1. You are happy with all the content in your presentation, and you now want to focus on what will happen when you are delivering the slide show. One of the slides contains an important Column Chart and you want to make that slide stand out. You decide to apply a Transition to the slide. You go to the Transitions Ribbon and pick an effect from the Transitions gallery. What other choices can you make to customize this effect?

Select all that apply.

☐ Control how the Columns of the Chart appear on the screen.

☑ Trigger the Transition automatically.

> ⊘ **Correct**
>
> Correct! In the Advance Slide options you can set the Transition to play automatically after a specified number of minutes or seconds.

☑ Have music playing while the Transition is happening.

> ⊘ **Correct**
>
> Correct! The Sound drop-down on the Transitions Ribbons will allow you to pick one of PowerPoints own sound effects to accompany the Transition or you could also use your own sound file.

☑ Speed it up or slow it down.

> ⊘ **Correct**
>
> Correct! The Durations choice on the Transitions Ribbon will allow you to control how long the Transition will take.

2. As you were preparing your presentation you added information into the Notes area that you want to use during the delivery of the slide show. How can you print these off to use as Speaker Notes while you are presenting your slide show?
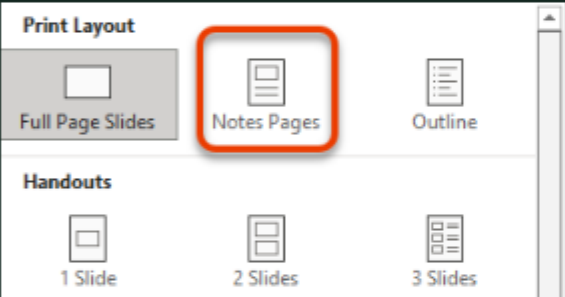
○ You can't print the Notes.

◉ Go to the File backstage view. Click on the Full-Page Slides drop-down and choose Notes.

○ Go to the File backstage view. Click on the Print all Slides drop-down and choose Notes.

> ⊘ **Correct**
>
> Correct! This second drop-down on the Print area will allow you to pick which of the elements in the slide show that you want to print.
>
>

3. You have prepared a presentation and shared it with a colleague for their feedback. They message you in Teams to let you know that they have completed their review and have left comments. When you next open the file, you turn on the Comments Pane but initially it appears empty. How can you identify the slides that have comments?
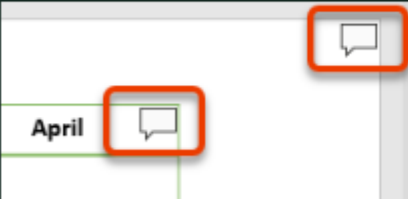
Select all that apply.

☑ By the Comment icon

> ⊘ **Correct**
>
> Correct! If the Comment is regarding an element such as a Table, the comment icon will be visible when the cursor is in that element. If the Comment relates to the whole slide, then the icon will appear in the corner of the slide.
>
>

☑ Click on the Show All Comments button on the View ribbon.

> ⊗ **This should not be selected**
>
> Not quite. Try going back to review the **Add Comments** item in Lesson 2.

☑ By clicking on the Next or Previous buttons on the Review Ribbon.

> ⊘ **Correct**
>
> Correct! These buttons will allow you to navigate through the presentation moving from Comment to Comment.
>
>

4. A colleague has created a separate updated copy of one of your presentations and you would like to identify what amendments have been made and what are the differences between the two presentations. You are using PowerPoints' Compare feature to do this check. How can you identify the amendments or changes?

Select all that apply.

☑ The changes will be listed in the Revisions pane to the right.

> ⊘ **Correct**
> Correct! When you compare two PowerPoint presentations, the amendments and adjustments are listed in the Revisions Pane to the right of the PowerPoint screen.

☐ The changes will be listed as Comments which you see in the Comments Pane to the right.

☐ The changes will be marked on the slide with Comment Icons.

☑ The changes will be marked on the slide with change icons.

> ⊘ **Correct**
> Correct! Elements that been adjusted will have a checkbox change icon visible next to it. If a change has been made to the whole slide the checkbox change icon will be visible in the corner of the slide.

5. The presentation you are working on, is divided into three Sections. You decide that you no longer need three sections and you would like to remove the third one. What is the correct approach to do this?

○ Select all the slides in the third Section and drag them into the second.

○ You cannot remove the section as doing this will delete the slides in the Section.

◉ Right click on the third Section heading and choose Remove Section.

> ⊘ **Correct**
> Correct! If you right click on the section heading, there will be a Remove Section choice. This will safely remove the third section heading and the slides that were in it will automatically become part of the second Section.

6. You are making a new PowerPoint template that your team can use to create new presentations. When the team members start new presentations, you want all the slides to have the company logo and the company brand colors. You are changing the Slide Master to ensure that this happens. What are the correct steps?

○ Go to the View Ribbon, click on Slide Master, and then click on the Background Styles drop-down in the Slide Master Ribbon. Make a choice and then close the Slide Master.

○ Go to the View Ribbon, click on Slide Master, and then click on the large Slide Master slide at the top of the Slides Pane to the left. Apply a background color and use the Insert ribbon to add the company icon. Close the Slide Master.

◉ Go to the View Ribbon, click on Slide Master, and then click on any layout in the Slides Pane to the left. Apply a background color and use the Insert ribbon to add the company icon. Close the Slide Master.

> ⊗ **Incorrect**
> Not quite. Try going back to review the *Modify Slide Masters and Slide Layouts* item in Lesson 3.

7. You have created a presentation outlining a new process in your company. It will be an automated presentation which will uploaded to the company's SharePoint so that colleagues can view it. As they are watching the presentation you want them to be able to see slide numbers so that if they have queries, they can reference the slide. What are the steps to do this?

◉ Go to the Insert Ribbon. Click on Header and Footer. When the Header and Footer dialog opens, tick the Slide Numbers checkbox. Click on apply to all.

○ Go to the Insert Ribbon. Click on Header and Footer. When the Header and Footer dialog opens, click into one of the three boxes that represent the footer areas and then click on the slide number button.

○ Go to the Insert Ribbon. Click on Header and Footer. When the footer area is visible at the bottom of the screen, position the cursor where you want the page numbers and click on the slide number button.

> ⊘ **Correct**
> Correct! The position for the Slide Numbers is fixed at the bottom right-hand corner so you only need to tick the checkbox to have the Slide Numbers appear. If you click on apply, the slide number will only appear on the slide you are viewing in the design window. If you click on apply to all, it will appear on all slides in the presentation.
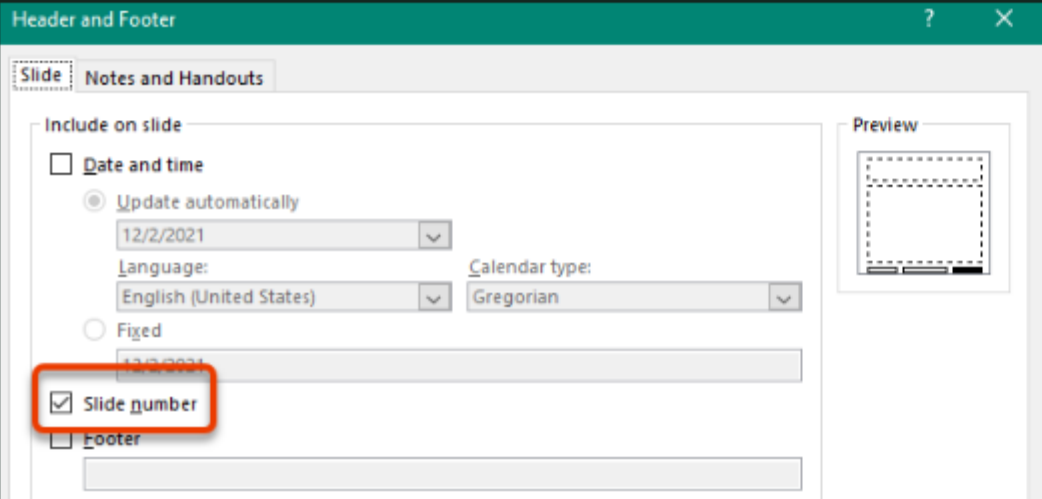
8. You have created a presentation outlining a new process in your company. You manager has requested that you run a series of sessions for different departments where you will be talking about the changes and delivering the presentation. Not all the slides are relevant for all departments, so you decide to create Custom Shows for each department. What is the correct series of steps to create one of these shows?

○ Go to the Insert Ribbon. Click on Custom Slide Show drop-down. Choose Custom Shows and then New. Type a name for the show. Drag the slides that you want included in the Custom Show from the view on the left to the view on the right and click ok.

○ Go to the Insert Ribbon. Click on Custom Slide Show drop-down. Choose Custom Shows and then New. Type a name for the show. Drag the slides that you would like to include in the Custom Show from the view on the left to the view on the right and click ok.

◉ Go to the Insert Ribbon. Click on Custom Slide Show drop-down. Choose Custom Shows and then New. Type a name for the show. Tick the slides that you want included in the Custom Show in the list on the left and click on add. Click ok.

⊘ **Correct**

Correct! The Custom Show dialog presents a list of slides with checkboxes. When you click on the Add button the slides where the checkboxes are ticked become part of the Custom Show list on the right.

9. One of the slides in your presentation contains discussion questions. While you are delivering the presentation, you intend to ask the audience to go into groups to come up with answers to these questions. Rather than just saying "Time's Up" to finish the group discussion you want to customize a shape on the slide so that, when you click on it, a bell sound effect plays. How would you set this up?

◉ Add the shape to the slide and select it. Go to the Insert Ribbon and choose the Action Button. Tick the Play Sound checkbox. Click into the sound drop-down and pick an effect or browse to a sound file.

○ Add the shape to the slide and select it. Go to the Insert Ribbon and choose the Action button. Click on the Hyperlink To drop-down and choose Other File. Browse to the location of the sound file and then click ok.

⊘ **Correct**

Correct! This series of steps will embed the sound into the slide so that you can play it directly by clicking on the shape when you are presenting the slide show.
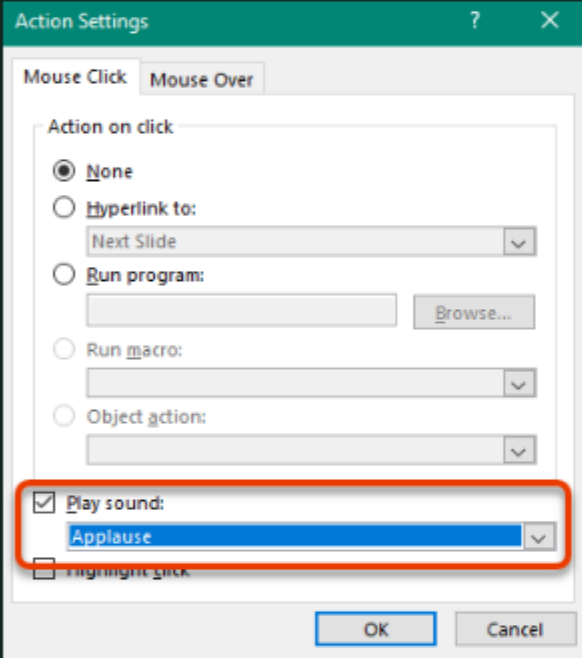
10. You have created and presented a PowerPoint slide show on the new systems that your company is introducing. Your manager has asked you to record the presentation. The recording will be uploaded to the company SharePoint so that colleagues who are working remotely can experience the presentation. While you are recording yourself presenting the slide show, what can you control on the recording screen?
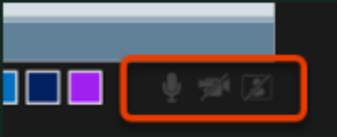
Select all that apply.

☐ Switch to a Custom Show.

☑ Mute your microphone.

⊘ **Correct**

Correct! Buttons on the bottom right of the screen allow you to mute the microphone or switch of the camera.

☑ Make the mouse pointer into a pen or a highlighter.

⊘ **Correct**

Correct! The bottom of the recording screen contains a series of choices for the mouse pointer including pens, erasers, and highlighters.

☑ Display the Notes on the slides