

# 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. Where on the PowerPoint screen will you find the button to quickly open the Notes area for a slide?

1 / 1 point

- ☐ On the Quick Access Toolbar  
☒ On the Status Bar  
☐ In the Slides Pane area on the left side of the PowerPoint screen

Correct

Correct! The right-hand side of the Status Bar contains several short icons. The Notes page button is one of these.



When you click on the Notes button, it opens in what is called letterbox mode. However, the Notes area is unlimited, and you can adjust the design window to have the Notes pane occupy more space on screen.

2. Which PowerPoint Ribbon would you use to control how content comes on to a slide?

1 / 1 point

- ☒ The Animations Ribbon  
☐ The Transitions Ribbon  
☐ The Design Ribbon

Correct

Correct! The Animations Ribbon contains choices that enable you to control how any type of content appears on a slide. You can animate all types of content including text, graphics, and media.

3. When you click on File, New and choose to create a blank presentation, what is included?

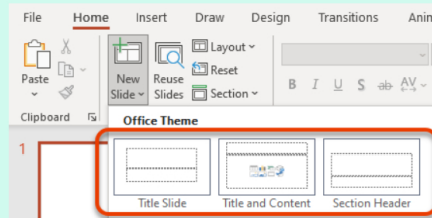
1 / 1 point

Select all options that apply.

- ☒ Built in Layouts for slides

Correct

Correct! When you create a new file in PowerPoint, it is based on a template. The blank template, like all templates, will contain different slide layouts.



- ☐ Several blank slides to begin working with  
☒ A color scheme

Correct

Correct! Each template will have a particular theme and color scheme already selected. You can change this if you wish.

- ☒ Placeholders to hold content

Correct

Correct! Each layout contains placeholders into which you can type text. Some placeholders have icons that are quick shortcuts to adding elements such as pictures or diagrams.

4. What does the highlighted choice on the status bar allow you to do?

1 / 1 point



- ☐ Plays the PowerPoint presentation  
☒ Magnify the slide in the work area.  
☐ Increase the size of the content on the slide.

Correct

✔ Correct

Correct! This zoom control allows you to control the screen magnification in the slide design window.

5. You would like to know how to add a video to your presentation. You never done this before. When you type video into the Help search box at the top of the screen you see a heading called Actions. What is this section of the Help results for?

1 / 1 point

- ☒ Clicking on an entry under Actions will take you directly to that command.
- ☐ This suggests other searches you could do.
- ☐ This gives step by step instructions on the feature you have searched for.

✔ Correct

Correct! This feature saves time when you are designing a presentation as the Help feature will start the command as soon as you click on an entry.