1. You are preparing a presentation on team performance. You have created a Table on a slide with monthly headings. Under each heading you will need to type two sets of numbers. The cursor is in the first cell under the January heading.

January	February

What is the correct series of steps to ensure that both blank cells under the January heading are split into 2 columns?

- ◉ Select the two empty cells. Go to the Table Layout Ribbon. Choose the Split Cells command. Click ok on the split cells dialog.

- ○ Go to the Table Design Ribbon. Choose the Split Cells command. Click ok on the split cells dialog.

- ○ Go to the Table Layout Ribbon. Choose the Split Cells command. Click ok on the split cells dialog.

- ○ Select the two empty cells. Go to the Table Design Ribbon. Choose the Split Cells command. Click ok on the split cells dialog.

✓ **Correct**
Correct! By selecting both empty cells in advance, the split will be applied to all the cells under the January heading. Because splitting a cell is a structural change, the command to do it is on the Layout Ribbon.

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2. You are adding performance figures to your presentation using PowerPoints' Table feature. A colleague advises you that the figures have changed and points you to the new data in Excel. When you look at the Excel file, you realize that the data is still not complete and might change again. You decide to bring the Table in directly from Excel and create a link to the original Excel Table so that the PowerPoint Table can be updated if the source information in Excel changes. What is the correct series of steps to do this?

- ○ Use the Insert Table feature to add a blank table on the slide to hold the Data. Go to the Insert Ribbon. Click on Object and choose Create from File. Browse to the location of your Excel file, select it, and click ok. Click ok on the Insert Object box.

- ○ Go to the Insert Ribbon. Click on Object and choose Create from File. Browse to the location of your Excel file, select it, and click ok. Click ok on the Insert Object box.

- ◉ Go to the Insert Ribbon. Click on Object and choose Create from File. Browse to the location of your Excel file, select it, and click ok. In the Insert Object box, tick the Link checkbox and click ok.

✓ **Correct**
Correct! This series of steps will bring a Table containing information back from Excel. It will also still maintain a link to the original data. Whenever you open your PowerPoint presentation you will be given the opportunity to update the information.

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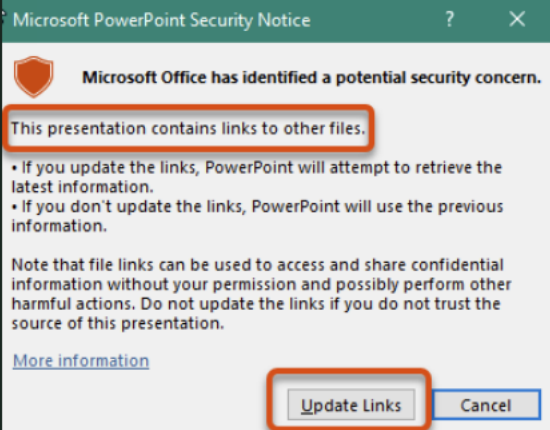
3. You need to include some complex numeric data to your presentation, and you feel that a Chart will make it easier for the audience to understand as well as create a better visual impact. You click on the Insert Chart icon in the placeholder on the slide and choose the column chart type and click ok. A Chart appears on the slide, along with an Excel spreadsheet window which already contains Data. What should be your next step?
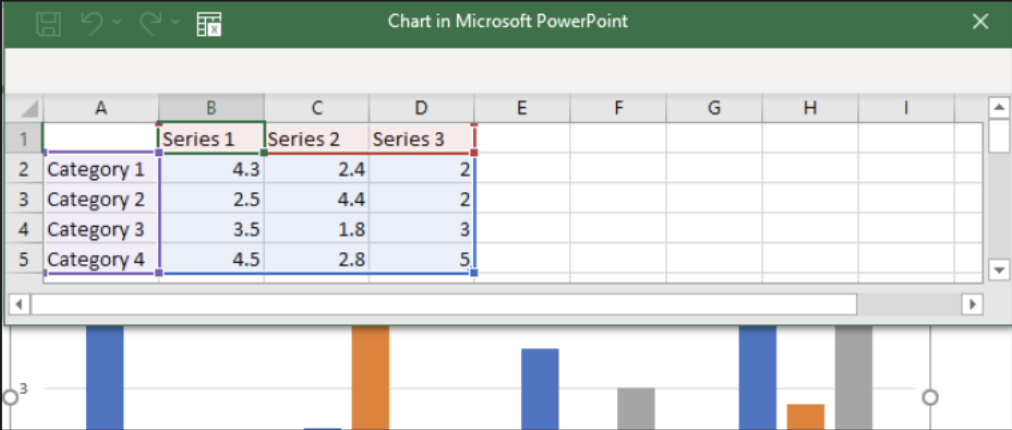
- ◉ You will need to type your own data into the Excel worksheet.

- ○ You should have started by adding your own numbers to a Table in PowerPoint first and selecting this before choosing Insert Chart. You will need to delete the chart and start again.
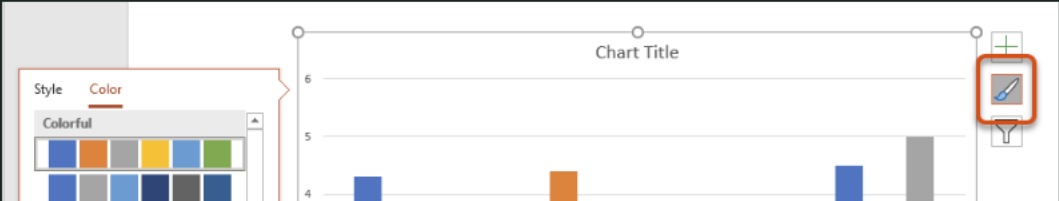
✓ **Correct**
Correct! PowerPoint utilizes Excels' charting feature. The Excel worksheet window contains sample data which PowerPoint uses to create the Chart. You can simply overwrite the sample data with your own headings and numbers to customize the chart.

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4. You have successfully added the Chart to the presentation, but it has appeared with the default color scheme. You would like to change this. How can you do this?

Select all options that apply.

- ☐ Go to the Chart Design Ribbon and choose the Change Chart Type command.

- ☑ Click on the Paintbrush icon that appears beside the Chart.

✓ **Correct**
Correct! Clicking on the Paintbrush icon opens a shortcut Pane which contains two sections. The Color section will allow you to choose a different color palette for the Chart.

- ☑ Go to the Chart Design Ribbon and choose the Color Choice command.

✓ **Correct**
Correct! The Change Color command allows you to pick a different color palette for the Chart.
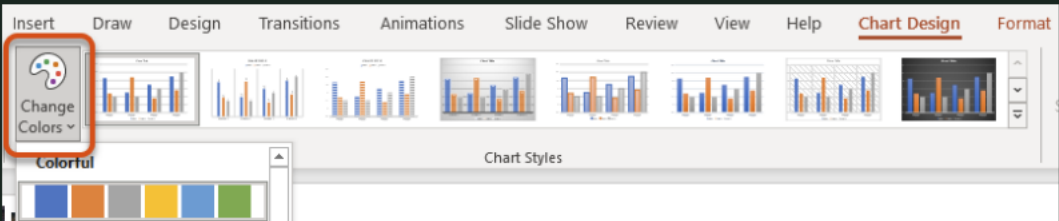
5. You have been asked to represent the company at a tradeshow, and you are creating a presentation which you will have running automatically on a screen in the background at the stand. The information in the slides is all visual so you want to add a music clip that you have on your laptop to the presentation and have it play across the slide show. What is the correct series of steps to set this up?
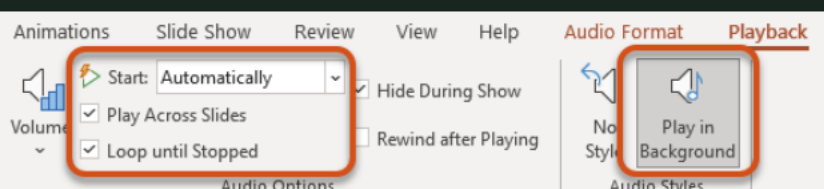
○ Start on the Title Slide. Go to the Insert Ribbon and choose Audio on My PC from the Audio drop-down. Browse to where the file is stored and click insert. On the Playback ribbon click on the Play in Background choice.

○ Start on the Title Slide. Go to the Insert Ribbon and choose Audio on My PC from the Audio drop-down. Browse to where the file is stored and click insert. On the Playback ribbon, in the Start drop-down choose Automatically.

✓ **Correct**
Correct! You only need to click on the Play in Background command to set the sound clip to play continuously as other slides come on screen. When this command is clicked PowerPoint will set the Start choice to automatically and tick the Play across Slides and the Loop until Stopped checkboxes.

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6. You add a video to your presentation. While delivering the slide show, you will be giving a verbal introduction about the content before playing the video so you have set the Start option to On Click so that the video will not play until you click on it. However, the initial frames are not good quality, and you are concerned that the frozen image will not look attractive while you are speaking. Which feature in PowerPoint can you use to help here?
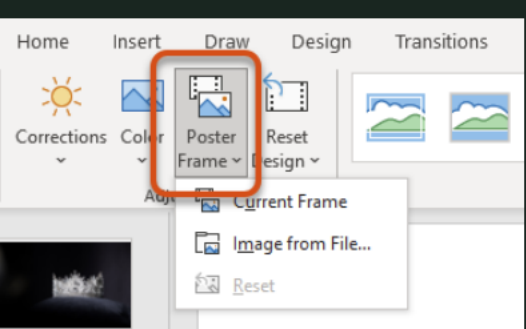
○ Video Styles
● Poster Frame
○ Corrections

✓ **Correct**
Correct! This option on the Video Format ribbon applies a still image to the video whenever the video is not playing. This can be a still from the video or a separate image.

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7. You have added a video clip to your presentation but when you play it you realize that it takes too long to play. You want to remove the last thirty seconds of the video, so you go to the Video Playback Ribbon and choose Trim Video. While you are using the Trim tool which marker should you move to do this?

○ Green
● Red
○ Blue

✓ **Correct**
Correct! In the Trim Video dialog, the red marker indicates where the video will finish. Dragging this to the left will shorten the video.

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8. One of the slides in your presentation contains four bullet points. You want to control how these four points appear on the slide so that the audience will only see them when you are ready to talk about them. You highlighted all the bullet points and selected the Appear animation in the Animations gallery. However, the bullets are still all appearing at the same time. What would be the quickest way to fix this?

● Highlight all the bullet points. In the Timing section of the Animations ribbon, in the Start drop-down choose On Click.

○ Highlight the four points and remove the animation by clicking None in the Animations gallery. Highlight each bullet point individually and add the animation back.

○ Highlight all the bullet points. In the Timing section of the Animations ribbon change the Duration setting.

✓ **Correct**
Correct! By clicking on the On Click choice (even if it is already visible) you are indicating to PowerPoint that you want the bullet points to appear only when you click the mouse button.

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9. A slide in your presentation contains a mixture of elements with different animations. You open the Animation Pane to work more closely with these. What can you see in the Animation Pane?

Select all options that apply.

☑ An indication of how long the animation takes.

✓ **Correct**
Correct! The colored bars to the right of the animations in the list indicate how long the Animation effect will take.

☑ The type of animations that are applied.

✓ **Correct**
Correct! The color of the Star next to an Animation in the list indicates what type of animation it is.

☑ A Play button

✓ **Correct**
Correct! You can preview any animation in the list by selecting and then clicking on the Play button at the top of the Animation Pane.

☐ A button to add an animation

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10. You have added animations to several pictures and shapes on the slide. You would like them to come in a different order when you click the mouse button. What would be the best way to do this?

○ Remove the animations from all the elements and reapply them in the new order.

● Use the arrows in the animation pane.

○ Select an animation and change the Delay timer in the Timing section of the animations ribbon.

✓ **Correct**
Correct! In the Animation Pane, if you select any animation in the list, you can use the two arrows on the top right to move the animation up in the list so that it occurs sooner or move it down to happen later.