Student Name: Teacher:

District: Wake County

Draft

Date:

Assessment: 9\_12 Business and IT BM10 - Microsoft Word and PowerPoint Test 4 Description: PPT 2013 Review

Form: 501

Draft

1. Which pane in Microsoft PowerPoint provides an area for placing reminders to help a presenter during a presentation?
   1. Notes
   2. Slides
   3. Outline
   4. File
2. 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?
   1. Handouts
   2. Slide Sorter
   3. Speaker Notes
   4. Outline
3. In the normal view what is the tab that displays at the left column of thumbnails?
   1. Notes
   2. Slides
   3. Outline
   4. File
4. Steve is ready to begin developing the slides for his presentation. Which is the default slide layout for slide 1 of a new presentation?
   1. Blank
   2. Title and Content
   3. Title Only
   4. Title Slide
5. What is the name of the area that contains the zoom control and PowerPoint view buttons?
   1. Status bar
   2. Title bar
   3. Scroll bar
   4. Slides Pane
6. 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?
   1. Slides from Outline
   2. Duplicate Selected Slides
   3. Reuse Slides
   4. New Slide
7. 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?
   1. Notes
   2. Outline
   3. Slides
   4. Task
8. 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?
   1. Office
   2. PowerPoint
   3. Word
   4. WordPad
9. Which Microsoft PowerPoint pane shows the current slide as it will appear during the slide show?
   1. Note
   2. Slide
   3. Outline
   4. File
10. What area in the window contains the Quick Access Toolbar, filename, and Window control buttons?
    1. Status bar
    2. Title bar
    3. Scroll bar
    4. Slides Pane
11. Which view displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen?
    1. Normal
    2. Slide sorter
    3. Slide Show
    4. Reading
12. 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?
    1. Layout
    2. Object
    3. Outline
    4. Template
13. Which tab shows a text-only display of each slide in the presentation?
    1. Notes
    2. Slides
    3. Outline
    4. File
14. 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?
    1. Group
    2. Ribbon
    3. Screen Tip
    4. Window
15. What command is used to quit the current presentation on screen but leave the Microsoft PowerPoint program open?
    1. Exit
    2. Close
    3. Save
    4. Save As
16. 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?
    1. Normal
    2. Backstage
    3. Background
    4. Edit
17. 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?
    1. Quick Access Toolbar
    2. Tabs
    3. Status Bar
    4. Title Bar
18. In Microsoft PowerPoint, what command is used to save a new presentation?
    1. Exit
    2. Close
    3. Save
    4. Save As
19. 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?
    1. Notes
    2. Outline
    3. Slides
    4. Task
20. In Microsoft PowerPoint, where is the command located to undo the last action?
    1. Home ribbon
    2. File tab
    3. Quick Access toolbar
    4. Shortcut menu
21. What command is used to quit the current presentation on screen and quit the Microsoft PowerPoint program?
    1. Exit
    2. Close
    3. Save
    4. Save As
22. In Microsoft PowerPoint, what command is used to save an existing presentation with a new name or in a new location?
    1. Exit
    2. Close
    3. Save
    4. Save As
23. In the Microsoft PowerPoint View Ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane?
    1. Normal
    2. Slide Sorter
    3. Notes Page
    4. Reading
24. 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?
    1. Layout
    2. Notes Pane
    3. Outline
    4. Placeholder
25. Which command is used to insert slides from one presentation into another presentation?
    1. New Slide
    2. Section
    3. Slides from Outline
    4. Reuse Slides
26. 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?
    1. Custom Range
    2. Print All Slides
    3. Print Current Slide
    4. Print Selection
27. 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?
    1. Frame Slides
    2. Print Comments and Ink Markup
    3. Print Hidden Slides
    4. Scale to Fit Paper
28. Sheila is using the outline view in PowerPoint. She would like to reposition slide 5 to become slide 2.

Which command should she use?

* 1. Expand
  2. Expand All
  3. Promote
  4. Move Up

1. Which area in the Print dialog box is used to change the default printer?
   1. Printer Properties
   2. Printer Status Dropdown
   3. Printer Edit
   4. Printer Setup Command
2. 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?
   1. Layout
   2. Object
   3. Outline
   4. Template
3. Which term refers to the boxes that hold text or objects on a slide?
   1. Text area
   2. Entry Box
   3. Field
   4. Placeholder
4. 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?

* 1. Delete Slide
  2. Duplicate Slide
  3. Layout
  4. New Slide

1. 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?

* 1. Delete Slide
  2. Duplicate Slide
  3. Layout
  4. New Slide

1. What contains a predefined theme, sample text, and graphics on a slide or slide background to guide you as you develop your content?
   1. Template
   2. Placeholder
   3. Boilerplate
   4. Form
2. Which print setting creates printouts of an entire slide on the top of the page and an area for speaker notes below the slide?
   1. Full Page Slides
   2. Notes Pages
   3. Outline
   4. Handouts
3. 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?
   1. Handouts
   2. Slides
   3. Speaker Notes
   4. Outline
4. Pam is using the outline view in PowerPoint. She would like to reposition slide 2 to become slide 6. Which command should she use?
   1. Collapse
   2. Collapse All
   3. Demote
   4. Move Down
5. 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?
   1. normal
   2. notes page
   3. slide sorter
   4. slide show
6. Dave wants to print only the slide on which he is currently working. Which print option should he use?
   1. Custom Range
   2. Print All Slides
   3. Print Current Slide
   4. Collated Slides
7. 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?
   1. Frame Slides
   2. Print Comments and Ink Markup
   3. Print Hidden Slides
   4. Scale to Fit Paper
8. Ashley wants to make a printed copy of her presentation exactly as shown to her audience. Which print option should she use?
   1. Full Page Slides
   2. Notes Pages
   3. Outline
   4. Handouts
9. Which print setting enables multiple slides to be printed on one page?
   1. Full Page Slides
   2. Notes Pages
   3. Outline
   4. Handouts
10. Which group on the Home ribbon contains commands to create new slides in a presentation?
    1. Paragraph
    2. Slides
    3. Drawing
    4. Editing
11. 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?
    1. Full Page Slides
    2. Notes Pages
    3. Outline
    4. Handouts
12. In Slide Sorter view, which method is used to change slide order?
    1. Move command from the Shortcut Menu
    2. Move command from the Quick Access Toolbar
    3. Drag and drop to new location
    4. Rearrange command from Home ribbon
13. 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?
    1. Slides Pane
    2. Outline Pane
    3. Notes Pane
    4. Slide Sorter
14. 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?
    1. Font
    2. Font Effects
    3. Font Size
    4. Font Style
15. Which command is used to change the orientation of text in a text box to vertical, stacked, or rotated?
    1. Justify
    2. Center
    3. Text direction
    4. Text align
16. 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?
    1. Spelling
    2. Thesaurus
    3. Research
    4. Translate
17. 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?
    1. Color
    2. Font
    3. Effects
    4. Theme
18. Which type of text may be formatted to print at the top of every page?
    1. Notes
    2. References
    3. Header
    4. Caption
19. 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?
    1. Numbering
    2. Bullets
    3. Decrease List Level
    4. Increase List Level
20. 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?

* 1. Collapse
  2. Collapse All
  3. Demote
  4. Move Down

1. Which ribbon contains the command to insert a text box on a slide?
   1. Home
   2. Insert
   3. Drawing
   4. Design
2. 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?
   1. Change text alignment
   2. Resize the textbox
   3. Do not autofit
   4. Shrink text on overflow
3. Which term refers to the size of alphabetic and numeric characters on a slide?
   1. Font size
   2. Type Size
   3. Theme
   4. Typeface
4. What does the wavy, red line under a word in a presentation mean?
   1. Misspelling
   2. Grammar Error
   3. Synonym available
   4. Antonym available
5. Which ribbon includes the command to create presentation slides from an outline?
   1. Home
   2. Insert
   3. Design
   4. Slide Show
6. 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?
   1. Layout
   2. Notes Pane
   3. Outline
   4. Placeholder
7. 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?
   1. Shift + click
   2. Ctrl + click
   3. Highlight
   4. Right click
8. What feature automatically revises typing errors based upon information contained in Microsoft Office 2010’s standard dictionary?
   1. Autofix
   2. AutoCorrect
   3. AutoSpell
   4. AutoText
9. What type of list has an entry proceeded by a symbol?
   1. Numbered list
   2. Bulleted list
   3. Symbol list
   4. Alphabetized list
10. Gregory is making a presentation to encourage fellow students to join the prom committee. Which of the following would include options for accomplishing this?
    1. Font
    2. Font Effects
    3. Font Size
    4. Font Style
11. Which text alignment command aligns text with both the left and right margins of a slide and adds space between words as needed?
    1. Left
    2. Right
    3. Center
    4. Justify
12. Rachel would like to add a list to one of the slides in her presentation. Which of the following should she use?
    1. bullet text
    2. paragraph text
    3. text box
    4. title text
13. Rachel wants to add a long quotation to her presentation. What type of text is this?
    1. bullet text
    2. paragraph text
    3. text box
    4. title text
14. 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?
    1. Don't show on title slide
    2. Apply to All
    3. Apply
    4. Date and Time
15. 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?
    1. Notes
    2. Margin
    3. Border
    4. Footer
16. 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?
    1. Date and Time (Update automatically)
    2. Date and Time (Fixed)
    3. Slide number
    4. Footer
17. 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?
    1. Hyperlink
    2. Website
    3. Connection
    4. Association
18. Janice would like to number the slides in her presentation. Which command on the INSERT tab would be best suited for this task?
    1. Background
    2. Page Setup
    3. Slide Number
    4. Themes
19. 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?
    1. Date and Time (Update automatically)
    2. Date and Time (Fixed)
    3. Slide number
    4. Footer
20. 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?
    1. Color
    2. Font
    3. Effects
    4. Theme
21. 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?
    1. Date and time
    2. Header
    3. Page number
    4. Footer
22. 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?

* 1. Date and time
  2. Header
  3. Page number
  4. Footer

1. 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?
   1. Expand
   2. Expand All
   3. Promote
   4. Move Up
2. Janice wants to easily transform her plain presentation to one that contains bold fonts, colors, and effects for a certain “look.” Which group on the design tab will be best suited for this task?
   1. Background
   2. Page Setup
   3. Slide Orientation
   4. Themes
3. What command on the Home ribbon enables a user to change the design of a slide after it has been inserted into a presentation?
   1. New Slide
   2. Reset
   3. Arrange
   4. Layout
4. 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?
   1. Date and time
   2. Header
   3. Page number
   4. Footer
5. Which term refers to a predetermined way of organizing objects on a slide including title text and other content?
   1. Design
   2. Scheme
   3. Layout
   4. Plan
6. 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?
   1. Date and Time (Update automatically)
   2. Date and Time (Fixed)
   3. Slide number
   4. Footer
7. 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?
   1. Transition
   2. Slide Show
   3. Design
   4. Animation
8. 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?

* 1. Don't show on title slide
  2. Apply to All
  3. Apply
  4. Date and Time

1. Which ribbon contains the command to create a link to a new location?
   1. Home
   2. Insert
   3. Transitions
   4. Slide Show
2. What is applied to a table in a slide to format the borders around the table and cells and to select a color scheme?
   1. Table Theme
   2. Table Styles
   3. Table Layout
   4. Table Template
3. 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?
   1. Merge
   2. Split
   3. Combine
   4. Delete
4. John wants to change the style of a table in his presentation. After he has selected the table, which tab should he use?
   1. Layout
   2. Design
   3. View
   4. Review
5. 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?
   1. Clear table
   2. Delete table
   3. Edit table
   4. Draw table
6. In a table, what is the intersection of a column and a row called?
   1. Cell
   2. Box
   3. Connector
   4. Block
7. 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?
   1. banded columns
   2. header column
   3. banded rows
   4. header row
8. Which ribbon contains the command for applying Table Styles to a table in a slide?
   1. Insert
   2. Table Tools Design
   3. Table Tools Layout
   4. Styles
9. 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?
   1. first row
   2. header column
   3. banded rows
   4. last column
10. Amelia has selected the chart in her PowerPoint and needs to change the chart type. Which one of the Chart Tools tabs would she use?
    1. Design
    2. Layout
    3. Format
    4. `View
11. What is inserted into a slide to illustrate the data from a spreadsheet?
    1. SmartArt
    2. Image
    3. Chart
    4. Diagram
12. 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?
    1. Chart title
    2. Axis title
    3. Legend
    4. Data labels
13. 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?
    1. Column
    2. Line
    3. Pie
    4. Bar
14. 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?
    1. Chart title
    2. Axis title
    3. Legend
    4. Data labels
15. 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?
    1. Column
    2. Line
    3. Pie
    4. Bar
16. Which group on the Insert Ribbon contains the command to insert a chart into a slide?
    1. Images
    2. Illustrations
    3. Links
    4. Media
17. 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?
    1. Column
    2. Line
    3. Pie
    4. Bar
18. Beau needs to align a chart in a PowerPoint. Which one of the Chart Tools tabs would he use?
    1. Design
    2. Layout
    3. Format
    4. View
19. John wants to insert a chart into a slide on his PowerPoint. Which group on the Insert tab would he use?
    1. Images
    2. Illustrations
    3. Links
    4. Media
20. 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. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
21. Mrs. Perry wants to graphically compare the number of employees with associate, bachelor, master and doctorate degrees. Which SmartArt graphic should she use?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
22. 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?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
23. Mrs. Pickard wants to show the chain of command in the corporate headquarters. Which SmartArt graphic should she use?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
24. Which feature allows you to create graphical lists and process diagrams easily and quickly?
    1. SmartArt
    2. WordArt
    3. ClipArt
    4. Pictures
25. 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?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
26. The line format in which dotted, dashed, or solid lines options appear is called the:
    1. Line type.
    2. Line style.
    3. Line weight.
    4. Line format.
27. Which of the following includes illustrations, photographs, videos, and audio stored in collections for easy access?
    1. Images
    2. Styles
    3. Clipart
    4. Themes
28. The thickness of the line around a picture frame is called:
    1. Line size.
    2. Line height.
    3. Line weight.
    4. Line mass.
29. What is the purpose of using the corner resizing handles to resize a graphic?
    1. To have access to Picture Tools while resizing
    2. To resize and recolor the graphic simultaneously
    3. To incrementally resize the graphic
    4. To maintain aspect ratio of the graphic
30. Which of the following terms refers to combining multiple objects into a single object?
    1. Joined
    2. Clustered
    3. Grouped
    4. Assembled
31. Which frame may be applied after inserting pictures into Microsoft PowerPoint?
    1. Feathering
    2. Enclosure
    3. Edging
    4. Border
32. What group on the Picture Tools Format ribbon contains the command to right align images in a slide?
    1. Adjust
    2. Arrange
    3. Size
    4. Picture styles
33. Keisha wants to resize the graphic on slide 4 of her Allied Health presentation. What is the first step to accomplish this task?
    1. Select
    2. Copy
    3. Paste
    4. Drag and Drop
34. Which command is used to remove any unwanted parts of a picture in a slide?
    1. Crop
    2. Cut
    3. Draw
    4. Amend
35. What command is used to color a shape that you have drawn on a slide?
    1. Font Color
    2. Shape Styles
    3. Shape Fill
    4. Shape Effects
36. Which ribbon contains the command to flip or rotate a shape on a slide?
    1. Home
    2. Insert
    3. Drawing Tools Format
    4. Arrange
37. 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?
    1. Trigger
    2. Reorder Animation
    3. Add Animation
    4. Animation Pane
38. 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 choose to complete this customization?
    1. Transition
    2. Slide Show
    3. Design
    4. Animation
39. Which command is used to specify the length of the transition effect for each slide in a presentation?
    1. Rehearse
    2. Preview
    3. Timing
    4. Duration
40. What are movements from one slide to another during a presentation called?
    1. Animations
    2. Transitions
    3. Simulations
    4. Emphasis
41. 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?
    1. Transition
    2. Animation
    3. Dynamic
    4. SmartArt
42. 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?
    1. Trigger
    2. Reorder Animation
    3. Duration
    4. Effect Option
43. Which option indicates that a presentation should wait for a mouse click prior to moving to the next slide?
    1. After
    2. Duration
    3. On Mouse Click
    4. After Mouse Click
44. Which ribbon contains commands that apply an entrance effect to a chart?
    1. Animations
    2. Chart Tools Design
    3. Chart Tools Layout
    4. Transitions
45. Which command is used to view the various options that can be applied to an animation?
    1. Add Animation
    2. Trigger
    3. Reorder Animation
    4. Effect Options
46. Tanya wants to apply the same animations from slide 3 to slide 5. Which of the following would you use to complete this task?
    1. Animation Painter
    2. Reorder Animation
    3. Add Animation
    4. Animation Pane
47. Tanya needs to reorder her animation on slide 4. Which of the following would she use to complete this task?
    1. Animation Painter
    2. Effect Options
    3. Add Animation
    4. Animation Pane
48. Which commonly used animation effect makes text on a slide appear in the presentation?
    1. Motion
    2. Emphasis
    3. Entrance
    4. Exit
49. Tanya wants slide 1 to stay on the screen for 30 seconds. Which of the following would she use to complete this task?
    1. On Mouse Click
    2. Duration
    3. Effect Options
    4. Advance Slide After
50. 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?
    1. Start on Click
    2. Hide During Show
    3. Loop until Stopped
    4. Rewind after Playing
51. Which ribbon appears to allow a user to control how a sound clip plays?
    1. Audio Tools Slide Show
    2. Audio Tools Format
    3. Audio Tools Design
    4. Audio Tools Playback
52. Which command is used to insert a sound clip into a slide?
    1. Sound
    2. Music
    3. Play
    4. Audio
53. 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. Trigger
    2. Duration
    3. Animation Pane
    4. Effect Option
54. Daniel wants each slide to appear with a checkerboard effect. Which of the following would you apply to cause this effect?
    1. Animation
    2. Transition
    3. Object
    4. Trigger
55. 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?
    1. Trigger
    2. Reorder Animation
    3. Animation Pane
    4. Effect Option
56. Mrs. Thomas, FBLA state adviser, wants to remove hidden properties and personal information in a PowerPoint she is sending. Which feature should she use?
    1. Check for Issues
    2. Check for accessibility
    3. Check for compatibility
    4. Inspect the document
57. 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?
    1. Mark as Final
    2. Encrypt with Password
    3. Restrict Permission by people
    4. Add a Digital Signature
58. 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. Comment
    2. Remark
    3. Statement
    4. Reference
59. 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?
    1. Mark as Final
    2. Encrypt with Password
    3. Restrict Permission by people
    4. Add a Digital Signature
60. 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?
    1. Mark as Final
    2. Encrypt with Password
    3. Restrict Permission by people
    4. Add a Digital Signature
61. Owen wants to look for hidden properties and personal information in a presentation that he created.

Which feature would he use?

* 1. Check for Issues
  2. Check for accessibility
  3. Check for compatibility
  4. Inspect the document

1. When saving a presentation that will be exported to Microsoft Word 2010, which file type should be selected?
   1. .pptx
   2. .ppt
   3. .rtf
   4. .doc
2. 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?
   1. Mark as Final
   2. Encrypt with Password
   3. Restrict Permission by people
   4. Add a Digital Signature
3. 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?
   1. Check for Issues
   2. Check for accessibility
   3. Check for compatibility
   4. Inspect the document
4. Holly wants to send a PowerPoint presentation to a group of people in an email. How would she send it?
   1. Send as PDF
   2. Send as Attachment
   3. Send as a lower version of PowerPoint
   4. Send as video
5. Which ribbon contains the command to hide a slide so that it does not show during the full-screen slide show?
   1. Home
   2. Design
   3. Slide Show
   4. Transitions
6. 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?
   1. Collapse
   2. Collapse All
   3. Demote
   4. Move Down
7. When creating a custom slide show, which dialog box enables a user to select individual slides to include in the custom slide show?
   1. Choose Slide
   2. Add Slide
   3. Format Slide Show
   4. Define Custom Show
8. 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?
   1. Layout
   2. Notes Pane
   3. Outline
   4. Placeholder
9. 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?
   1. Rehearse
   2. Preview
   3. Test
   4. Review
10. 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?
    1. Collapse
    2. Collapse All
    3. Demote
    4. Move Down
11. 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?
    1. Portrait Orientation
    2. Landscape Orientation
    3. Slides sized for
    4. Width and height
12. Which command is used to record the time a presenter spends on each slide in order to run the show automatically in the future?
    1. Record slide show
    2. Custom slide show
    3. Rehearse Timings
    4. Set up Slide Show
13. 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?
    1. Transition
    2. Slide Show
    3. Design
    4. Animation
14. 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?
    1. Background
    2. Page Setup
    3. Slide Orientation
    4. Themes
15. Which command is used to test animations on a slide before delivering the presentation?
    1. Rehearse
    2. Preview
    3. Test
    4. Review

Student Name: Teacher:

District: Wake County

Draft

Date:

Assessment: 9\_12 Business and IT BM10 - Microsoft Word and PowerPoint Test 4 Description: PPT 2013 Review

Form: 501

Draft

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Notes
  2. Slides
  3. Outline
  4. File

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Handouts
  2. Slide Sorter
  3. Speaker Notes
  4. Outline

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Notes B. Slides

1. Outline
2. File
3. Steve is ready to begin developing the slides for his presentation. Which is the default slide layout for slide 1 of a new presentation?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Blank
  2. Title and Content
  3. Title Only
  4. Title Slide

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Status bar
  2. Title bar
  3. Scroll bar
  4. Slides Pane

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Slides from Outline
  2. Duplicate Selected Slides
  3. Reuse Slides
  4. New Slide

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Notes B. Outline

1. Slides
2. Task
3. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Office
  2. PowerPoint
  3. Word
  4. WordPad

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Note
  2. Slide
  3. Outline
  4. File

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Status bar B. Title bar

1. Scroll bar
2. Slides Pane
3. Which view displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Normal
  2. Slide sorter C. Slide Show

D. Reading

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Layout
  2. Object C. Outline

D. Template

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Notes
  2. Slides C. Outline

D. File

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Group
  2. Ribbon
  3. Screen Tip
  4. Window

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Exit
  2. Close
  3. Save
  4. Save As

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Normal
  2. Backstage
  3. Background
  4. Edit

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Quick Access Toolbar
  2. Tabs
  3. Status Bar
  4. Title Bar

1. In Microsoft PowerPoint, what command is used to save a new presentation?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Exit
  2. Close C. Save

D. Save As

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Notes B. Outline

1. Slides
2. Task
3. In Microsoft PowerPoint, where is the command located to undo the last action?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Home ribbon
  2. File tab
  3. Quick Access toolbar
  4. Shortcut menu

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Exit
  2. Close
  3. Save
  4. Save As

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Exit
  2. Close
  3. Save
  4. Save As

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

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Normal
  2. Slide Sorter
  3. Notes Page
  4. Reading

1. 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?

NCCTE.9\_12.BE.BM10.2.01 RBT:

* 1. Layout
  2. Notes Pane C. Outline

D. Placeholder

1. Which command is used to insert slides from one presentation into another presentation?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. New Slide
  2. Section
  3. Slides from Outline D. Reuse Slides

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Custom Range
  2. Print All Slides
  3. Print Current Slide
  4. Print Selection

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Frame Slides
  2. Print Comments and Ink Markup
  3. Print Hidden Slides
  4. Scale to Fit Paper

1. Sheila is using the outline view in PowerPoint. She would like to reposition slide 5 to become slide 2.

Which command should she use?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Expand
  2. Expand All
  3. Promote D. Move Up

1. Which area in the Print dialog box is used to change the default printer?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Printer Properties
  2. Printer Status Dropdown
  3. Printer Edit
  4. Printer Setup Command

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Layout
  2. Object C. Outline

D. Template

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Text area
  2. Entry Box
  3. Field
  4. Placeholder

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Delete Slide
  2. Duplicate Slide
  3. Layout
  4. New Slide

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Delete Slide
  2. Duplicate Slide
  3. Layout
  4. New Slide

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Template
  2. Placeholder
  3. Boilerplate
  4. Form

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Full Page Slides B. Notes Pages

1. Outline
2. Handouts
3. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Handouts
  2. Slides
  3. Speaker Notes
  4. Outline

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Collapse
  2. Collapse All
  3. Demote
  4. Move Down

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. normal
  2. notes page
  3. slide sorter
  4. slide show

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Custom Range
  2. Print All Slides
  3. Print Current Slide
  4. Collated Slides

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Frame Slides
  2. Print Comments and Ink Markup
  3. Print Hidden Slides
  4. Scale to Fit Paper

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Full Page Slides
  2. Notes Pages
  3. Outline
  4. Handouts

1. Which print setting enables multiple slides to be printed on one page?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Full Page Slides
  2. Notes Pages
  3. Outline
  4. Handouts

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

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Paragraph B. Slides

1. Drawing
2. Editing
3. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Full Page Slides
  2. Notes Pages
  3. Outline
  4. Handouts

1. In Slide Sorter view, which method is used to change slide order?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Move command from the Shortcut Menu
  2. Move command from the Quick Access Toolbar C. Drag and drop to new location

D. Rearrange command from Home ribbon

1. 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?

NCCTE.9\_12.BE.BM10.2.02 RBT:

* 1. Slides Pane B. Outline Pane

1. Notes Pane
2. Slide Sorter
3. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Font
  2. Font Effects
  3. Font Size D. Font Style

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Justify
  2. Center
  3. Text direction
  4. Text align

1. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Spelling B. Thesaurus

1. Research
2. Translate
3. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Color
  2. Font C. Effects

D. Theme

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Notes
  2. References C. Header

D. Caption

1. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Numbering
  2. Bullets
  3. Decrease List Level
  4. Increase List Level

1. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Collapse
  2. Collapse All C. Demote

D. Move Down

1. Which ribbon contains the command to insert a text box on a slide?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Home
  2. Insert
  3. Drawing
  4. Design

1. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Change text alignment
  2. Resize the textbox
  3. Do not autofit
  4. Shrink text on overflow

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Font size
  2. Type Size
  3. Theme
  4. Typeface

1. What does the wavy, red line under a word in a presentation mean?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Misspelling
  2. Grammar Error
  3. Synonym available
  4. Antonym available

1. Which ribbon includes the command to create presentation slides from an outline?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Home
  2. Insert
  3. Design
  4. Slide Show

1. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Layout
  2. Notes Pane
  3. Outline
  4. Placeholder

1. 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?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Shift + click B. Ctrl + click

1. Highlight
2. Right click
3. What feature automatically revises typing errors based upon information contained in Microsoft Office 2010’s standard dictionary?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Autofix
  2. AutoCorrect
  3. AutoSpell
  4. AutoText

1. What type of list has an entry proceeded by a symbol?

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Numbered list
  2. Bulleted list
  3. Symbol list
  4. Alphabetized list

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Font
  2. Font Effects
  3. Font Size
  4. Font Style

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. Left
  2. Right
  3. Center D. Justify

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. bullet text
  2. paragraph text
  3. text box
  4. title text

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

NCCTE.9\_12.BE.BM10.2.03 RBT:

* 1. bullet text
  2. paragraph text
  3. text box
  4. title text

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Don't show on title slide
  2. Apply to All
  3. Apply
  4. Date and Time

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Notes
  2. Margin
  3. Border D. Footer

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Date and Time (Update automatically)
  2. Date and Time (Fixed)
  3. Slide number
  4. Footer

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Hyperlink
  2. Website
  3. Connection
  4. Association

1. Janice would like to number the slides in her presentation. Which command on the INSERT tab would be best suited for this task?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Background
  2. Page Setup
  3. Slide Number
  4. Themes

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Date and Time (Update automatically) B. Date and Time (Fixed)

1. Slide number
2. Footer
3. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Color
  2. Font
  3. Effects D. Theme

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Date and time B. Header

1. Page number
2. Footer
3. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Date and time
  2. Header
  3. Page number
  4. Footer

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Expand
  2. Expand All
  3. Promote
  4. Move Up

1. Janice wants to easily transform her plain presentation to one that contains bold fonts, colors, and effects for a certain “look.” Which group on the design tab will be best suited for this task?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Background
  2. Page Setup
  3. Slide Orientation D. Themes

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

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. New Slide
  2. Reset
  3. Arrange D. Layout

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Date and time
  2. Header
  3. Page number D. Footer

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

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Design
  2. Scheme C. Layout

D. Plan

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Date and Time (Update automatically)
  2. Date and Time (Fixed)
  3. Slide number
  4. Footer

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Transition
  2. Slide Show C. Design

D. Animation

1. 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?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Don't show on title slide
  2. Apply to All
  3. Apply
  4. Date and Time

1. Which ribbon contains the command to create a link to a new location?

NCCTE.9\_12.BE.BM10.2.04 RBT:

* 1. Home
  2. Insert
  3. Transitions
  4. Slide Show

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

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. Table Theme B. Table Styles

1. Table Layout
2. Table Template
3. 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?

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. Merge
  2. Split
  3. Combine
  4. Delete

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

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. Layout B. Design

1. View
2. Review
3. 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?

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. Clear table
  2. Delete table
  3. Edit table
  4. Draw table

1. In a table, what is the intersection of a column and a row called?

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. C e l l
  2. Box
  3. Connector
  4. Block

1. 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?

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. banded columns
  2. header column C. banded rows

D. header row

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

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. Insert
  2. Table Tools Design
  3. Table Tools Layout
  4. Styles

1. 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?

NCCTE.9\_12.BE.BM10.2.05 RBT:

* 1. first row
  2. header column
  3. banded rows
  4. last column

1. Amelia has selected the chart in her PowerPoint and needs to change the chart type. Which one of the Chart Tools tabs would she use?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Design
  2. Layout
  3. Format
  4. `View

1. What is inserted into a slide to illustrate the data from a spreadsheet?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. SmartArt
  2. Image
  3. Chart
  4. Diagram

1. 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?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Chart title B. Axis title

1. Legend
2. Data labels
3. 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?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Column
  2. Line
  3. Pie
  4. Bar

1. 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?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Chart title
  2. Axis title
  3. Legend
  4. Data labels

1. 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?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Column B. Line

1. Pie
2. Bar
3. Which group on the Insert Ribbon contains the command to insert a chart into a slide?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Images
  2. Illustrations
  3. Links
  4. Media

1. 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?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Column
  2. Line
  3. Pie
  4. Bar

1. Beau needs to align a chart in a PowerPoint. Which one of the Chart Tools tabs would he use?

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Design
  2. Layout C. Format

D. View

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

NCCTE.9\_12.BE.BM10.2.06 RBT:

* 1. Images
  2. Illustrations
  3. Links
  4. Media

1. 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?

NCCTE.9\_12.BE.BM10.2.07 RBT:

* 1. List
  2. Cycle
  3. Hierarchy
  4. Pyramid

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

NCCTE.9\_12.BE.BM10.2.07 RBT:

* 1. List
  2. Cycle
  3. Hierarchy D. Pyramid

1. 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?

NCCTE.9\_12.BE.BM10.2.07 RBT:

* 1. List
  2. Cycle
  3. Hierarchy
  4. Pyramid

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

NCCTE.9\_12.BE.BM10.2.07 RBT:

* 1. List
  2. Cycle
  3. Hierarchy
  4. Pyramid

1. Which feature allows you to create graphical lists and process diagrams easily and quickly?

NCCTE.9\_12.BE.BM10.2.07 RBT:

* 1. SmartArt
  2. WordArt
  3. ClipArt
  4. Pictures

1. 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?

NCCTE.9\_12.BE.BM10.2.07 RBT:

* 1. List
  2. Cycle
  3. Hierarchy D. Pyramid

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

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Line type. B. Line style.

1. Line weight.
2. Line format.
3. Which of the following includes illustrations, photographs, videos, and audio stored in collections for easy access?

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Images
  2. Styles C. Clipart

D. Themes

1. The thickness of the line around a picture frame is called:

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Line size.
  2. Line height. C. Line weight.

D. Line mass.

1. What is the purpose of using the corner resizing handles to resize a graphic?

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. To have access to Picture Tools while resizing
  2. To resize and recolor the graphic simultaneously
  3. To incrementally resize the graphic
  4. To maintain aspect ratio of the graphic

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

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Joined
  2. Clustered C. Grouped

D. Assembled

1. Which frame may be applied after inserting pictures into Microsoft PowerPoint?

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Feathering
  2. Enclosure
  3. Edging
  4. Border

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

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Adjust
  2. Arrange
  3. Size
  4. Picture styles

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

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Select
  2. Copy
  3. Paste
  4. Drag and Drop

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

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Crop
  2. Cut
  3. Draw
  4. Amend

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

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Font Color
  2. Shape Styles C. Shape Fill

D. Shape Effects

1. Which ribbon contains the command to flip or rotate a shape on a slide?

NCCTE.9\_12.BE.BM10.2.08 RBT:

* 1. Home
  2. Insert
  3. Drawing Tools Format
  4. Arrange

1. 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?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Trigger
  2. Reorder Animation C. Add Animation

D. Animation Pane

1. 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 choose to complete this customization?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Transition
  2. Slide Show
  3. Design
  4. Animation

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Rehearse
  2. Preview
  3. Timing D. Duration

1. What are movements from one slide to another during a presentation called?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Animations B. Transitions

1. Simulations
2. Emphasis
3. 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?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Transition B. Animation

1. Dynamic
2. SmartArt
3. 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?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Trigger
  2. Reorder Animation
  3. Duration
  4. Effect Option

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. After
  2. Duration
  3. On Mouse Click
  4. After Mouse Click

1. Which ribbon contains commands that apply an entrance effect to a chart?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Animations
  2. Chart Tools Design
  3. Chart Tools Layout
  4. Transitions

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Add Animation
  2. Trigger
  3. Reorder Animation D. Effect Options

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Animation Painter
  2. Reorder Animation
  3. Add Animation
  4. Animation Pane

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Animation Painter
  2. Effect Options
  3. Add Animation
  4. Animation Pane

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Motion
  2. Emphasis C. Entrance

D. Exit

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. On Mouse Click
  2. Duration
  3. Effect Options
  4. Advance Slide After

1. 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?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Start on Click
  2. Hide During Show
  3. Loop until Stopped
  4. Rewind after Playing

1. Which ribbon appears to allow a user to control how a sound clip plays?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Audio Tools Slide Show
  2. Audio Tools Format
  3. Audio Tools Design
  4. Audio Tools Playback

1. Which command is used to insert a sound clip into a slide?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Sound
  2. Music
  3. Play D. Audio

1. 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?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Trigger
  2. Duration
  3. Animation Pane
  4. Effect Option

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

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Animation B. Transition

1. Object
2. Trigger
3. 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?

NCCTE.9\_12.BE.BM10.2.09 RBT:

* 1. Trigger
  2. Reorder Animation
  3. Animation Pane
  4. Effect Option

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

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Check for Issues
  2. Check for accessibility
  3. Check for compatibility D. Inspect the document

1. 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?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Mark as Final
  2. Encrypt with Password
  3. Restrict Permission by people D. Add a Digital Signature

1. 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?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Comment
  2. Remark
  3. Statement
  4. Reference

1. 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?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Mark as Final
  2. Encrypt with Password
  3. Restrict Permission by people D. Add a Digital Signature

1. 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?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Mark as Final
  2. Encrypt with Password
  3. Restrict Permission by people
  4. Add a Digital Signature

1. Owen wants to look for hidden properties and personal information in a presentation that he created.

Which feature would he use?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Check for Issues
  2. Check for accessibility
  3. Check for compatibility D. Inspect the document

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

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. .pptx
  2. .ppt C. .rtf

D. .doc

1. 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?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Mark as Final
  2. Encrypt with Password
  3. Restrict Permission by people
  4. Add a Digital Signature

1. 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?

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Check for Issues
  2. Check for accessibility C. Check for compatibility

D. Inspect the document

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

NCCTE.9\_12.BE.BM10.2.10 RBT:

* 1. Send as PDF
  2. Send as Attachment
  3. Send as a lower version of PowerPoint
  4. Send as video

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

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Home
  2. Design
  3. Slide Show
  4. Transitions

1. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Collapse
  2. Collapse All
  3. Demote
  4. Move Down

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

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Choose Slide
  2. Add Slide
  3. Format Slide Show D. Define Custom Show

1. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Layout
  2. Notes Pane
  3. Outline
  4. Placeholder

1. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Rehearse B. Preview

1. Test
2. Review
3. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Collapse
  2. Collapse All
  3. Demote
  4. Move Down

1. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Portrait Orientation
  2. Landscape Orientation
  3. Slides sized for
  4. Width and height

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

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Record slide show
  2. Custom slide show C. Rehearse Timings

D. Set up Slide Show

1. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Transition B. Slide Show

1. Design
2. Animation
3. 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?

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Background
  2. Page Setup
  3. Slide Orientation
  4. Themes

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

NCCTE.9\_12.BE.BM10.2.11 RBT:

* 1. Rehearse B. Preview

1. Test
2. Review

Student Name: Teacher:

District: Wake County

Draft

Date:

Assessment: 9\_12 Business and IT BM10 - Microsoft Word and PowerPoint Test 4 Description: PPT 2013 Review

Form: 502

Draft

1. 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?
   1. Date and time
   2. Header
   3. Page number
   4. Footer
2. Pam is using the outline view in PowerPoint. She would like to reposition slide 2 to become slide 6. Which command should she use?
   1. Collapse
   2. Collapse All
   3. Demote
   4. Move Down
3. 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?
   1. Mark as Final
   2. Encrypt with Password
   3. Restrict Permission by people
   4. Add a Digital Signature
4. Which command is used to specify the length of the transition effect for each slide in a presentation?
   1. Rehearse
   2. Preview
   3. Timing
   4. Duration
5. When creating a custom slide show, which dialog box enables a user to select individual slides to include in the custom slide show?
   1. Choose Slide
   2. Add Slide
   3. Format Slide Show
   4. Define Custom Show
6. 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?
   1. Date and Time (Update automatically)
   2. Date and Time (Fixed)
   3. Slide number
   4. Footer
7. 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?

* 1. banded columns
  2. header column
  3. banded rows
  4. header row

1. 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?
   1. Chart title
   2. Axis title
   3. Legend
   4. Data labels
2. Which group on the Insert Ribbon contains the command to insert a chart into a slide?
   1. Images
   2. Illustrations
   3. Links
   4. Media
3. Which of the following terms refers to combining multiple objects into a single object?
   1. Joined
   2. Clustered
   3. Grouped
   4. Assembled
4. What contains a predefined theme, sample text, and graphics on a slide or slide background to guide you as you develop your content?
   1. Template
   2. Placeholder
   3. Boilerplate
   4. Form
5. When saving a presentation that will be exported to Microsoft Word 2010, which file type should be selected?
   1. .pptx
   2. .ppt
   3. .rtf
   4. .doc
6. Which view displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen?
   1. Normal
   2. Slide sorter
   3. Slide Show
   4. Reading
7. 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 choose to complete this customization?
   1. Transition
   2. Slide Show
   3. Design
   4. Animation
8. 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?
   1. Font
   2. Font Effects
   3. Font Size
   4. Font Style
9. Which command is used to insert a sound clip into a slide?
   1. Sound
   2. Music
   3. Play
   4. Audio
10. 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?

* 1. Date and time
  2. Header
  3. Page number
  4. Footer

1. Which commonly used animation effect makes text on a slide appear in the presentation?
   1. Motion
   2. Emphasis
   3. Entrance
   4. Exit
2. 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?
   1. normal
   2. notes page
   3. slide sorter
   4. slide show
3. 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?
   1. Change text alignment
   2. Resize the textbox
   3. Do not autofit
   4. Shrink text on overflow
4. What command is used to color a shape that you have drawn on a slide?
   1. Font Color
   2. Shape Styles
   3. Shape Fill
   4. Shape Effects
5. John wants to insert a chart into a slide on his PowerPoint. Which group on the Insert tab would he use?
   1. Images
   2. Illustrations
   3. Links
   4. Media
6. What is applied to a table in a slide to format the borders around the table and cells and to select a color scheme?
   1. Table Theme
   2. Table Styles
   3. Table Layout
   4. Table Template
7. 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?
   1. Clear table
   2. Delete table
   3. Edit table
   4. Draw table
8. Which ribbon contains the command to insert a text box on a slide?
   1. Home
   2. Insert
   3. Drawing
   4. Design
9. 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?
   1. Transition
   2. Slide Show
   3. Design
   4. Animation
10. In a table, what is the intersection of a column and a row called?
    1. Cell
    2. Box
    3. Connector
    4. Block
11. Which ribbon contains commands that apply an entrance effect to a chart?
    1. Animations
    2. Chart Tools Design
    3. Chart Tools Layout
    4. Transitions
12. 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. Comment
    2. Remark
    3. Statement
    4. Reference
13. John wants to change the style of a table in his presentation. After he has selected the table, which tab should he use?
    1. Layout
    2. Design
    3. View
    4. Review
14. 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?
    1. Mark as Final
    2. Encrypt with Password
    3. Restrict Permission by people
    4. Add a Digital Signature
15. 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?
    1. Collapse
    2. Collapse All
    3. Demote
    4. Move Down
16. In Microsoft PowerPoint, what command is used to save an existing presentation with a new name or in a new location?
    1. Exit
    2. Close
    3. Save
    4. Save As
17. 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?
    1. Hyperlink
    2. Website
    3. Connection
    4. Association
18. Ashley wants to make a printed copy of her presentation exactly as shown to her audience. Which print option should she use?
    1. Full Page Slides
    2. Notes Pages
    3. Outline
    4. Handouts
19. Which tab shows a text-only display of each slide in the presentation?
    1. Notes
    2. Slides
    3. Outline
    4. File
20. 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. Trigger
    2. Duration
    3. Animation Pane
    4. Effect Option
21. 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?
    1. Chart title
    2. Axis title
    3. Legend
    4. Data labels
22. 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?
    1. Mark as Final
    2. Encrypt with Password
    3. Restrict Permission by people
    4. Add a Digital Signature
23. Which area in the Print dialog box is used to change the default printer?
    1. Printer Properties
    2. Printer Status Dropdown
    3. Printer Edit
    4. Printer Setup Command
24. Which command is used to remove any unwanted parts of a picture in a slide?
    1. Crop
    2. Cut
    3. Draw
    4. Amend
25. 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?
    1. Shift + click
    2. Ctrl + click
    3. Highlight
    4. Right click
26. 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?
    1. Background
    2. Page Setup
    3. Slide Orientation
    4. Themes
27. 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?
    1. Notes
    2. Margin
    3. Border
    4. Footer
28. 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?
    1. Trigger
    2. Reorder Animation
    3. Animation Pane
    4. Effect Option
29. Which command is used to test animations on a slide before delivering the presentation?
    1. Rehearse
    2. Preview
    3. Test
    4. Review
30. In the Microsoft PowerPoint View Ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane?
    1. Normal
    2. Slide Sorter
    3. Notes Page
    4. Reading
31. Tanya wants slide 1 to stay on the screen for 30 seconds. Which of the following would she use to complete this task?
    1. On Mouse Click
    2. Duration
    3. Effect Options
    4. Advance Slide After
32. 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. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
33. 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?
    1. Quick Access Toolbar
    2. Tabs
    3. Status Bar
    4. Title Bar
34. 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?
    1. Color
    2. Font
    3. Effects
    4. Theme
35. Which term refers to the boxes that hold text or objects on a slide?
    1. Text area
    2. Entry Box
    3. Field
    4. Placeholder
36. Mrs. Pickard wants to show the chain of command in the corporate headquarters. Which SmartArt graphic should she use?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
37. Which print setting enables multiple slides to be printed on one page?
    1. Full Page Slides
    2. Notes Pages
    3. Outline
    4. Handouts
38. 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?
    1. Transition
    2. Animation
    3. Dynamic
    4. SmartArt
39. 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?
    1. Trigger
    2. Reorder Animation
    3. Add Animation
    4. Animation Pane
40. In the normal view what is the tab that displays at the left column of thumbnails?
    1. Notes
    2. Slides
    3. Outline
    4. File
41. Which term refers to a predetermined way of organizing objects on a slide including title text and other content?
    1. Design
    2. Scheme
    3. Layout
    4. Plan
42. 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?
    1. Column
    2. Line
    3. Pie
    4. Bar
43. What group on the Picture Tools Format ribbon contains the command to right align images in a slide?
    1. Adjust
    2. Arrange
    3. Size
    4. Picture styles
44. 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?
    1. Don't show on title slide
    2. Apply to All
    3. Apply
    4. Date and Time
45. Which type of text may be formatted to print at the top of every page?
    1. Notes
    2. References
    3. Header
    4. Caption
46. Mrs. Perry wants to graphically compare the number of employees with associate, bachelor, master and doctorate degrees. Which SmartArt graphic should she use?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
47. 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?

* 1. Delete Slide
  2. Duplicate Slide
  3. Layout
  4. New Slide

1. 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?
   1. Date and Time (Update automatically)
   2. Date and Time (Fixed)
   3. Slide number
   4. Footer
2. 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?

* 1. Collapse
  2. Collapse All
  3. Demote
  4. Move Down

1. Which command is used to change the orientation of text in a text box to vertical, stacked, or rotated?
   1. Justify
   2. Center
   3. Text direction
   4. Text align
2. Owen wants to look for hidden properties and personal information in a presentation that he created. Which feature would he use?
   1. Check for Issues
   2. Check for accessibility
   3. Check for compatibility
   4. Inspect the document
3. Dave wants to print only the slide on which he is currently working. Which print option should he use?
   1. Custom Range
   2. Print All Slides
   3. Print Current Slide
   4. Collated Slides
4. The thickness of the line around a picture frame is called:
   1. Line size.
   2. Line height.
   3. Line weight.
   4. Line mass.
5. 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?

* 1. Collapse
  2. Collapse All
  3. Demote
  4. Move Down

1. 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?
   1. Normal
   2. Backstage
   3. Background
   4. Edit
2. Which ribbon contains the command for applying Table Styles to a table in a slide?
   1. Insert
   2. Table Tools Design
   3. Table Tools Layout
   4. Styles
3. Which term refers to the size of alphabetic and numeric characters on a slide?
   1. Font size
   2. Type Size
   3. Theme
   4. Typeface
4. Which ribbon contains the command to hide a slide so that it does not show during the full-screen slide show?
   1. Home
   2. Design
   3. Slide Show
   4. Transitions
5. Which command is used to record the time a presenter spends on each slide in order to run the show automatically in the future?
   1. Record slide show
   2. Custom slide show
   3. Rehearse Timings
   4. Set up Slide Show
6. 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?
   1. Date and Time (Update automatically)
   2. Date and Time (Fixed)
   3. Slide number
   4. Footer
7. 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?
   1. Portrait Orientation
   2. Landscape Orientation
   3. Slides sized for
   4. Width and height
8. Which feature allows you to create graphical lists and process diagrams easily and quickly?
   1. SmartArt
   2. WordArt
   3. ClipArt
   4. Pictures
9. Which text alignment command aligns text with both the left and right margins of a slide and adds space between words as needed?
   1. Left
   2. Right
   3. Center
   4. Justify
10. 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?
    1. Layout
    2. Notes Pane
    3. Outline
    4. Placeholder
11. What is inserted into a slide to illustrate the data from a spreadsheet?
    1. SmartArt
    2. Image
    3. Chart
    4. Diagram
12. Beau needs to align a chart in a PowerPoint. Which one of the Chart Tools tabs would he use?
    1. Design
    2. Layout
    3. Format
    4. View
13. 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?
    1. Rehearse
    2. Preview
    3. Test
    4. Review
14. Which of the following includes illustrations, photographs, videos, and audio stored in collections for easy access?
    1. Images
    2. Styles
    3. Clipart
    4. Themes
15. 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?
    1. Trigger
    2. Reorder Animation
    3. Duration
    4. Effect Option
16. Mrs. Thomas, FBLA state adviser, wants to remove hidden properties and personal information in a PowerPoint she is sending. Which feature should she use?
    1. Check for Issues
    2. Check for accessibility
    3. Check for compatibility
    4. Inspect the document
17. 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?

* 1. Delete Slide
  2. Duplicate Slide
  3. Layout
  4. New Slide

1. What command is used to quit the current presentation on screen but leave the Microsoft PowerPoint program open?
   1. Exit
   2. Close
   3. Save
   4. Save As
2. Which ribbon contains the command to flip or rotate a shape on a slide?
   1. Home
   2. Insert
   3. Drawing Tools Format
   4. Arrange
3. Janice wants to easily transform her plain presentation to one that contains bold fonts, colors, and effects for a certain “look.” Which group on the design tab will be best suited for this task?
   1. Background
   2. Page Setup
   3. Slide Orientation
   4. Themes
4. 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?
   1. Expand
   2. Expand All
   3. Promote
   4. Move Up
5. Tanya wants to apply the same animations from slide 3 to slide 5. Which of the following would you use to complete this task?
   1. Animation Painter
   2. Reorder Animation
   3. Add Animation
   4. Animation Pane
6. Which option indicates that a presentation should wait for a mouse click prior to moving to the next slide?
   1. After
   2. Duration
   3. On Mouse Click
   4. After Mouse Click
7. 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?
   1. Full Page Slides
   2. Notes Pages
   3. Outline
   4. Handouts
8. Rachel wants to add a long quotation to her presentation. What type of text is this?
   1. bullet text
   2. paragraph text
   3. text box
   4. title text
9. 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?
   1. List
   2. Cycle
   3. Hierarchy
   4. Pyramid
10. What is the purpose of using the corner resizing handles to resize a graphic?
    1. To have access to Picture Tools while resizing
    2. To resize and recolor the graphic simultaneously
    3. To incrementally resize the graphic
    4. To maintain aspect ratio of the graphic
11. Which ribbon contains the command to create a link to a new location?
    1. Home
    2. Insert
    3. Transitions
    4. Slide Show
12. What command on the Home ribbon enables a user to change the design of a slide after it has been inserted into a presentation?
    1. New Slide
    2. Reset
    3. Arrange
    4. Layout
13. Which Microsoft PowerPoint pane shows the current slide as it will appear during the slide show?
    1. Note
    2. Slide
    3. Outline
    4. File
14. 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?
    1. Notes
    2. Outline
    3. Slides
    4. Task
15. 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?
    1. List
    2. Cycle
    3. Hierarchy
    4. Pyramid
16. What area in the window contains the Quick Access Toolbar, filename, and Window control buttons?
    1. Status bar
    2. Title bar
    3. Scroll bar
    4. Slides Pane
17. 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?
    1. Spelling
    2. Thesaurus
    3. Research
    4. Translate
18. Which ribbon appears to allow a user to control how a sound clip plays?
    1. Audio Tools Slide Show
    2. Audio Tools Format
    3. Audio Tools Design
    4. Audio Tools Playback
19. 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?
    1. Slides Pane
    2. Outline Pane
    3. Notes Pane
    4. Slide Sorter
20. 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?
    1. Merge
    2. Split
    3. Combine
    4. Delete
21. 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?
    1. Group
    2. Ribbon
    3. Screen Tip
    4. Window
22. Which command is used to insert slides from one presentation into another presentation?
    1. New Slide
    2. Section
    3. Slides from Outline
    4. Reuse Slides
23. Holly wants to send a PowerPoint presentation to a group of people in an email. How would she send it?
    1. Send as PDF
    2. Send as Attachment
    3. Send as a lower version of PowerPoint
    4. Send as video
24. 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?
    1. Column
    2. Line
    3. Pie
    4. Bar
25. Which group on the Home ribbon contains commands to create new slides in a presentation?
    1. Paragraph
    2. Slides
    3. Drawing
    4. Editing
26. 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?
    1. Layout
    2. Object
    3. Outline
    4. Template
27. 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?
    1. Transition
    2. Slide Show
    3. Design
    4. Animation
28. 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?
    1. Frame Slides
    2. Print Comments and Ink Markup
    3. Print Hidden Slides
    4. Scale to Fit Paper
29. What are movements from one slide to another during a presentation called?
    1. Animations
    2. Transitions
    3. Simulations
    4. Emphasis
30. What is the name of the area that contains the zoom control and PowerPoint view buttons?
    1. Status bar
    2. Title bar
    3. Scroll bar
    4. Slides Pane
31. 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?
    1. Start on Click
    2. Hide During Show
    3. Loop until Stopped
    4. Rewind after Playing
32. 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?
    1. Numbering
    2. Bullets
    3. Decrease List Level
    4. Increase List Level
33. 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?
    1. Slides from Outline
    2. Duplicate Selected Slides
    3. Reuse Slides
    4. New Slide
34. 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?
    1. Column
    2. Line
    3. Pie
    4. Bar
35. 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?
    1. Layout
    2. Notes Pane
    3. Outline
    4. Placeholder
36. 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?
    1. Check for Issues
    2. Check for accessibility
    3. Check for compatibility
    4. Inspect the document
37. Daniel wants each slide to appear with a checkerboard effect. Which of the following would you apply to cause this effect?
    1. Animation
    2. Transition
    3. Object
    4. Trigger
38. 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?
    1. Custom Range
    2. Print All Slides
    3. Print Current Slide
    4. Print Selection
39. What feature automatically revises typing errors based upon information contained in Microsoft Office 2010’s standard dictionary?
    1. Autofix
    2. AutoCorrect
    3. AutoSpell
    4. AutoText
40. Sheila is using the outline view in PowerPoint. She would like to reposition slide 5 to become slide 2.

Which command should she use?

* 1. Expand
  2. Expand All
  3. Promote
  4. Move Up

1. Janice would like to number the slides in her presentation. Which command on the INSERT tab would be best suited for this task?
   1. Background
   2. Page Setup
   3. Slide Number
   4. Themes
2. 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?
   1. Layout
   2. Object
   3. Outline
   4. Template
3. Rachel would like to add a list to one of the slides in her presentation. Which of the following should she use?
   1. bullet text
   2. paragraph text
   3. text box
   4. title text
4. 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?
   1. Office
   2. PowerPoint
   3. Word
   4. WordPad
5. 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?
   1. Handouts
   2. Slides
   3. Speaker Notes
   4. Outline
6. Which command is used to view the various options that can be applied to an animation?
   1. Add Animation
   2. Trigger
   3. Reorder Animation
   4. Effect Options
7. 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?
   1. Notes
   2. Outline
   3. Slides
   4. Task
8. What does the wavy, red line under a word in a presentation mean?
   1. Misspelling
   2. Grammar Error
   3. Synonym available
   4. Antonym available
9. 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?
   1. Date and time
   2. Header
   3. Page number
   4. Footer
10. 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?
    1. Mark as Final
    2. Encrypt with Password
    3. Restrict Permission by people
    4. Add a Digital Signature
11. 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?
    1. Layout
    2. Notes Pane
    3. Outline
    4. Placeholder
12. 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?

* 1. Don't show on title slide
  2. Apply to All
  3. Apply
  4. Date and Time

1. 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?
   1. Frame Slides
   2. Print Comments and Ink Markup
   3. Print Hidden Slides
   4. Scale to Fit Paper
2. In Slide Sorter view, which method is used to change slide order?
   1. Move command from the Shortcut Menu
   2. Move command from the Quick Access Toolbar
   3. Drag and drop to new location
   4. Rearrange command from Home ribbon
3. In Microsoft PowerPoint, where is the command located to undo the last action?
   1. Home ribbon
   2. File tab
   3. Quick Access toolbar
   4. Shortcut menu
4. 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?
   1. first row
   2. header column
   3. banded rows
   4. last column
5. What type of list has an entry proceeded by a symbol?
   1. Numbered list
   2. Bulleted list
   3. Symbol list
   4. Alphabetized list
6. Gregory is making a presentation to encourage fellow students to join the prom committee. Which of the following would include options for accomplishing this?
   1. Font
   2. Font Effects
   3. Font Size
   4. Font Style
7. Steve is ready to begin developing the slides for his presentation. Which is the default slide layout for slide 1 of a new presentation?
   1. Blank
   2. Title and Content
   3. Title Only
   4. Title Slide
8. Which print setting creates printouts of an entire slide on the top of the page and an area for speaker notes below the slide?
   1. Full Page Slides
   2. Notes Pages
   3. Outline
   4. Handouts
9. 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?
   1. Color
   2. Font
   3. Effects
   4. Theme
10. Which pane in Microsoft PowerPoint provides an area for placing reminders to help a presenter during a presentation?
    1. Notes
    2. Slides
    3. Outline
    4. File
11. Keisha wants to resize the graphic on slide 4 of her Allied Health presentation. What is the first step to accomplish this task?
    1. Select
    2. Copy
    3. Paste
    4. Drag and Drop
12. Which ribbon includes the command to create presentation slides from an outline?
    1. Home
    2. Insert
    3. Design
    4. Slide Show
13. Tanya needs to reorder her animation on slide 4. Which of the following would she use to complete this task?
    1. Animation Painter
    2. Effect Options
    3. Add Animation
    4. Animation Pane
14. In Microsoft PowerPoint, what command is used to save a new presentation?
    1. Exit
    2. Close
    3. Save
    4. Save As
15. Which frame may be applied after inserting pictures into Microsoft PowerPoint?
    1. Feathering
    2. Enclosure
    3. Edging
    4. Border
16. What command is used to quit the current presentation on screen and quit the Microsoft PowerPoint program?
    1. Exit
    2. Close
    3. Save
    4. Save As
17. Amelia has selected the chart in her PowerPoint and needs to change the chart type. Which one of the Chart Tools tabs would she use?
    1. Design
    2. Layout
    3. Format
    4. `View
18. 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?
    1. Handouts
    2. Slide Sorter
    3. Speaker Notes
    4. Outline
19. The line format in which dotted, dashed, or solid lines options appear is called the:
    1. Line type.
    2. Line style.
    3. Line weight.
    4. Line format.