MS-POWERPOINT 2010

1. To automatically preview the effect to an animation when it is applied to an object for the first time, you should enable the \_\_\_\_\_\_\_\_\_\_\_ option in the Animations tab.

Answer: A) Auto Preview

1. Which key would NOT take you to the previous or next Slide Show view (If no animation effect has been applied to the slide)?

Answer: A) Insert

1. You should use the presenter view to \_\_\_\_\_\_\_\_\_\_\_.

Answer: B) Display a presentation on two monitors

1. Which of the following save and send options will allow you to create a full – fidelity video from the current presentation that can be distributed via web or e-mail?

Answer: A) Create a video

1. Which of the following Check for issues options (which appear when you go to File tab and click on info option) will help you to check the presentation for content that people with disabilities might find difficult to read?

Answer: