

1. You are about to deliver a presentation with complex charts and financial data. You know that you will want to annotate the presentation in response to questions and comments made by the audience. What is the correct series of steps to turn on the pen feature?

1 / 1 point

- ☒ Click on the slide show button to start your presentation. Right click on the slide. Choose pointer from the shortcut menu and then chose the type of pen you would like to use.
- ☐ Right click on the slide. Choose pointer from the shortcut menu and then chose the type of pen you would like to use. Click on the slide show button to start your presentation.

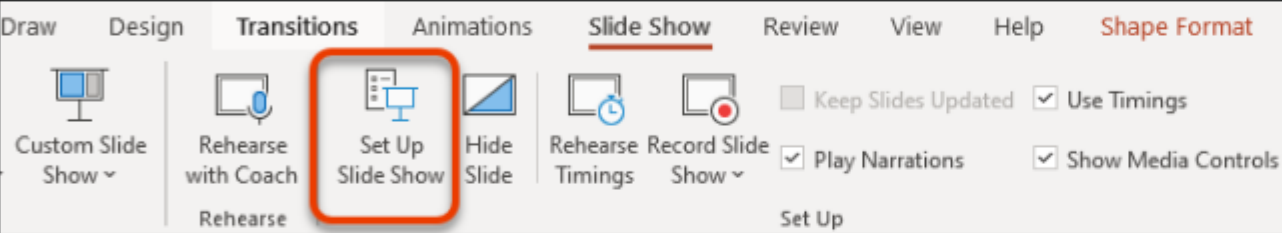
☒ **Correct**

Correct! Once you have started to deliver the presentation, you can use the right-click menu to change the mouse pointer into a pen. You can then write or draw on the presentation.

2. What can be changed using this command in the Slide Show Ribbon?

1 / 1 point

Select all options that apply.



☒ Set the show to run in a public area.

☒ **Correct**

Correct! If you choose the Browsed at Kiosk (Full Screen) the presentation will run automatically in a loop until Esc is pressed.

☐ Hide a Slide so it does not appear in the Slide Show.

☒ Set the presentation to advance automatically.

☒ **Correct**

Correct! There is a radio button choice in this dialog which switches between advancing the slides in a presentation manually or automatically (using timings).

☒ Choose the laser pointer color.

☒ **Correct**

Correct! This dialog also contains drop-down color choices for both the Pen and the Laser Pointer tools.

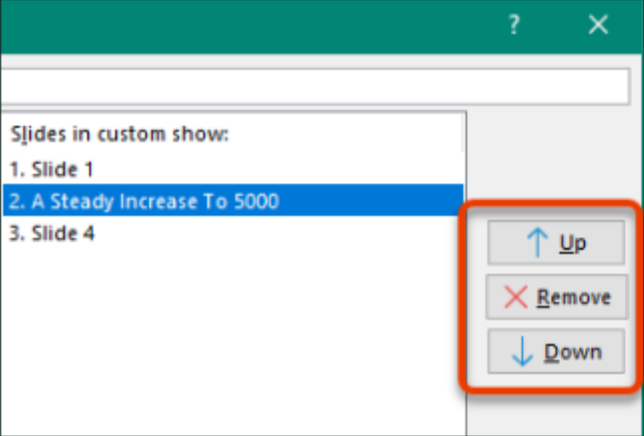
3. How do you reorder slides in a Custom Show?

1 / 1 point

- ☒ Use the Up and Down buttons in the Custom Show dialog.
- ☐ Remove the slides from the Custom Show and add them in again in a new location.
- ☐ Move the slides to a different location in the Slides Pane.

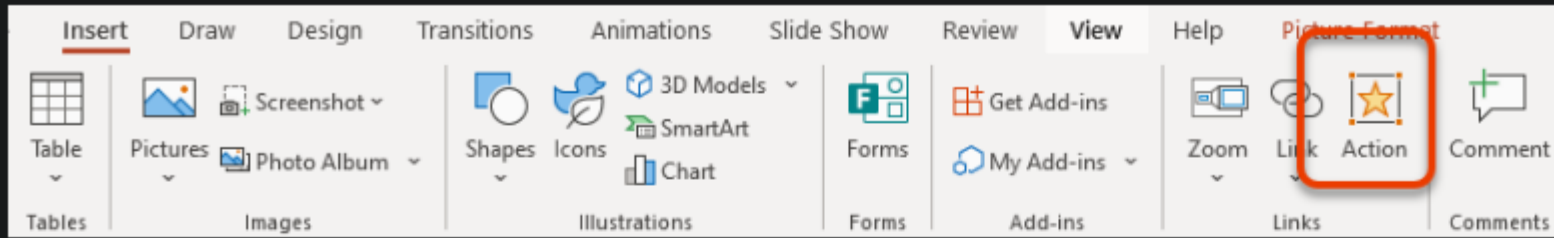
☒ **Correct**

Correct! Once you have added several slides to the Custom show, you can reorder them in the Custom Show dialog by using the Up and Down buttons.



4. With the Actions feature in PowerPoint what can you jump or Hyperlink to?

Select all options that apply.



- ☐ The Slide Master
- ☒ Another Presentation

✓ **Correct**

Correct! You can use an Action button to begin showing another slide show from within your current presentation. When you click on the action button you are immediately showing the slides from the other presentation. When you have stepped through all the slides in the linked presentation you are returned to the next slide in the original presentation.

- ☒ A Web Page

✓ **Correct**

Correct! You can create an Action button which hyperlinks to a particular webpage. When you click on this type of link, you will be brought directly to the Webpage.

- ☒ A Custom Show

✓ **Correct**

Correct! You could set up a button to show a Custom Show that you have created in your presentation. When you click on the button, the show will automatically begin.

- ☒ A different slide in the presentation

✓ **Correct**

Correct! You can create an Action button to be able to jump to any slide in the presentation during delivery. This could be useful during a Slide Show if there was a key slide that you needed to be able to go to very easily.

5. You are sent a PowerPoint file by a colleague, but you notice that it has a .PPSX extension at the end. When you double click on the file name what will happen?

- ☒ The PowerPoint slide will immediately begin.
- ☐ The PowerPoint file will open in the standard PowerPoint window.

✓ **Correct**

Correct! The .PPSX extension on the file shows that your colleague recorded their delivery of the presentation and they have sent you the recording rather than the ordinary PowerPoint file.