

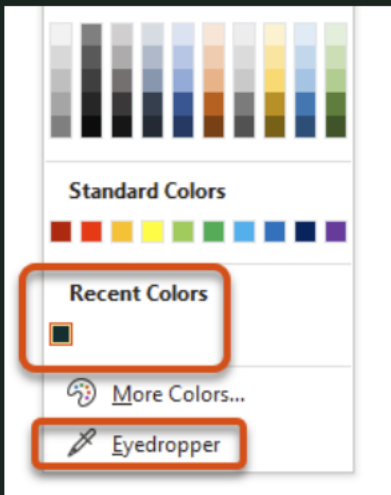
1. You are preparing a presentation for a prospective customer. Their company branding is very distinctive, and you want to make a link to that in your presentation by using one of their customized company colors. What would be the best approach to ensure that the color match is accurate?

1 / 1 point

- ☐ Use the Format Painter feature.
- ☐ Use the Custom section of the More Colors Palette
- ☒ Use the Eye dropper feature.

✔ **Correct**

Correct! The Eye Dropper feature is designed to allow you to pick a color from an image or a screengrab from a website. Once you use the Eye Dropper to apply the color to a piece of content in the presentation it becomes available in the recently used section of the Color Palette. You can also check the RGB or Hex code to use this color in other presentations.



2. You have started a new presentation by clicking on File, New and choosing the Blank Presentation Template. You have also typed the Title of your presentation into the first text box on the Title Slide presented to you. The text is currently quite plain, and you would like to enhance it and make it stand out. Which of these settings can you change using the choices in the Font category on the Home Ribbon?

0.75 / 1 point

Select all options that apply.

- ☒ Apply Strikethrough.

✔ **Correct**

Correct! It is possible to format any text on a PowerPoint slide to have a line through it. For example, this might be useful if the presentation is tracking the progress of a project and you want to indicate which stages are complete.

- ☒ A command to change the case of the Text.

✔ **Correct**

Correct! The default setting for the text you typed in the Title placeholder is mixed case. The Change Case button allows you to change this without having to retype the text. You can easily switch between settings to decide which looks best.

- ☒ Rotate the text to a 3-D Rotation.

✘ **This should not be selected**

Not quite. Try going back to review the **Format Characters** and **Format Text Boxes** item in Lesson 1.

- ☒ Adjust the spacing between the letters.

✔ **Correct**

Correct! Sometimes you will need to adjust the space between the letters in the text. This might be because it is a short heading, and you would like it to look wider to improve the balance on the slide. It could also be useful if the line of text is coming down onto another line and you want it to all remain on a single line.

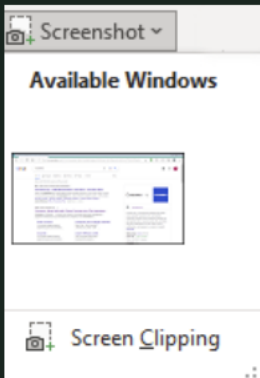
3. You are delivering a presentation to your team which introduces them to a new ordering system that the company will be adopting. You want to include screenshots from the system in your presentation. What would be the correct series of steps to add a screenshot to the slide?

1 / 1 point

- ☐ Have the new ordering system open in another window. In the PowerPoint screen, go to the Slide on which you want to place the screenshot. Double click on the Insert Screenshot button. Switch to the new ordering system.
- ☒ Have the new ordering system open in another window. In the PowerPoint screen, go to the slide on which you want to place the screenshot. Click on the Insert Screenshot drop-down. Click on the new ordering system image from the thumbnails presented
- ☐ Have the new ordering system open in another window. In the PowerPoint screen, go to the Slide on which you want to place the screenshot. Click on Insert Screenshot and then switch to the new ordering system and press enter.

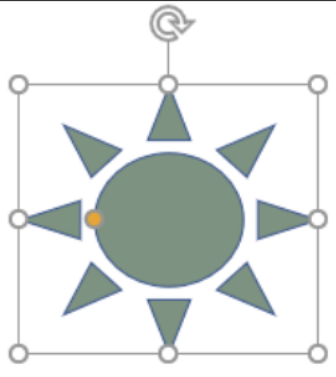
✔ **Correct**

Correct! When you click on the Insert Screenshot drop-down, PowerPoint shows a gallery of thumbnail images of all other open windows. You can click on any one of these to add it to the slide.



4. From the Shapes Gallery you have chosen a Sun shape to add to the slide you are working on. You would like to adapt the shape so that the tips of the suns ray are folded and pointing sideways. How can you do this?

1 / 1 point



- ☐ Point at the Yellow circle and drag with the mouse.
- ☒ Choose Edit Points from the Edit Shapes drop-down on the Shapes Format ribbon.
- ☐ Choose 3-D Rotation from the Shape Effects drop-down on the Shapes Format Ribbon.

☒ **Correct**

Correct! The Edit Points feature allows you to customize the exact form. The points can be dragged in a three-dimensional axis giving endless shape customization options.

5. You are working on a PowerPoint presentation to provide information on the New Ordering system that your company will be implementing. This system requires a different series of steps for logging in than the older system which it is replacing. You would like the PowerPoint presentation to have a screen recording of that log-in process. You have created a blank slide to hold that recording. What would be the correct series of steps to create the recording, and have it added to the slide?

1 / 1 point

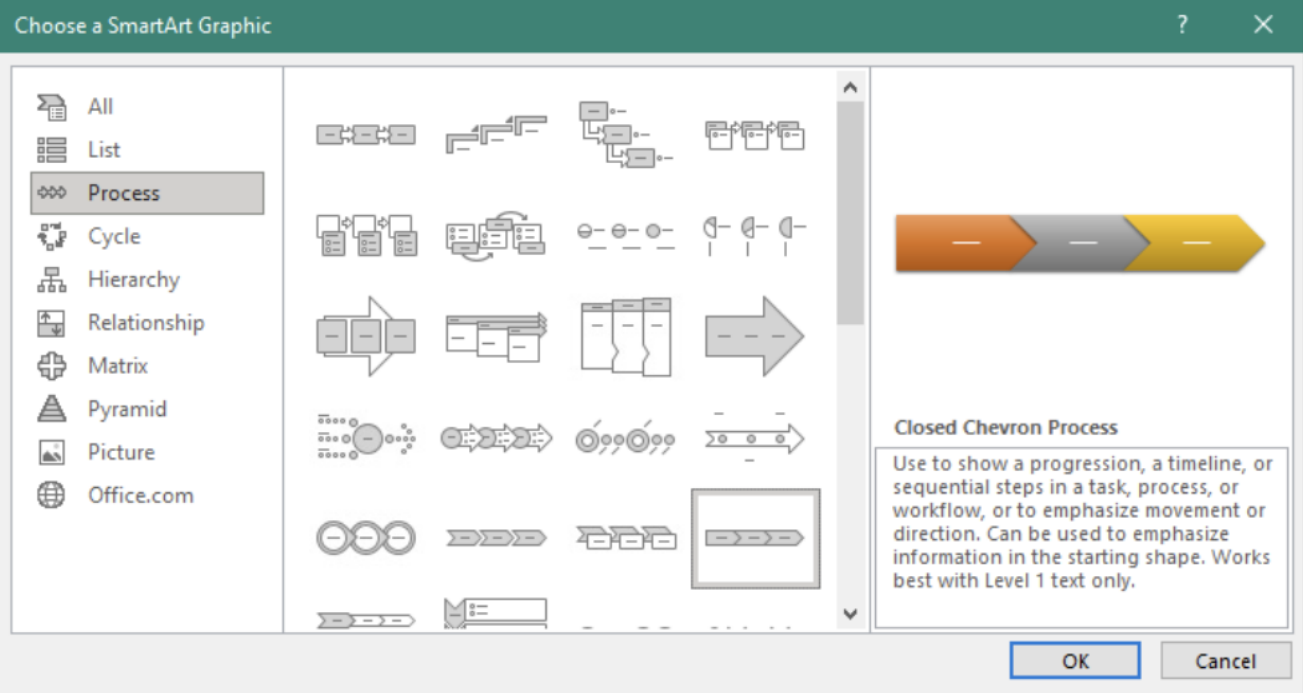
- ☐ On the Insert Ribbon, click on screen recording. Use the Alt+Tab combination to switch to the Order System Log-in screen. Click on the record button and go through the steps to log-in to the system. Use the Shift + Windows key + Q combination to stop recording. The recording will now be part of the slide.
- ☒ On the Insert Ribbon, click on screen recording. Use the Alt+Tab combination to switch to the Order System Log-in screen. Indicate the area of the screen you want to capture by dragging the red dotted line around it. Click on the record button and go through the steps to log-in to the system. Use the Shift + Windows key + Q combination to stop recording. The recording will now be part of the slide.

☒ **Correct**

Correct! This is the series of steps which would allow you to capture the new log-in process and add it as a video to the slide in your presentation.

6. In your presentation you have added a plain slide with a list of new projects your team will be working on in the coming months. These projects will be sequential. Underneath each project name there are a couple of brief paragraphs explaining the focus of the project. To make this information more visual you decide to add it to a SmartArt diagram. You go to the Insert ribbon, click on SmartArt, and decide to use this diagram. Is it suitable for the information you want to display?

1 / 1 point



- ☒ No, this diagram is not suitable.
- ☐ Yes, this diagram is suitable.

☒ **Correct**

Correct! When you are choosing a diagram type in SmartArt, the description in the bottom right is invaluable. The description does indicate that this diagram represents sequential processes. The important point, however, is that it is suitable only for Level 1 Text. This indicates that it will be able to hold the Project Names but not the descriptive paragraphs.

7. You have added a SmartArt diagram to the PowerPoint presentation to show information on the five new projects that your team will be involved in over the coming months. One of the projects is time-critical so you want to color that shape in a different stronger color to stand out from the others. What are the correct steps to do this?

0 / 1 point

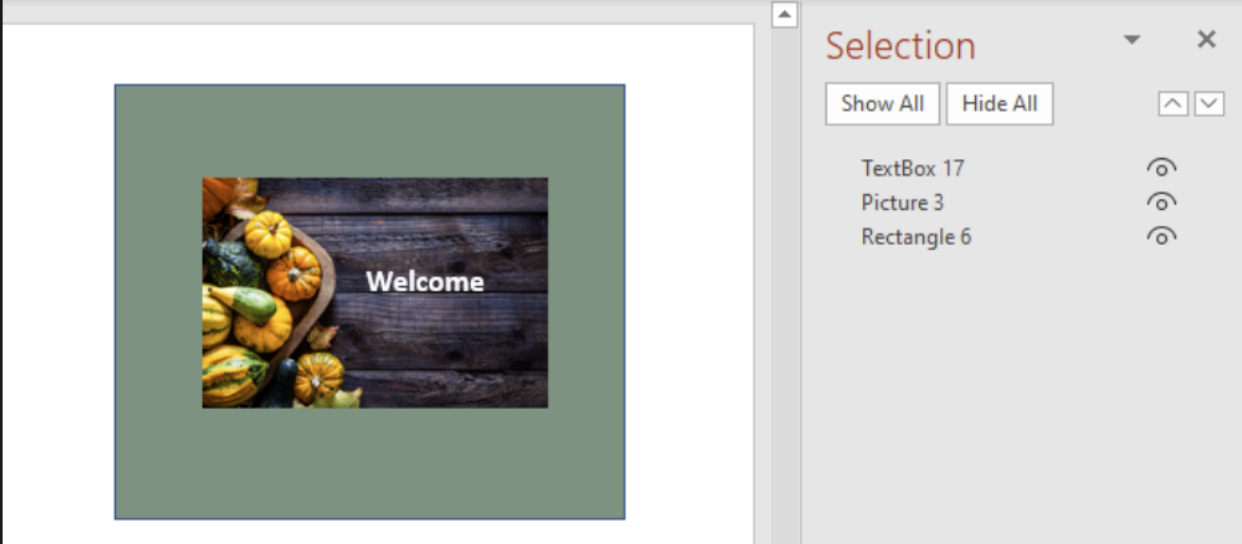
- ☒ Click on the placeholder for the diagram to select it. Go to the SmartArt Format Ribbon and click on the Shape Fill command to choose a different color.
- ☐ Click on the shape in the SmartArt Diagram that you want to recolor. Go to the SmartArt Format Ribbon and click on the Shape Fill command to choose a different color.
- ☐ Click on the placeholder for the diagram to select it. Go to the SmartArt Design Ribbon and click on the change colors command.

☒ **Incorrect**

Not quite. Try going back to review the **Create SmartArt** item in Lesson 3.

8. You have positioned three elements on top of each other to create an effect. There is a green rectangle at the back, a picture of pumpkins on top of that and at the front, a textbox that says Welcome.

1 / 1 point



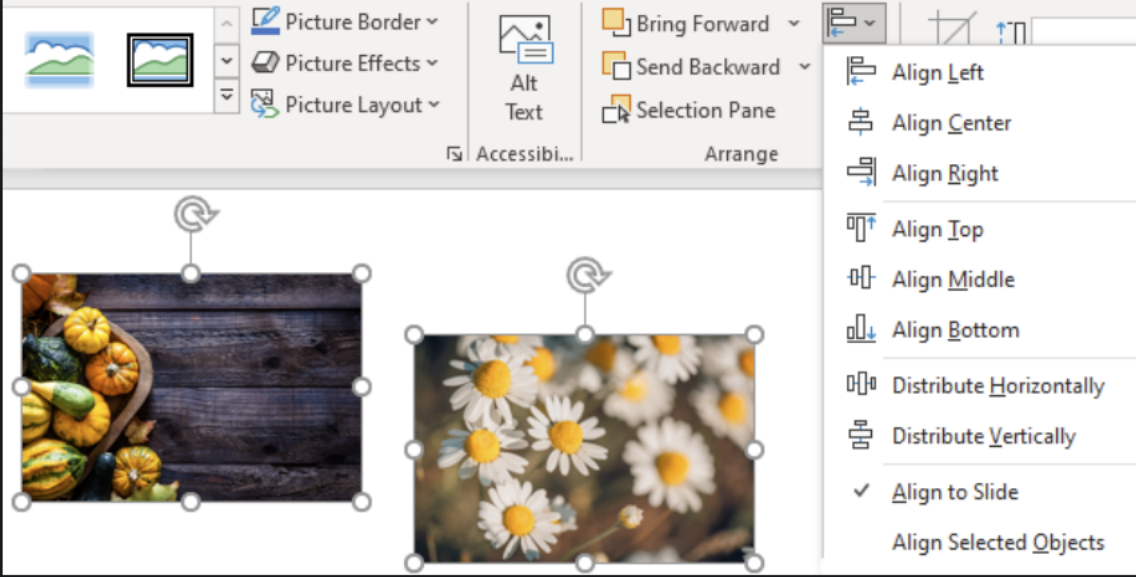
If you were to select the textbox and click once on the Send Backward command on the Shape Format Ribbon what would the order be from back to front?

- ☐ Text Box, picture, rectangle.
- ☒ Rectangle, text box, picture.
- ☐ Text Box, Rectangle, picture

Correct
Correct! The Send Backward command moves the selected element back one step in the stack of objects. In this case the selected object, the text box, would have moved back one step and would end up positioned between the rectangle and the picture.

9. You have added two images to a slide in your presentation. Their size and appearance are good, but you want to control the alignment. If you were to choose the Align Top choice on the Align drop-down menu, what would be the result?

1 / 1 point



- ☒ The top edge of both images would line up with the top edge of the slide.
- ☐ The top edges of the images would be lined up.
- ☐ The two images would move to the top of the slide, but one would still be slightly under the other.

Correct
Correct! The important setting to note here is the Align to Slide option at the bottom of the drop-down. Because that is ticked, all elements selected will move up and line up with the top edge of the slide. If the Align Objects option had been ticked the images would have stayed in their current location and lined up with each other.



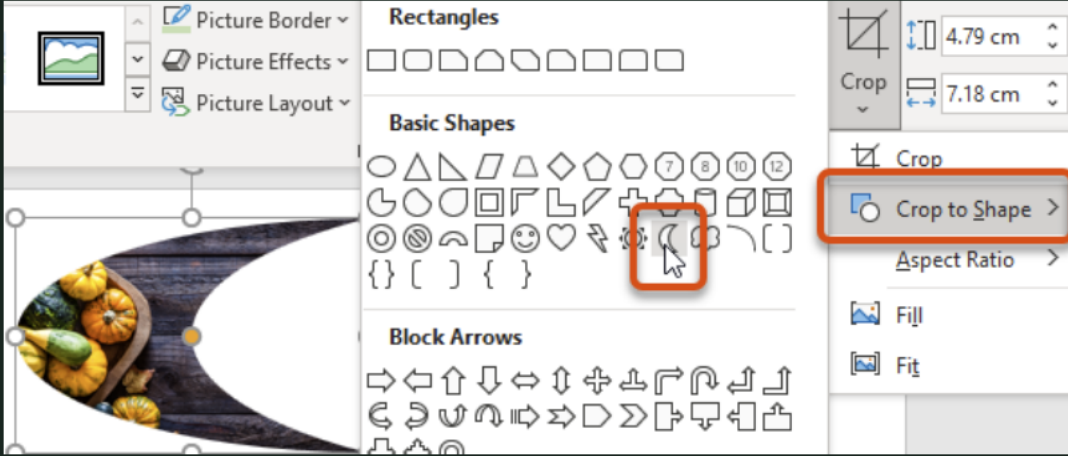
10. You have added an image to the slide show and would like to use the Crop feature to remove parts of it. Which of these actions can you do with a Crop?

1 / 1 point

Select all options that apply.

- ☐ Remove the center of a picture.
- ☒ Crop an image into a shape.

Correct
Correct! On the Crop drop-down is a choice of shapes. If you select one of these the image will be cut into that shape.



- ☒ Reverse the crop, even if the file has been saved and closed.

Correct
Correct! The elements of the picture that are removed are stored in the background of the PowerPoint file. Even if the file has been saved and closed, when you reopen the file, you can still use the Reset Picture