

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 would like to add some pictures to your slide. Where can you add pictures from?

1 / 1 point

Select all that apply.

☒ Your own pc, laptop, or device

☒ **Correct**

Correct! You can use this choice on the Insert Pictures drop-down to locate and choose images you have previously saved.

☒ Stock Images

☒ **Correct**

Correct! You can use this choice on the Insert Pictures drop-down to pick pictures from the Stock Images Library that Microsoft have added to PowerPoint.

☐ Creative Commons

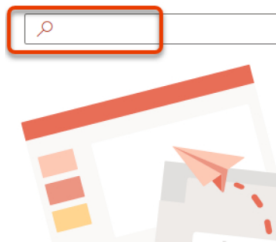
☒ Online Pictures

☒ **Correct**

Correct! You can use this choice on the Insert Pictures drop-down to pick pictures from the internet. You need to keep in mind that not all images that you find in an internet search are copyright free.

2. You would like to add an online video to your presentation. You have chosen Video on the Insert Ribbon and online video from the drop-down choice. What do you type in the highlighted box?

1 / 1 point


☐ This is a search box. You can type search items in here to find certain types of videos.

☒ The URL of the video you want to include.

☒ **Correct**

Correct! This box is designed to hold the URL for the video. You locate the video in a browser window, copy the URL in the address bar of the browser window and paste it in here. The video will then appear on the slide.

3. You are creating a presentation about a company event. You have already created several slides. There were many photos taken at the event and you want to include them all in the presentation. You decide to use the Photo Album choice from the Insert Ribbon. How will the photos be inserted?

1 / 1 point

☒ The photos will appear in a new presentation file and each image will be on a separate slide.

☐ The photos will be added to your existing presentation and each image will be on a separate slide.

☒ **Correct**

Correct! PowerPoint's Photo Album feature is designed to help you organize a series of photos for a presentation that will contain a lot of images. When you create a photo album, PowerPoint will place it in a new presentation, with each photo on its own slide.

4. You decide to add screen recording to your presentation and have already begun the recording. What keyboard combination do you use to finish recording and have the result added to the presentation?

1 / 1 point

☐ F5

☐ Ctrl + Q

☒ Windows Key + Shift + Q

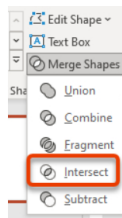
☒ **Correct**

Correct! This keyboard combination will stop the recording and add it to the slide. You could also click the stop button in the command pane at the top of the screen.

5. You have added several shapes to a slide. When you select them all, what would the highlighted choice on the Shape Format Ribbon do?

1 / 1 point

Insert Draw



- ☐ Separates each overlapping area of the shape and turns them into smaller, individual shapes.
- ☐ Combines all the shapes to make a single, unified shape.
- ☒ Keeps only the shape area where all shapes overlap.

✓ **Correct**

Correct! Only the areas where the shapes overlap will be retained, and all other areas of the shapes will be discarded.