Your grade: 100%

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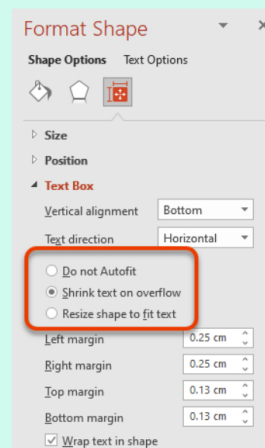
Next item →

1. You are typing a series of bullet points into a placeholder on a PowerPoint slide. As you type, you notice that the text is getting smaller. You would prefer that the placeholder increased in size instead. Which setting allows you to control this?

   1 / 1 point

   ◉ Format Shape, Shape Options, Autofit.

   ○ Format Shape, Shape Options, Wrap Text in Shape

   ○ Format Shape, Format Shapes, Alignment

   ✓ **Correct**
   Correct! If you choose the "resize shape to fit text" option in Autofit the shape will get bigger rather than the text smaller.
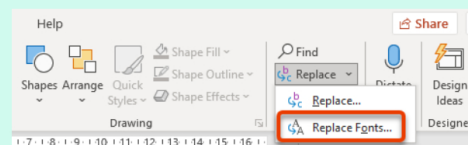

2. You have been sent a PowerPoint presentation by a colleague. You notice that they have used an older font which is not in line with current style guidelines in your organization. What would be the quickest way for you to update the font?

   1 / 1 point

   ○ Use the Format Painter feature.

   ○ Manually format them yourself.

   ◉ Use the Replace feature.

   ✓ **Correct**
   Correct! The Replace feature, which is in the Editing group on the Home Ribbon would be the quickest of these three methods to update the font.
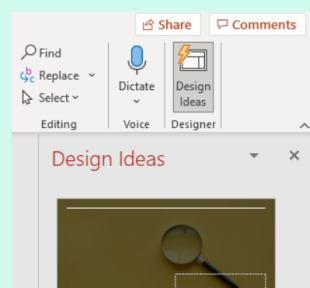

3. You have added some content to your slide, and you would like to get some inspirational ideas for the final appearance of the slide. Which feature will help with this?
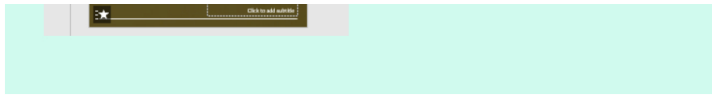
   1 / 1 point

   ○ The Themes gallery on the Design Ribbon.

   ◉ The Design Ideas feature.

   ✓ **Correct**
   Correct! The Design Ideas Feature will provide inspirational ideas about styles and images for your content. It appears to the right of the PowerPoint screen. If it does not automatically appear, you can use the Design Ideas button on the Home Ribbon to open it.

4. PowerPoints WordArt feature allows you to apply special effects to Text. Where would you find the WordArt Styles choices?

- ● The Shape Format Contextual Ribbon
- ○ The Design Ribbon
- ○ The Text Format Contextual Ribbon

⊘ **Correct**
Correct! When the cursor is in a placeholder on the slide, the Shape Format contextual ribbon automatically appears on the right-hand side of the ribbon area. The WordArt Styles gallery is on this ribbon.

5. You decide to use PowerPoint's Dictate feature to allow you to add text to your slide by speaking rather than typing. Which of the following statements are true in relation to the Dictate feature?

Select all that apply.

- ☐ You can ask the Dictate feature to remove mistakes by saying backspace or delete.
- ☑ You can add punctuation.

⊘ **Correct**
Correct! You can ask the Dictate feature to add any punctuation mark by naming it.

- ☑ You can Dictate in multiple languages.

⊘ **Correct**
Correct! You can select a language in the Dictate drop-down before beginning to dictate.