Campus:	Grade:3	Teacher: Brandon Jenkins	Score:
Student's full name:			
Class:	(M/F)	Date: / /2025	/100

TERM 4 MIDTERM EXAM
Subject ICT
(Time allowed: 40 minutes)

EXAM RULES

1. Write the date, your full name, gender and class on the front page.

2. NO talking in the examination room.

3. Stay seated at your desk until the teacher says you can get up.

4. If you need help, raise your hand. Do not stand up or shout out!

5. Food and drinks are not allowed (only clear water bottles).

6. No cell phones, tablets, i-pads or other electronics are allowed in the class.

7. Write neatly and clearly! Check your work when you have finished.

8. **CHEATING** will not be tolerated! Do not look at other students' work, do not whisper or communicate in any way with other students.

IF YOU ARE CAUGHT CHEATING, YOUR EXAM WILL BE TAKEN AWAY, MARKS WILL BE DEDUCTED (YOU MIGHT GET ZERO) AND DISCIPLINARY PROCEDURES WILL BE FOLLOWE

1. How do you resize an object on a slide in PowerPoint?

   (A) All of the above

   (B) Click on the object and choose a new size from the Size drop-down menu on the Home tab

   (C) Click and drag one of the side handles on the object

   (D) Click and drag one of the corner handles on the object

2. What is the purpose of the "Slide Sorter" view in PowerPoint?

   (A) To preview the presentation in full-screen mode

   (B) To add animations and transitions to the slides

   (C) To view and edit individual slides in detail

   (D) To view all the slides in a presentation in a thumbnail format

3. How do you add a picture to a slide in PowerPoint?

   (A) All of the above

   (B) Click on the "Picture" button on the Home tab and choose a file from your computer

   (C) Drag and drop the image file from your computer onto the slide

   (D) Copy and paste the image from another program onto the slide

4. How do you change the color of the text on a slide?

   (A) Click on the text box and choose a new color from the Font Color drop-down menu

   (B) Click on the slide background and choose a new color from the Fill Color drop-down menu

   (C) Text color cannot be changed once it has been added to a slide

   (D) Click on the text box and use the Paint Format tool to copy the color from another object on the slide

5. Which of the following is not a way to add animation to an object in PowerPoint?

   (A) Right-clicking on the object and choosing "Add Animation"

   (B) None of the above

   (C) Clicking on the "Animations" tab and choosing an animation from the gallery

   (D) Clicking on the object and pressing Alt+A

6. What is the purpose of the "Format Painter" tool in PowerPoint?

Ⓐ To add hyperlinks to external websites or documents   Ⓑ To create custom animations for objects on a slide

Ⓒ To copy the formatting of one object to another object   Ⓓ To change the font of all the text in a presentation

7. Which of the following is not a type of slide layout in PowerPoint?

Ⓐ Section header slide   Ⓑ Title slide

Ⓒ Footer slide   Ⓓ Title and content slide

8. Which of the following is not a way to save a PowerPoint presentation?

Ⓐ Clicking on the "Save As" button on the File tab   Ⓑ Clicking on the "Save" button on the Quick Access Toolbar

Ⓒ Pressing Ctrl+S   Ⓓ Pressing Ctrl+P

9. Which of the following is not a way to customize the slide layout in PowerPoint?

Ⓐ Changing the size of the placeholders on the slide   Ⓑ Changing the order of the placeholders on the slide

Ⓒ Changing the shape of the placeholders on the slide   Ⓓ Adding and deleting placeholders on the slide

10. What is the purpose of the "Slide Transition" feature in PowerPoint?

Ⓐ To add audio or video to a slide   Ⓑ To change the layout of a slide

Ⓒ To animate objects on a slide   Ⓓ To add visual effects between slides

11. What is the purpose of the "Design Ideas" feature in PowerPoint?

Ⓐ To add animations and transitions to the slide   Ⓑ To add audio or video to the slide

Ⓒ To automatically generate slide layouts and formatting options based on the content of the slide   Ⓓ To insert charts and graphs into the slide

12. How do you align objects on a slide in PowerPoint?

    (A) Click and drag the objects to the desired position on the slide

    (B) Alignment is not possible in PowerPoint

    (C) Right-click on the objects and choose "Align" from the context menu

    (D) Click on the "Align" button on the Home tab and choose a horizontal or vertical alignment option

13. How do you insert a new slide master in PowerPoint?

    (A) Right-click on an existing slide master and choose "Insert Slide Master"

    (B) Slide masters cannot be inserted once a presentation has been created

    (C) Click on the "New Slide" button on the Home tab and choose "Slide Master"

    (D) Click on the "Slide Master" button on the View tab and choose "Insert Slide Master"

14. What is the purpose of the "Presenter View" feature in PowerPoint?

    (A) To preview the presentation with notes and a timer for the presenter

    (B) To view the presentation in full-screen mode

    (C) To view and edit individual slides in detail

    (D) To add audio or video narration to the presentation

15. How do you change the background color of a slide in PowerPoint?

    (A) Click on the "Color" button on the Home tab and choose a new color from the options

    (B) Click on the "Background" button on the Design tab and choose a new color from the options

    (C) Click on the slide background and choose a new color from the Fill Color drop-down menu

    (D) Background color cannot be changed once it has been set for a slide

16. What is the shortcut key to start a slideshow from the beginning?

    (A) F9

    (B) F5

    (C) F11

    (D) F7

17. What is the purpose of the "Notes" pane in PowerPoint?

    (A) To add notes that will be printed out along with the slides for the audience

    (B) To add comments or reminders for the presenter

    (C) To record audio or video narration for the presentation

    (D) To add hyperlinks to external websites or documents

18. How do you add a hyperlink to a slide in PowerPoint?

   (A) Right-click on the object and choose "Hyperlink"

   (B) Click on the "Insert" tab and choose "Hyperlink"

   (C) All of the above

   (D) Press Ctrl+K

19. Which of the following is not a way to add a new slide in PowerPoint?

   (A) Pressing Shift+Enter

   (B) Clicking on the "New Slide" button on the Home tab

   (C) Pressing Ctrl+N

   (D) Right-clicking on the slide pane and selecting "New Slide"

20. What is the purpose of the Slide Master in PowerPoint?

   (A) To add audio or video to a presentation

   (B) To create individual slide layouts for a presentation

   (C) To animate slide transitions

   (D) To format the overall look and feel of a presentation