

1. When you open a presentation created by a colleague, you see the following heading in the Slides Pane to the left. What does this mean?

1 / 1 point



- ☐ That Visitor Numbers is the second section in the presentation but there are no slides in it yet.
- ☒ That Visitor Numbers is a section in the presentation which contains two slides, but the section is currently collapsed.

**Correct**  
Correct! The number in brackets indicates that there are two slides in the Visitors Numbers section of the presentation. The fact that the triangle is pointing towards the heading means that the section is collapsed.

2. You have created sections in your presentation. How can you move slides from one section to another?

1 / 1 point

Select all that apply.

- ☒ Cut the slide and paste it into a new location.

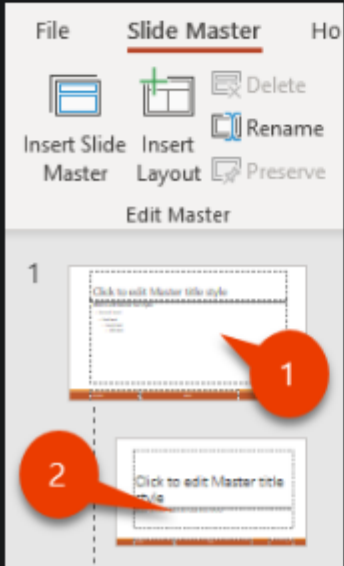
**Correct**  
Correct! You can cut a slide in the Slides Pane and paste it into a new location in the Pane. It will automatically become part of the section that it is dropped into.

- ☐ Right click on the section name and choose Add Slide.
- ☒ In the Slides Pane to the left of the PowerPoint screen, select the slide and drag it into the section that you would like to add it to.

**Correct**  
Correct! You can drag a slide up or down in the Slides Pane to relocate it. It will automatically become part of the section that it is dropped into.

3. You would like to have a logo appear on every slide in the presentation. Which layout in the Slide Master should you add it to, to achieve this?

1 / 1 point

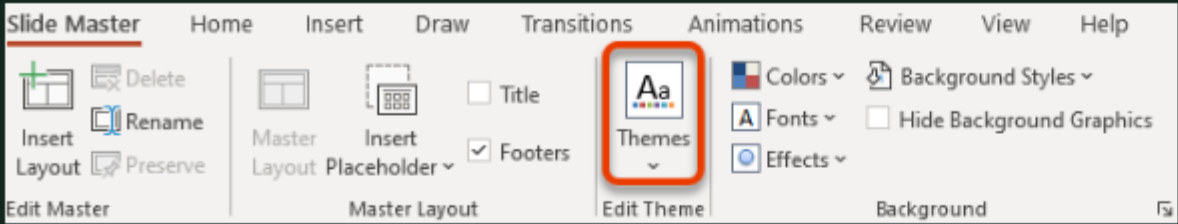


4. You have picked customized colors and fonts for your presentation, and you would like to save these as a Theme so that you can use them again. Where can you save them? (Select all that apply.)

1 / 1 point

☒ By clicking on the Themes button in the Slide Master Ribbon.

☒ **Correct**  
Correct! If you are editing the Slide Master, you also get the opportunity to save the current colors and fonts as a theme.



☒ By going to the Design Ribbon, clicking on the Theme Gallery, and choosing Save Current theme.

☒ **Correct**  
Correct! When you click on the arrow in the bottom right-hand corner of the Themes gallery you will see that there is a Save Current Theme at the end of the drop-down.



☐ By choosing Save Theme in the Drawing group of the Home Ribbon

5. How can you add slide numbers to all the slides in the presentation?

1 / 1 point

Select all options that apply.

☒ On the Insert Ribbon click on the Insert Slide Number button and then tick the checkbox for Slide Number.

☒ **Correct**  
Correct! The Insert Slide Number button will open the Header & Footer dialog and you can tick the slide number checkbox there. The Slide Numbers will automatically appear in the Footer area at the bottom of the slide.

☐ Switch to a Slide Layout that already has slide numbers applied.

☒ On the Insert Ribbon, click on the Header & Footer command and then tick the checkbox for Slide Number.

☒ **Correct**  
Correct! In the Header and Footer box, the items such as date, time and slide number have tick boxes beside them which allow you to switch them on. They will automatically appear in the Footer area at the bottom of the slide.