

Your grade: 96%

 Your latest: **96%** • Your highest: **96%** • To pass you need at least 80%. We keep your highest score.

Next item →

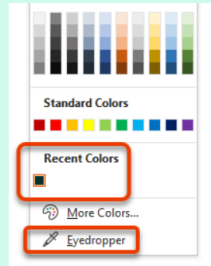
1. You are preparing a presentation for a prospective customer. Their company branding is very distinctive, and you want to make a link to that in your presentation by using one of their customized company colors. What would be the best approach to ensure that the color match is accurate?

1 / 1 point

- ☒ Use the Eye dropper feature.
- ☐ Use the Format Painter feature.
- ☐ Use the Custom section of the More Colors Palette

Correct

Correct! The Eye Dropper feature is designed to allow you to pick a color from an image or a screengrab from a website. Once you use the Eye Dropper to apply the color to a piece of content in the presentation it becomes available in the recently used section of the Color Palette. You can also check the RGB or Hex code to use this color in other presentations.



2. A slide you have added to your presentation contains three rectangular shapes. You intend to add Text to these and have them appear one by one when you are delivering your slide show. Once you select any one of the shapes, the Shape Format contextual ribbon appears. What can you change about the shape using the choices on this Ribbon?

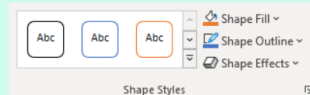
0.6 / 1 point

Select all options that apply.

- ☒ The color of the shape itself and the color of the border of the shape.

Correct

Correct! The Shape Styles Gallery is a quick way to apply color to the shape. Alternatively, you can use the Shape Fill or Shape Outline drop-down choices to make a more specific choice.



- ☒ Copy the Shape

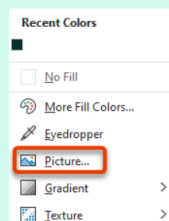
This should not be selected

Not quite. Try going back to review the **Format Characters and Format Text Boxes** item in Lesson 1.

- ☒ Pick an image to use as a background in the Shape.

Correct

Correct! One of the options on the Shape Fill drop-down is Picture. With this choice you can select an image as a background in a shape or placeholder.

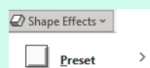


- ☐ The color and shape of the Text.

- ☒ Make the shape 3-D.

Correct

Correct! The Shape Effects drop-down will allow you to apply special effects to the shape which make it look three dimensional or tilted.





3. You are about to deliver a presentation on the results achieved by your department in the previous month. Currently, it only contains text and figures. To give the presentation more visual impact you decide to quickly add some general pictures to the slides. You are conscious of the issue of copyright and want to make sure that any images you pick are free to use in PowerPoint. What approach should you take here?

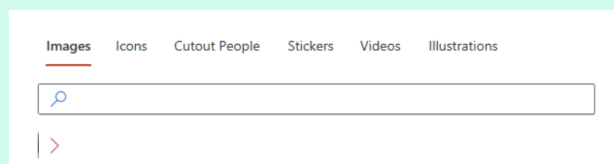
1 / 1 point

Select all that apply.

- ☒ Use the Insert Picture from Stock Image choice on the Picture drop-down.

☒ Correct

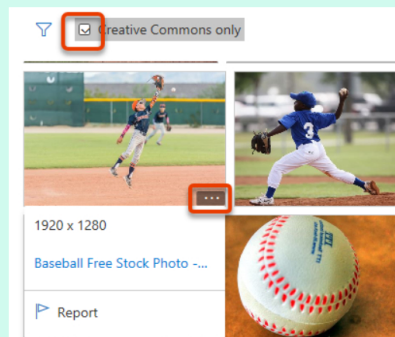
Correct! The Stock Images section of PowerPoint is a library of pictures, images and videos which are provided and licensed by Microsoft to be used in Presentations.



- ☒ Use the Insert Picture from Online choice on the Picture drop-down and then use the Creative Commons choice.

☒ Correct

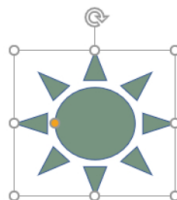
Correct! Online pictures may be subject to copyright. By ticking the Creative Commons tick-box, the images that are shown will be public domain or licensed for use in particular situations. You can click on the three dots on each picture to confirm if the image is free to use in PowerPoint.



- ☐ Use the Insert Picture from This Device choice on the Picture drop-down.

4. From the Shapes Gallery you have chosen a Sun shape to add to the slide you are working on. You would like to adapt the shape so that the tips of the suns ray are folded and pointing sideways. How can you do this?

1 / 1 point



- ☐ Choose 3-D Rotation from the Shape Effects drop-down on the Shapes Format Ribbon.
- ☐ Point at the Yellow circle and drag with the mouse.
- ☒ Choose Edit Points from the Edit Shapes drop-down on the Shapes Format ribbon.

☒ Correct

Correct! The Edit Points feature allows you to customize the exact form. The points can be dragged in a three-dimensional axis giving endless shape customization options.





5. You are working on a PowerPoint presentation to provide information on the New Ordering system that your company will be implementing. This system requires a different series of steps for logging in than the older system which it is replacing. You would like the PowerPoint presentation to have a screen recording of that log-in process. You have created a blank slide to hold that recording. What would be the correct series of steps to create the recording, and have it added to the slide?

1 / 1 point

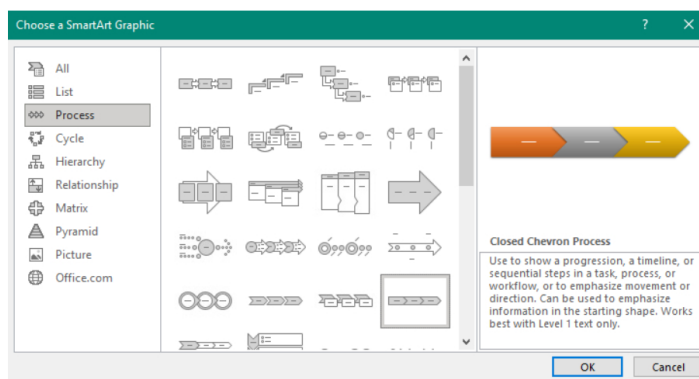
- ☐ On the Insert Ribbon, click on screen recording. Use the Alt+Tab combination to switch to the Order System Log-in screen. Click on the record button and go through the steps to log-in to the system. Use the Shift + Windows key + Q combination to stop recording. The recording will now be part of the slide.
- ☒ On the Insert Ribbon, click on screen recording. Use the Alt+Tab combination to switch to the Order System Log-in screen. Indicate the area of the screen you want to capture by dragging the red dotted line around it. Click on the record button and go through the steps to log-in to the system. Use the Shift + Windows key + Q combination to stop recording. The recording will now be part of the slide.

☒ **Correct**

Correct! This is the series of steps which would allow you to capture the new log-in process and add it as a video to the slide in your presentation.

6. In your presentation you have added a plain slide with a list of new projects your team will be working on in the coming months. These projects will be sequential. Underneath each project name there are a couple of brief paragraphs explaining the focus of the project. To make this information more visual you decide to add it to a SmartArt diagram. You go to the Insert ribbon, click on SmartArt, and decide to use this diagram. Is it suitable for the information you want to display?

1 / 1 point



- ☒ No, this diagram is not suitable.
- ☐ Yes, this diagram is suitable.

☒ **Correct**

Correct! When you are choosing a diagram type in SmartArt, the description in the bottom right is invaluable. The description does indicate that this diagram represents sequential processes. The important point, however, is that it is suitable only for Level 1 Text. This indicates that it will be able to hold the Project Names but not the descriptive paragraphs.

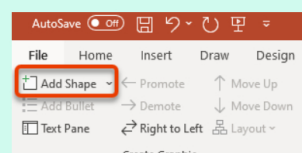
7. You have added a SmartArt diagram to the PowerPoint presentation. You now want to add the names and details of the five new projects that your team will be involved in. However, the diagram only contains four shapes. Where do you go to add the extra shape that you require?

1 / 1 point

- ☐ On the SmartArt Design ribbon make a different choice in the Layouts gallery.
- ☐ On the SmartArt Design ribbon use the Convert choice.
- ☒ On the SmartArt Design ribbon use the choices in the create graphic category.

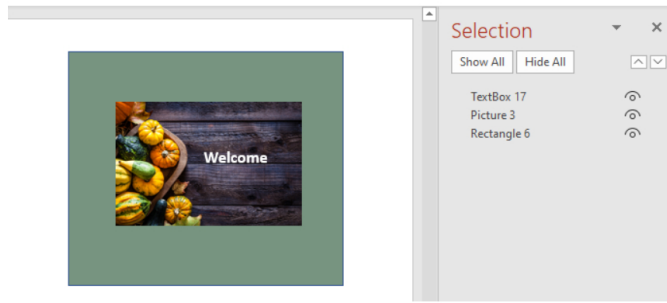
☒ **Correct**

Correct! The choices in the Create Graphic category allow you to add shapes or text to a diagram. If the diagram is a hierarchical one, such as an organization chart, it will also allow you to add levels.



8. You have positioned three elements on top of each other to create an effect. There is a green rectangle at the back, a picture of pumpkins on top of that and at the front, a textbox that says Welcome.

1 / 1 point



If you were to select the textbox and click once on the Send Backward command on the Shape Format Ribbon what would the order be from back to front?

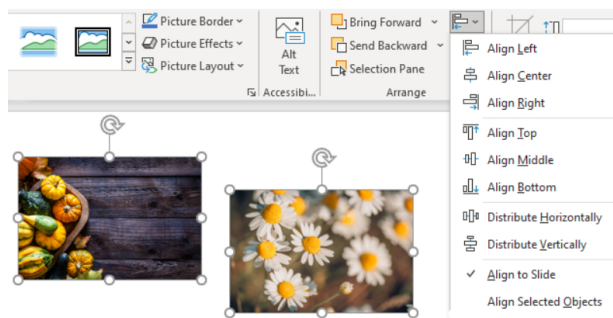
- ☐ Text Box, picture, rectangle.
- ☒ Rectangle, text box, picture.
- ☐ Text Box, Rectangle, picture

✓ Correct

Correct! The Send Backward command moves the selected element back one step in the stack of objects. In this case the selected object, the text box, would have moved back one step and would end up positioned between the rectangle and the picture.

9. You have added two images to a slide in your presentation. Their size and appearance are good, but you want to control the alignment. If you were to choose the Align Top choice on the Align drop-down menu, what would be the result?

1 / 1 point



- ☐ The top edges of the images would be lined up.
- ☐ The two images would move to the top of the slide, but one would still be slightly under the other.
- ☒ The top edge of both images would line up with the top edge of the slide.

✓ Correct

Correct! The important setting to note here is the Align to Slide option at the bottom of the drop-down. Because that is ticked, all elements selected will move up and line up with the top edge of the slide. If the Align Objects option had been ticked the images would have stayed in their current location and lined up with each other.



10. You have added an image to the slide show and would like to use the Crop feature to remove parts of it. Which of these actions can you do with a Crop?

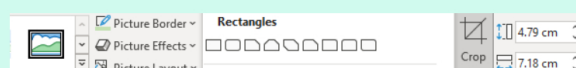
1 / 1 point

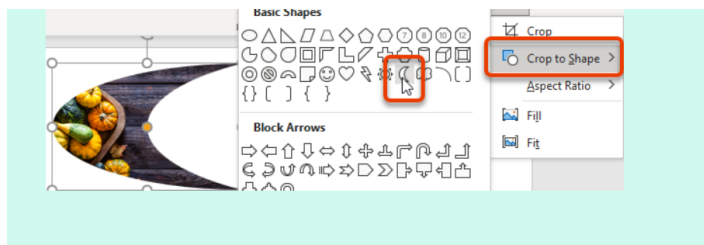
Select all options that apply.

- ☐ Remove the center of a picture.
- ☒ Crop an image into a shape.

✓ Correct

Correct! On the Crop drop-down is a choice of shapes. If you select one of these the image will be cut into that shape.





☒ Reverse the crop, even if the file has been saved and closed.

✔ **Correct**

Correct! The elements of the picture that are removed are stored in the background of the PowerPoint file. Even if the file has been saved and closed, when you reopen the file, you can still use the Reset Picture command to restore the parts of the picture that were cropped.