

Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

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1. You have started a new PowerPoint presentation using the Blank Presentation template and have already created several slides. If you now decide to apply a theme from the Design Ribbon, what would be affected?

1 / 1 point

Select all options that apply.

☒ The appearance of text in the presentation.

☒ **Correct**

Correct! Each Design Theme contains specific font choices so the appearance of text you have already typed may change.

☒ The slide backgrounds may change.

☒ **Correct**

Correct! Each Design Theme uses different colors and background images so these will change. You may also find that your headings are positioned in different areas of the slide.

☒ The color palate will change.

☒ **Correct**

Correct! The choice of colors offered in the standard formatting color drop down, comes directly from the Theme. If the Theme changes you may see different choices of colors here.

☐ You may have different layouts when you choose from the New Slide drop down.

2. You have switched your screen view to Sorter View by clicking on the button at the bottom of the PowerPoint screen. What are you now seeing on screen?

1 / 1 point


☒ An overview of all the slides in your presentation.

☐ Only the text in the presentation.

☐ The view of your presentation as the audience would see it.

☒ **Correct**

Correct! This view is ideal if you want to rearrange, copy, or delete slides, as you can see all the slides in the presentation at once. You cannot edit slides in this view.

3. You would like to apply a particular custom color to all the slides in the presentation at once. How can you do this?

1 / 1 point

☐ This can't be done. You will need to change the slides individually.

☐ Choose a different Theme.

☒ Right click on any slide in the Slides Pane. Choose Format Background. Pick the color and then click on apply to all.

☒ **Correct**

Correct! The Format Background pane, which opens on the right-hand side of the PowerPoint screen, contains an Apply to All button. When you click on this, all the choices you have made in the Pane, including color, will be applied to all the slides.

4. There are two Slide Show buttons visible in the PowerPoint screen, one on the Quick Access Toolbar and one on the status bar. What is the difference between them?

1 / 1 point

☒ They will start the Slide Show from different points.

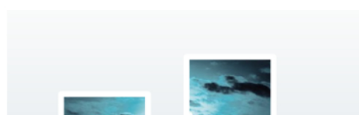
☐ There is no difference. They both start the PowerPoint slide show in the same way.

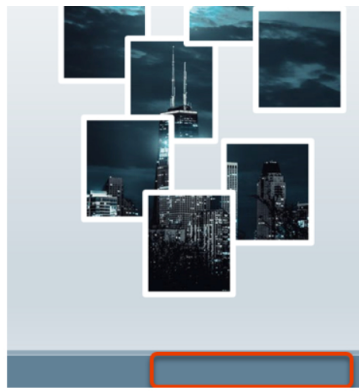
☒ **Correct**

Correct! The Slide Show button on the Quick Access Toolbar will begin the slide show from the beginning. The Slide Show button on the status bar will begin the slide show from the slide that you are working on.

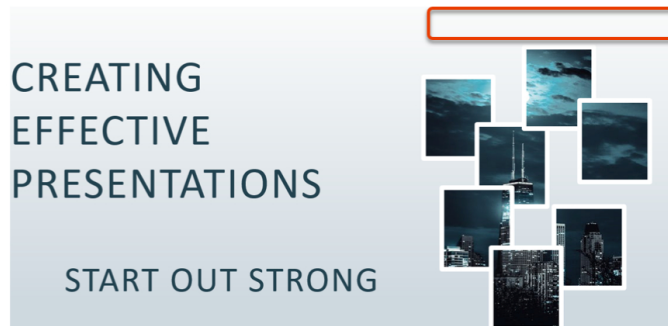
5. While you are delivering your presentation, where do you move your mouse pointer to on screen to bring up the control toolbar which allows you to perform actions such as to move forwards or backwards in the presentation or to zoom in on a particular area of the slide?

1 / 1 point

☐ At the bottom right of the presentation screen




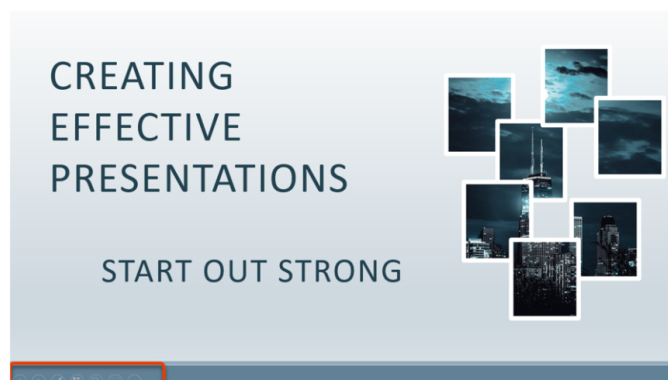
- ☐ At the top right of the presentation screen



- ☐ At the top left of the presentation screen



- ☒ At the bottom left of the presentation screen



✔ Correct

Correct! If you move the mouse to the bottom left of the presentation screen, you will see the toolbar appear. If the slide background is pale, it may appear quite transparent.

