

Your grade: 100%

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

[Next item →](#)

1. You are delivering a presentation that you created with a colleague. As you begin the delivery, you realize that you have not deleted some comments that your colleague added to the presentation when it was being created. Will the audience be able to see these comments?

1 / 1 point

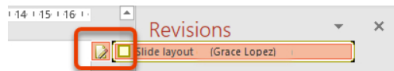
- ☐ Yes
☒ No

✔ **Correct**

Correct! Comments are only visible in the Design window so even though the slide you are showing may still have a Comment on it, it will not be visible to the audience.

2. You have used PowerPoint's compare feature to identify the differences between two versions of a PowerPoint presentation. One of the slides has the highlighted icon in the corner. What does this mean and what will happen if you tick the box?

1 / 1 point



- ☒ The slide has been amended in the new version of the file. Ticking the box will mean that the amendment will be kept.
☐ The slide has been amended in the newer version of the file. Ticking the box will mean that the amendment is deleted.

✔ **Correct**

Correct! When you compare two copies of a presentation, this icon will appear in the corner of a slide if there has been an amendment. In this case, Grace Lopez changed the slide background. If you tick the checkbox, then that amendment will be accepted. Amendments where boxes aren't checked won't be added to the presentation. You can also accept changes from the Accept drop down on the Review Ribbon.

3. You have used PowerPoint's compare feature to identify the differences between two versions of a PowerPoint presentation. You have not ticked all the indicator boxes that appeared when you opened the Compare feature. You click on End Review. What will happen to the amendments that you haven't accepted?

1 / 1 point

- ☒ Any amendments that you have not accepted will be deleted from the file that you are working in.
☐ They will be stored in the background in the PowerPoint file until you save and close the file.

✔ **Correct**

Correct! When you choose the End Review command and click on ok, the amendments that were not accepted are discarded. and will no longer be available in the file that you are in, even if it hasn't been saved.

4. Your presentation has been saved in OneDrive cloud storage. From your OneDrive screen which of the following actions can you perform with that presentation?

1 / 1 point

Select all options that apply.

- ☒ Open and edit the presentation in the online browser version of PowerPoint.

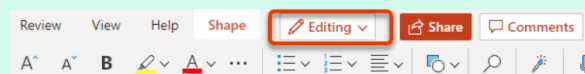
✔ **Correct**

Correct! Any file stored in OneDrive can be opened in a browser window and edited in the online version of PowerPoint. Any changes you make will be automatically saved.

- ☒ Open and edit the presentation in the desktop version of PowerPoint.

✔ **Correct**

Correct! If you click on a filename in OneDrive, the file will open in the online version of the Office application that it was created in. Once the file is open, you can click on the Editing Button to choose to edit the file in the desktop application. When you save, the file will be saved in OneDrive.



- ☐ You can only view the file.

- ☒ Download a local copy to edit while you are offline.

✔ **Correct**

Correct! You can download a separate, local copy of the PowerPoint presentation. If you download a copy and save it to the OneDrive folder on your local drive, then when you are next online, the changes you made will be synced and the version of the file that is stored in OneDrive will be updated.

5. Where do you find the command to bring up the version history of a PowerPoint file that has been saved in OneDrive?

1 / 1 point

- ☐ Open the file in either the online or the desktop version and click on File, then Info and then click on Document Properties.
- ☒ Open the file in either the online or the desktop version and click on File, Info and click on Version History.



Correct

Correct! When you go to File, and then Info, Version History is one of choices in the middle of the screen. When you click on it, the version history opens in a separate pane to the right of the PowerPoint screen.