PowerPoint 2019

Section 3 – Getting Started

Q & A  
(see answers on page 2)

1. How many levels can there be in a bulleted list?  
   a. 1  
   b. 5

c. 10  
d. As many as you want

1. To add or change the design of an existing presentation:  
   a. Click the Design tab and choose a design  
   b. You have to choose the design you want at the beginning
   1. You can’t change the design

d. None of the above

1. To add 2nd level bullets:  
   a. Hit the **Enter** key which keeps you on the same level, then hit **Tab**

b. Click on the Design tab, then click the demote button  
c. Click on the Design tab, then click the promote button  
d. Just hit **Enter**

1. To change the existing layout of a slide:  
   a. Click the **Home** tab, then choose **Layout**  
   b. Click the **Home** tab, then choose **New Slide**c. Can’t change the layout  
   d. Hit **Enter**
2. Can a slide be deleted?  
   a. Yes  
   b. No
3. Should PowerPoint files be saved often?  
   a. Yes  
   b. No

**Answers:**

1. **b**
2. **a**
3. **a**
4. **a**
5. **a**
6. **a**