

1. You have been asked to prepare a presentation which will be delivered by a colleague. They have asked you to add Speakers Notes to the presentation as a guide for them when they are presenting. You haven't used Notes in PowerPoint before. If you were to type the word Notes into the Search box at the top of the PowerPoint screen, what kind of results does PowerPoint give you?

1 / 1 point

Select all options that apply.

☒ Links to help pages on that topic.

☒ **Correct**
Correct! On the results drop-down there will be a category called Get Help On. Clicking on the word Notes here will bring you to a list of help topics on this feature. This list will open in a Help Pane to the right of the PowerPoint screen.

☐ Links to training videos.

☒ A way to immediately start the Notes feature.

☒ **Correct**
Correct! One of the very useful Results categories is called Actions or Best Action. When you click on an item listed under these headings PowerPoint will start the feature which saves you time.

☒ A way to search for that word in the content of the file you have open.

☒ **Correct**
Correct! On the results drop-down there will be a category called Find in Document. Clicking on the word Notes here will search the text in the presentation for the word Notes.

2. Your company is experiencing unexpected difficulties in meeting the brief for an important client. An emergency meeting has been organized and you will need to deliver a presentation on possible solutions. You have already started to create this presentation but need to complete it as quickly as possible. You realize that you will also need to include information that was presented to the client in several other PowerPoint presentations. Which PowerPoint feature should you use to save time in this situation?

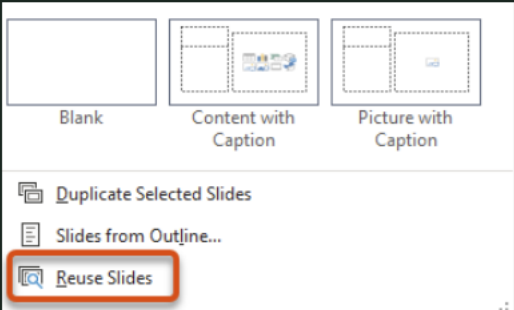
1 / 1 point

☐ Create Slides from Outline

☒ Reuse Slides

☐ PowerPoint Templates

☒ **Correct**
Correct! When you have already built multiple presentations, particularly for a specific client, you may find that you have created slides that you can reuse. The Reuse Slides feature at the bottom of the New Slide drop-down is an easy way to move copies of slides from other presentations into the presentation you are creating. The Reuse Slides Pane opens to the right of the PowerPoint screen and here you can pick slides and control the formatting as they are copied.



3. You have started a new PowerPoint presentation and have already typed the Title on the first slide. When you click on the New Slide button on the Home Ribbon the slide added has a title text box and another content placeholder with shortcut icons in it. You want this slide to be completely blank as you intend to add an image of a map which you will be re-sizing to the same dimensions as the slide. How can you change the slide?

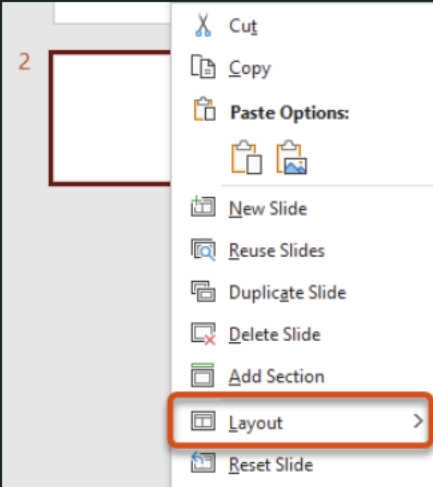
1 / 1 point

☐ In the design window, right click on the sample text in the title text box. From the shortcut menu which appears, choose Layout, and then choose the Blank option.

☒ In the Slides Pane, right click on the thumbnail image of the slide. Choose Layout on the shortcut menu that appears and then choose the Blank option.

☐ Click on the drop-down arrow on the New Slide button again and choose the Blank layout.

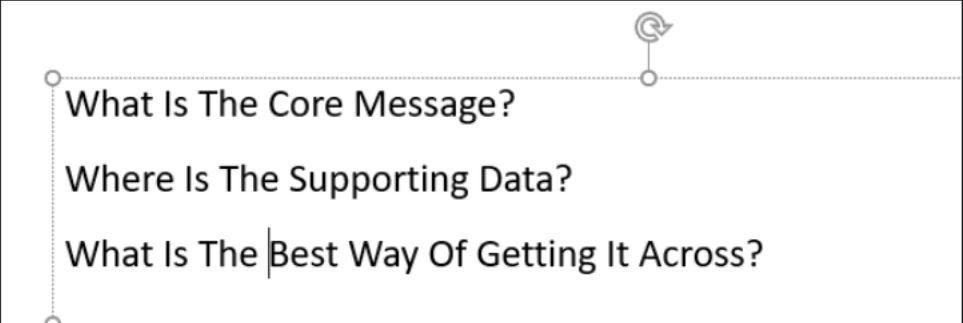
☒ **Correct**
Correct! The right click menus are context sensitive. When you right click on the thumbnail slides in the Slides Pane, the choices presented are about the slide itself. Here you can choose to change the layout.



4. You have typed three separate lines of text into a text box. You would like to make changes to the color and size of all the text. How can you select the text to make these changes?

1 / 1 point

Select all options that apply.



☒ Sweep across all three lines of text with the mouse pointer

☒ **Correct**
Correct! You can hold down the mouse button and sweep across multiple lines of text to highlight them all.

☐ Click into the first line of text and then double click.

☒ Click on the dotted line of the placeholder

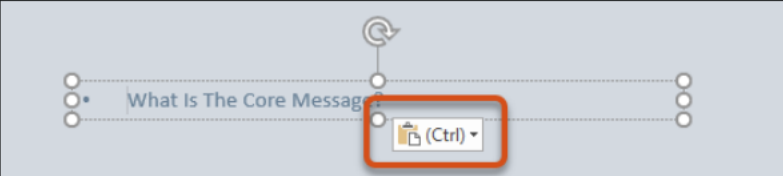
☒ **Correct**
Correct! When you click on the dotted line of the placeholder itself, it will become a solid line. Whatever actions you take next will apply to everything in the placeholder.

☒ Click into the first line of text and then press Ctrl + A

☒ **Correct**
Correct! The Ctrl + A is the keyboard shortcut for "Select all". Because you are typing in a text box, PowerPoint will select all content inside the boundaries of that text box.

5. You are adding text to a text box on a slide. To save time, you decide to copy and paste a sentence from a previous slide into the box as well. You have highlighted the sentence and clicked on copy. You then bring your cursor back into the text box and click paste. This icon appears.

1 / 1 point

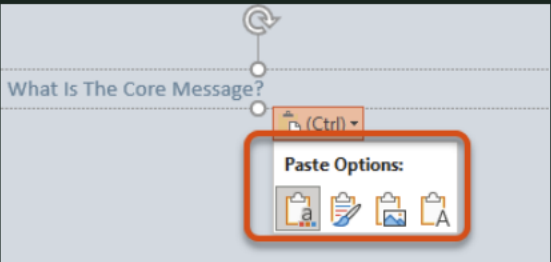


What will this allow you do?

- ☐ Choose the Alignment of the text in the Text Box.
- ☒ Choose to maintain the formatting of the original
- ☐ Reverse the Paste

✓ Correct

Correct! The options on this drop-down control whether the content pasted in will match the destination formatting or keep the formatting it had in its original location. You can also choose to paste the content in without any formatting or as a picture.



6. You are updating a Presentation which you completed some time ago. You realize that some of the content is out of date. An older obsolete company logo appears on several slides and a manager who is no longer with the company is referenced also in several places. You would like to be able to use Cut and Paste to step through the presentation making replacements. Which feature should you switch on in PowerPoint so that this will be possible?

1 / 1 point

- ☒ The Clipboard.
- ☐ Use the Replace feature.
- ☐ Use the Format Painter feature

✓ Correct

Correct! Normally the Clipboard is invisible and can store only one item at a time. However, if you open the Office Clipboard you can store up to 24 items at a time. You could then step through the Presentation pasting in updated information where it was needed.

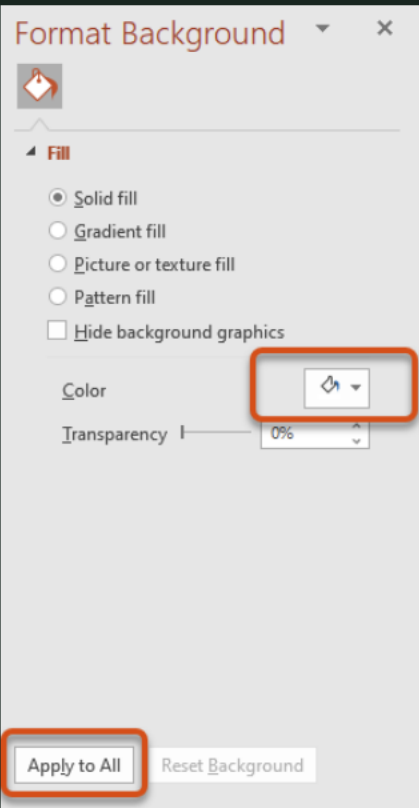
7. The presentation you are working on was based on the Blank File template and as a result, the background color of the slides is plain white. You want to change the background color of all the slides, but you need the other formatting you've already applied to the slides to be maintained. Which series of steps is correct?

1 / 1 point

- ☐ Go to the Design Ribbon. Click on the drop-down arrow in the corner of the Themes Gallery and make a new choice there. Click on the drop-down arrow in the corner of the Variants Gallery and click on color to change the color there.
- ☒ Go to the Design Ribbon. Click on the Format Background Button. When the Format Background Pane opens on the right make a new choice in the color drop down. Click on the Apply to All button.
- ☐ Go to the Design Ribbon. Click on the Format Background button. When the Format Background Pane opens on the right make a new choice in the color drop-down.

✓ Correct

Correct! Once you have used the Color drop-down to make a new color choice, clicking on the Apply to All button will apply that change to all the slides in the presentation.



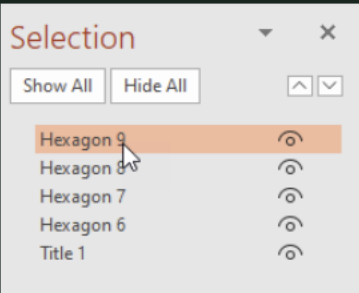
8. The slide that you are working contains a mixture of text, shapes, and images. Some of these elements overlap on the slide. What would be the best way to highlight items that you need to work on?

1 / 1 point

- ☒ Use the Selection Pane to select individual elements.
- ☐ Use Ctrl+Click to select individual elements.
- ☐ Use Shift+Click to select individual elements

✓ Correct

Correct! If you choose the Selection Pane option from the Select drop-down on the Home Ribbon, the Selection Pane opens to the right of the PowerPoint window. It lists all the elements on the slide, and you can click on an item in the list to select it even if it's not visible.



9. You are about to deliver a presentation to the management team. To make the slide show as smooth as possible you decide to use Presenter View. What extra features and information does Presenter view offer?

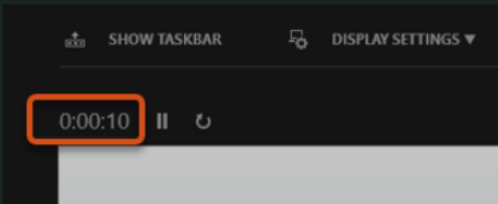
1 / 1 point

Select all options that apply.

☒ A counter to show how long the presentation is taking.

✓ **Correct**

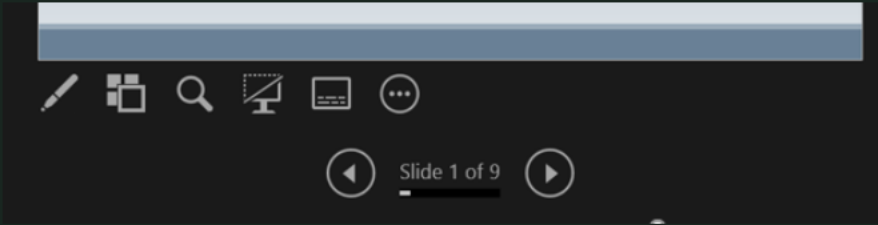
Correct! At the top left of the Presenter View screen is a counter showing elapsed time. This helps you to pace your delivery.



☒ A visible toolbar to control the progress of the slide show.

✓ **Correct**

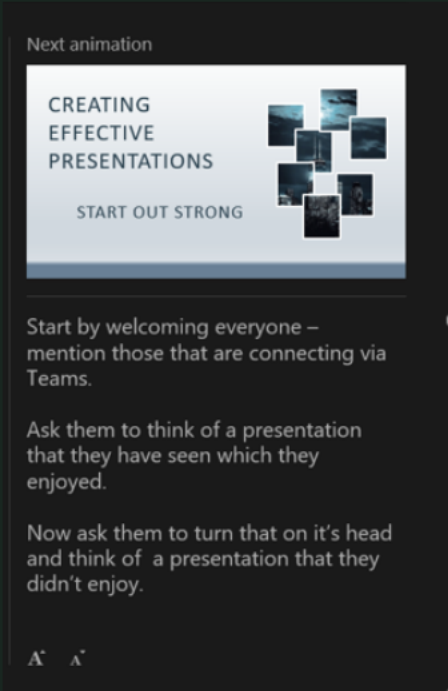
Correct! If you are presenting the slide show without using Presenter View you will have to move to the bottom of the screen to see the toolbar to control progress. However, with Presenter View this toolbar is constantly visible.



☒ The Notes you have added to each slide.

✓ **Correct**

Correct! The Notes pages that accompany each slide are not usually visible when you are presenting. However, in Presenter view you can see them in one of the panels. You can also increase the size of the visible text in the Notes Pane to allow you to see it more easily.

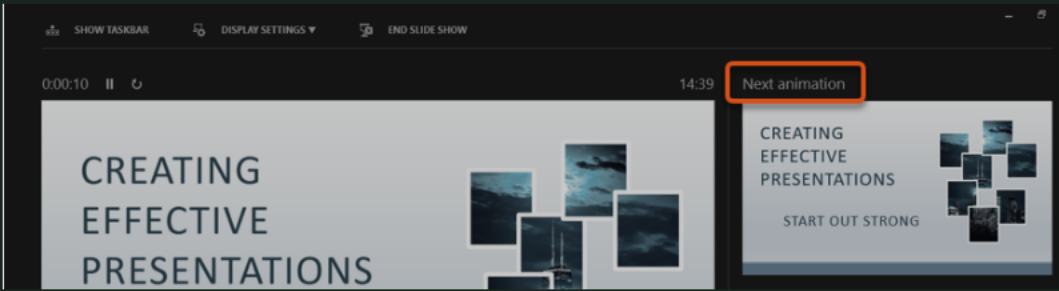


☐ An over-sized Mouse Pointer that will be more visible in low lighting conditions.

☒ A split screen to show multiple views of the presentation.

✓ **Correct**

Correct! With Presenter View screen shows the current slide, as the audience are seeing it and it also shows you what slide will be coming next in the Slide Show



10. Your presentation is complete, and you have started the slide show. A member of the audience makes you aware that they have hearing difficulties, so you decide to turn on the Subtitles feature to assist them. What is the quickest way you can do this?

1 / 1 point

☐ Start Presenter Mode and choose Subtitle from there.

☒ Right click on the slide on screen and choose Subtitles.

☐ Exit the slide show. In the Design Window go to the Slide Show Ribbon and use the Subtitles drop-down.

✓ **Correct**

Correct! The right click menu which comes up while you are in slide show view, contains a Subtitles choice which allows you to toggle that feature on or off.