

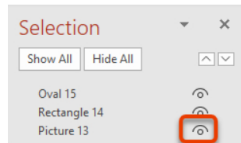
Your grade: 100%

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

[Next item →](#)

1. You have several elements on a slide, and you can see them listed when you open the Selection Pane. What does this highlighted symbol beside the item in the list do?

1 / 1 point



- ☒ Hides the picture on the slide
- ☐ Zooms in on the picture on the side.
- ☐ Deletes the picture from the slide.

✓ **Correct**

Correct! The picture will still exist on the slide, but PowerPoint will hide it until you click on this symbol again. This is useful in situations where you have one element behind another on the slide and you need to work on the element that is in the background.

2. You use the crop feature to remove some of an image that you have added to a slide. Can you reverse this?

1 / 1 point

- ☒ Yes, the cropped material is retained, and you can reverse the crop by using undo.
- ☐ No, the cropped material is permanently deleted. You would need to add the image again.

✓ **Correct**

Correct! When an image is cropped, PowerPoint retains the parts of the image that were removed, so that you reverse the crop using the undo feature.

3. You have created a presentation which you will be sending to a colleague as an email attachment. You know that their email has strict limits on attachment size. What can you do to reduce the size of the presentation?

1 / 1 point

Select all that apply.

- ☐ Remove background areas from the images.
- ☒ Compress the size of the images used.

✓ **Correct**

Correct! In the Compress Pictures dialog which is on the Picture Format ribbon you have options to set the resolution of the presentation's images in pixels per inch. By choosing a lower resolution you reduce the file size but there will be a corresponding reduction in the quality of the image.

- ☒ Remove any cropped areas of images.

✓ **Correct**

Correct! When an image is cropped, PowerPoint retains the parts of the image that were removed, so that you reverse the crop using the undo feature. By permanently deleting them you reduce the file size, but you will no longer be able to undo the crop.

4. You have added a picture to a slide and cropped it on one side. You have also made some of the colors in the image transparent. If you click directly on the reset button on the Picture Format Ribbon, which of these actions will be reversed?

1 / 1 point

- ☒ The Recolor
- ☐ Both the Crop and the Recolor
- ☐ The Crop

✓ **Correct**

Correct! The default setting for the Reset Picture button is that it will reverse changes to the appearance of the picture, such as color adjustment. It would not reverse a crop.

5. You have added a "Float In" entrance Animation to a heading. You would now like to animate the heading so that it also gets bigger. How can you do this?

1 / 1 point

- ☐ Select the heading and chose the "Grow/Shrink" emphasis Animation from the Animations gallery.
- ☒ Select the heading and chose one of the emphasis Animations from the gallery that appears when you click on Add Animation.

✓ **Correct**

Correct! Once you have chosen an initial Animation from the main Animations gallery you can layer other Animations on the same piece of text or on the same element by using the Add Animations button.

