PowerPoint 2019

Section 4 – Text & Bullet Editing Options

Q & A  
(see answers on page 2)

1. To create a 2nd level bullet:  
   a. Type the 1st bullet, then hit the Enter key

b. Type the 1st bullet, then hit the Tab key

c. Type the 1st bullet, hit the Enter key, then hit the Tab key

d. None of the above

1. To change the font color for all of the text in the placeholder, select the placeholder then change the font color  
   a. True
2. False
3. To copy All of the formatting from one place to another:
   1. Select where you want to copy the formatting from, then click the Format Painter button, then click where you want to paste the formatting to
   2. Select where you want to copy the formatting from, then click the copy button, then click where you want to paste the formatting to
   3. Select where you want to copy the formatting from, then click the copy button, then click paste where you want to paste the formatting to
   4. None of the above
4. Bullets can be changed to picture files in your computer  
   a. True  
   b. False

**Answers:**

1. **c**
2. **a**
3. **a**
4. **a**