

Question 15

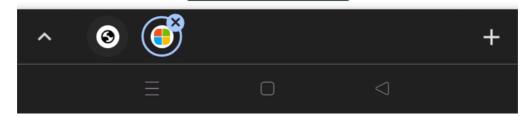
On a ribbon the commands you use the most are organized onto something called a what?

- a. Boat
- ✓ b. Layout Your Answer
 - c. Slide
 - d. Home tab

Question 16

The wideband at the top of PowerPoint which groups the list of commands is called?

- ✓ a. A ribbon Your Answer
 - b. Tab
 - c. Insert
 - d. cluster



Question 11

Which of these is the page setup orientation by default of the slides in PowerPoint?

- a. None of the above
- b. Portrait

✓ c. Landscape

Your Answer

d. Vertical

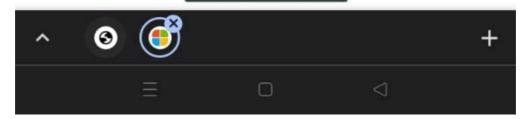
Question 12

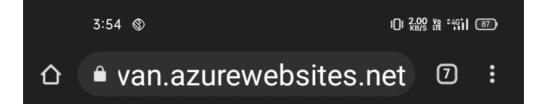
Which of the following statements is not true?

- a. You can display a PowerPoint presentation in Normal, Slide Sorter, or Slide Show view
- b. From the Insert menu choose Picture and then From File to insert your images into slides

You can type text directly into a

- c. PowerPoint slide but typing in a text Your Answer box is more convenient
- d. You can show or hide the task pane from View >> Toolbars





Question 9

Which option can be used to set custom timings for slides In a presentation?

a. Slide Show Setup

/

b. Rehearsal

Your Answer

- c. Slider Timings
- d. Slider Timer

Question 10

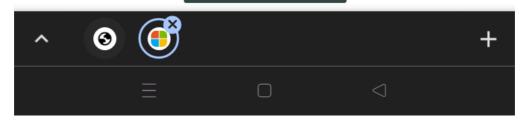
Auto clipart is a feature that:

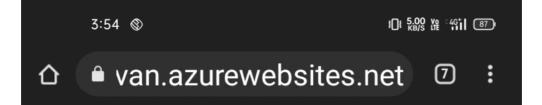
- a. Automatically places clipart in your presentation
- b. Scans your presentation for incorrect spelling in your words on each slide
- Scans your presentation for incorrect spelling in Word Arts objects

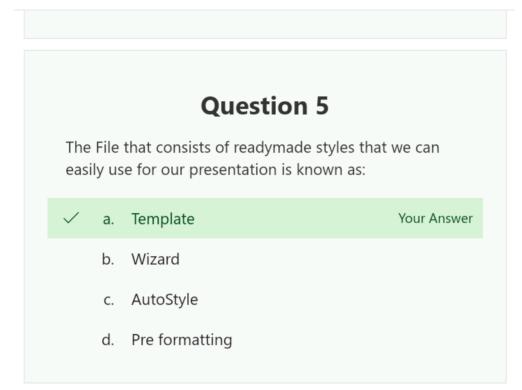
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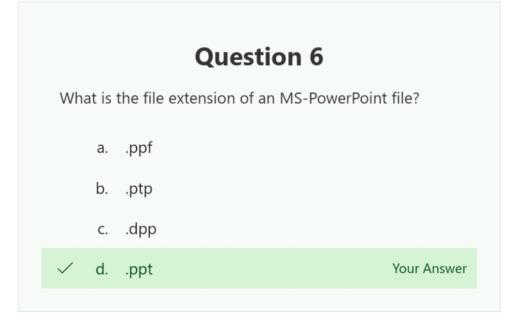
d. All of above

Your Answer

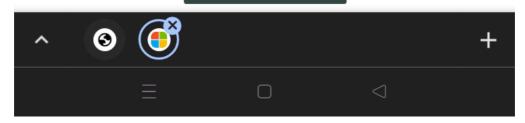


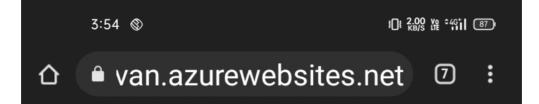






Question 7





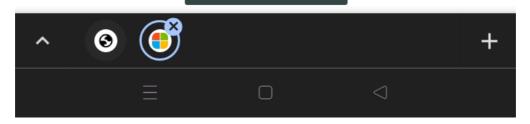
Question 7 The slide show tab allows you to do what? a. Change font b. Exit c. Record narration, rehearse timing, use Your Answer rehearsed timings, set up slide show d. Delete

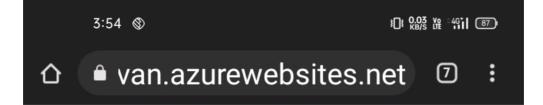
Question 8

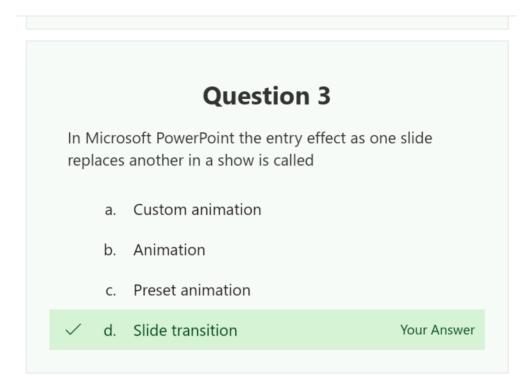
The drawing tools format tab or contextual tab appears when you do what?

When you click a shape or text place holder









Question 4

From which of these menus can we access a Text Box, Picture, Chart etc.?

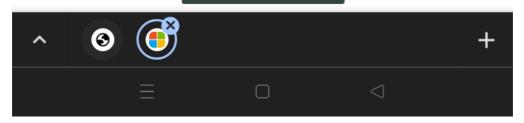
a. File

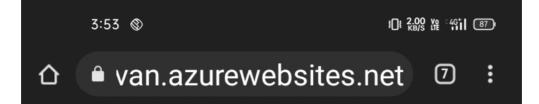
✓ b. Insert

Your Answer

c. Edit

d. View





Question 1 What is the use of Notes in slides?

✓ a. This is just a Note about the slide Your Answer

- b. This is just for printing purposes only
- c. Notes cannot be inserted into Slides
- d. It will be displayed at the time of the Slide Presentation

Question 2

Under what tab would you find the background and color scheme of a slide?

- a. Design
- b. View
- c. Animation

✓ d. Review Your Answer

