



← Assessment

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 17

Where do you find slide layout options?

- a. Design
- b. Cut
- c. ClipArt
- ✓ d. New slide, click down arrow Your Answer

Close and exit





← Assessment

Question 13

To apply an effect to the text what tab must you select?

- a. Review
- ✓ b. Animation
- c. Insert
- d. Slide show

Your Answer

Question 14

The following you use to add shading to a drawing object on or an auto shape object:

- a. Fill color (B) and (C)
- b. Text box tool
- ✓ c. both true
- d. Line tool

Your Answer

Close and exit





← Assessment

Question 15

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

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

Your Answer

Question 16

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Your Answer

Close and exit





← Assessment

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

Close and exit





Assessment

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
- c. Scans your presentation for incorrect spelling in Word Arts objects
- ✓ d. All of above Your Answer

Close and exit





Assessment

Question 5

The File that consists of readymade styles that we can easily use for our presentation is known as:

- ✓ a. Template Your Answer
- b. Wizard
- c. AutoStyle
- d. Pre formatting

Question 6

What is the file extension of an MS-PowerPoint file?

- a. .ppf
- b. .ptp
- c. .dpp
- ✓ d. .ppt Your Answer

Question 7

Close and exit





← Assessment

Question 7

The slide show tab allows you to do what?

- a. Change font
- b. Exit
- ✓ c. Record narration, rehearse timing, use rehearsed timings, set up slide show Your Answer
- 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

- ✓ a. Use hyperlink Your Answer
- b. Change font
- c. Use home tab

Close and exit





Assessment

Question 3

In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called

- a. Custom animation
- b. Animation
- c. Preset animation



d. Slide transition

Your Answer

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

Close and exit





← Assessment

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

Close and exit

