Ms Powerpoint

Answer all questions

1. **Email** *

   _____

2. **Contact** *

   _____

3. **Which option must be enabled if you want to manipulate the playback of a video file during a presentation?** *   1 point

   Mark only one oval.

   ( ) Use presenter view

   ( ) Show media controls

   ( ) Show Playback Controls

   ( ) Record Slide Show

4. **Where can you configure advanced PDF options?** *   1 point

   Check all that apply.

   [ ] Options Tab

   [ ] Share tab

   [ ] Print Dialog Box

   [ ] Home Tab

5. **Which tab is best for adding various types of objects to slides?** * 1 point

Mark only one oval.

- ◯ View
- ◯ Animations
- ◯ Insert
- ◯ File

6. **What is NOT checked when you run the Accessibility Checker?** * 1 point

Mark only one oval.

- ◯ grammar
- ◯ reading order
- ◯ slide tittles
- ◯ missing alt text

7. **How can you change the appearance of a table in one click?** * 2 points

Mark only one oval.

- ◯ Apply table style
- ◯ Apply graphic style
- ◯ Apply cell style
- ◯ Right click on table and choose new style

8. **Which option changes a text box so that it automatically changes shape to fit longer text?** * 1 point

Mark only one oval.

- ◯ Do not autofit
- ◯ none
- ◯ Shrink text on overflow
- ◯ resize shape to fit text

9. **You want your presentation to play continuously on screen, What option must you set?** * 1 point

Mark only one oval.

- ( ) Advance slides automatically
- ( ) advance slides manually
- ( ) use presenter view
- ( ) loop continously until 'esc'

10. **You have a Word document you would like to import as an outline into a PowerPoint presentation. How should you format the text in your Word document that you want to be the slide content?** * 1 point

Mark only one oval.

- ( ) Subtitle
- ( ) Content style
- ( ) Heading style 2
- ( ) List 2

11. **When printing multiple handouts, which option will group multipage documents together and make them easier to distribute?** * 1 point

Mark only one oval.

- ( ) Print on both sides
- ( ) Uncollated
- ( ) Print one sided
- ( ) Collated

12. **Which view lets you see additional information on a second monitor when delivering a presentation?**

Mark only one oval.

○ Reading view

○ Presenter view

○ Normal view

○ Slide sorter view

13. **When inserting pictures, how can you avoid distorting the picture if it is resized later?**

Mark only one oval.

○ Compress the picture

○ Use best scale for slide show

○ Lock the aspect ratio

○ set the picture to be relative to the original picture size

14. **How can you change colors in your presentation all at once without changing the design?**

Check all that apply.

☐ Apply color palette
☐ Apply color theme
☐ Apply color template
☐ Customize the color fills

15. **What is the term used for the arrangement of elements on a slide, such as Title and Content?**

Check all that apply.

☐ Theme
☐ Scheme
☐ Design
☐ Layout

16. Why would you trim a video? * 1 point

- [ ] To resize the video
- [ ] To remove some of the begining or end of the video
- [ ] To crop the video thumbnail
- [ ] To remove background noise from the video

17. How would you save your layouts, colors, fonts, effects, background styles and content for others to use with their presentations? * 1 point

Mark only one oval.

- ( ) Save as PDF
- ( ) Export as a template
- ( ) Save as POTX
- ( ) Save as PPTX

18. How can you add more layouts to the Layout Gallery? * 1 point

Check all that apply.

- [ ] Customize layout gallery
- [ ] Use add layouts command
- [ ] Use insert layouts command
- [ ] Add slide layouts to the slide master

19. In addition to organizing your slides, how else can sections increase your productivity? * 1 point

Check all that apply.

- [ ] All the slides in a section can be selected at once to apply changes such as transitions, layouts or hiding slides.
- [ ] Sections can be exported as a separate presentation.
- [ ] You can resize all the slides in a section at once
- [ ] In addition to organizing your slides, how else can sections increase your productivity?

20. **How can you format the entire contents of a text box?** * 1 point

Check all that apply.

[ ] Right-click the text box and select Select All.

[ ] Click the Font button on the Home tab

[ ] Click the dashed/dotted border of the text box

[ ] Double-click any word in the text box.

21. **You are having trouble playing back a presentation smoothly. What should you do?** * 1 point

Check all that apply.

[ ] Clear the Disable hardware graphics acceleration option.

[ ] Copy the presentation to your internal hard drive

[ ] Select the Show without animation option

[ ] all of these answers

22. **After you select the chart icon in a placeholder, what is the next step to create a chart** * 1 point

Check all that apply.

[ ] Select the chart style

[ ] Select the chart data in Excel.

[ ] Select the chart type.

[ ] Select the chart elements

23. **Why would you use the Rehearse Timings command?** * 1 point

Check all that apply.

[ ] to determine how long it takes to present your slide show

[ ] to remove transition timings

[ ] to adjust animation timings

[ ] to record your slide show

24. **How can you make an inserted picture look like it has been sketched or painted?** * 1 point

Check all that apply.

☐ Picture Effect

☐ Draw effect

☐ Artistic effect

☐ Picture style

25. **Before publishing a presentation, which option should you use to scan a presentation and look for issues that may make it difficult for someone with a visual impairment to read?** * 1 point

Check all that apply.

☐ Inspect Document

☐ Protect Presentation

☐ Check Compatibility

☐ Check Accessibility

26. **How can you create a new presentation that includes prebuild layouts, colors, fonts, background styles, and content?** * 1 point

Check all that apply.

☐ Use a template

☐ Use a style

☐ Use a design

☐ Use a theme

27. **Which type of shape allows you to add text that can be moved around, formatted with styles and effects, or grouped with other objects?** * 1 point

Check all that apply.

☐ Textbox

☐ Screenshot

☐ Icon

☐ 3D model

28. **You plan to distribute a presentation. In which format might you save it to ensure** $*$ 1 point **that it appears as an automatically playing slide show composed of individual slides, regardless of the recipients' platform or software applications?**

Check all that apply.

- [ ] OpenDocument Presentation (.odp)
- [ ] MPEG-4 Video (.mp4)
- [ ] PowerPoint Show (.ppsx)
- [ ] PDF (.pdf)

29. **Enter Your Details i.e (*John Doe +14498829928 Seatles Carlifornia*)** $*$

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Google Forms