_\_\_\_365.When creating a custom slide show, which dialog box enables a user to select individual slides to include in the custom slide show?

1. Collapse All
2. Collapse All
3. Define Custom Show
4. Notes Pane
5. Portrait Orientation
6. Preview
7. Preview
8. Rehearse Timings
9. Slide Orientation
10. Slide Show
11. Slide Show