Your grade: **100%**

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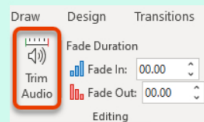
Next item →

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1. You have added an audio file to a slide, but its duration is slightly too long. Where would you find the command to Trim the Audio?

   1 / 1 point

   ○ The Audio Options group on the Audio Playback Ribbon.

   ○ The Adjust group on the Audio Format Ribbon

   ● The Editing group on the Audio Playback Ribbon.

   ✓ **Correct**
   Correct! This section of the Playback Ribbon contains the Trim Audio command which allows you to shorten the audio clip.

2. You have added a sound file to one of the slides in your presentation. How can you set this to be played while you are delivering the presentation?
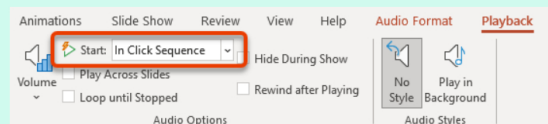
   1 / 1 point

   Select all options that apply.

   ☑ It can be set to play automatically.

   ✓ **Correct**
   Correct! The Start drop-down in the Audio Options section of the Playback Ribbon, contains a choice to set the audio playing as soon as the slide displays to the audience.

   ☐ It can be started by right-clicking on the icon when the slide displays to the audience.

   ☑ It can be played manually by hovering the mouse over the sound icon and clicking play.

   ✓ **Correct**
   Correct! While you are in presentation mode, if the mouse pointer is resting on the sound icon you will see a progress bar for the sound file with a play/pause button on it.

3. You have added a sound file to a slide in your presentation, but the middle section is not relevant for the audience. You would like to edit the sound file and remove that section but still just have one sound file on the slide. Can you do this?
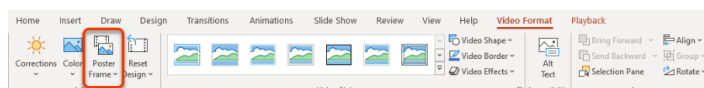
   1 / 1 point

   ● No

   ○ Yes

   ✓ **Correct**
   Correct! PowerPoint does contain a command called Trim Audio on the Playback Ribbon, but it will only allow for editing the beginning or the end of the sound file. If you wanted to remove the middle section of the sound file you would need to add the sound file twice and trim the beginning of one copy and the end of the other.

4. You have added a video to your presentation. What does the highlighted command on the Video Format Ribbon do?

   1 / 1 point

   ○ Put a border around the video placeholder to enhance its appearance.

◉ Customize what is shown to the audience before you click on play on the video.

◯ Make the video placeholder large enough to occupy the entire slide.

> ⊘ **Correct**
> Correct! Poster frames are still (non-moving) images that you can display in a video frame whenever the video is not being played. To do this, you can choose an image from your computer or a frame from the video itself.

5. Adding videos to a presentation increases the size of the final PowerPoint file which can be an issue if you are sending the file as an email attachment. Where in PowerPoint would be the best place to go to check how large the PowerPoint file is after you have saved it?

1 / 1 point

◯ Look at the name of the file in an application like File Explorer.

◉ Click on File and then go to the Info Section.

◯ Click on File and then go to the Options Section.

> ⊘ **Correct**
> Correct! The File Info section will tell you the size of the whole PowerPoint presentation. What is also very useful is that it will indicate how much of the final size is due to the media files added to the slides.
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