1. When you are typing in PowerPoint you often misspell a word. You notice that PowerPoint flags it as a spelling error rather than correcting it as it does for some other words. Can you customize PowerPoint so that it will automatically correct the error as you type it?
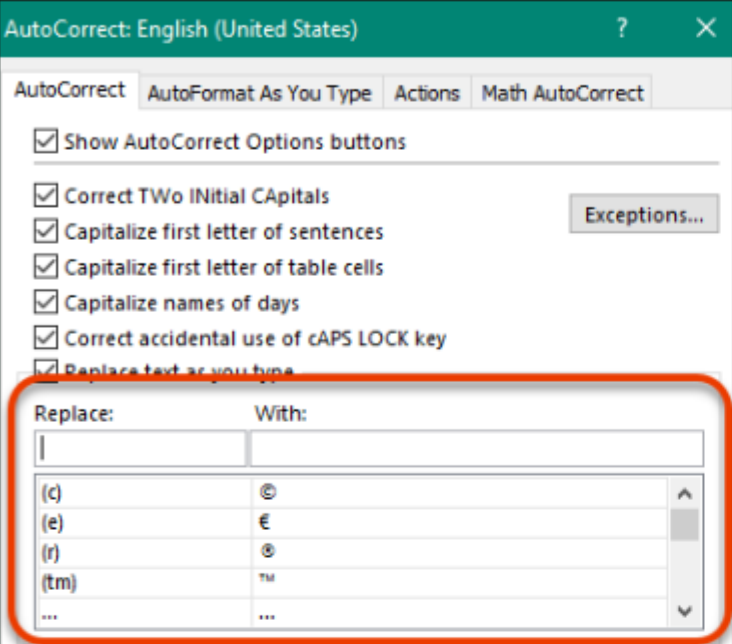
- ◉ Yes
- ○ No

✓ **Correct**

Correct! PowerPoint contains a list of commonly misspelled words that it will autocorrect as you are typing. You can add to this list by going to File, Option, Proofing and then Autocorrect Options. You can add to the list at the bottom of this dialog.

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2. Grace at WestCal is creating a PowerPoint presentation that she will be sending to all her colleagues. How can she make sure that the PowerPoint is accessible to everyone, including those who may have visual impairments?

Select all options that apply.

- ☑ Run the Accessibility Checker.

✓ **Correct**

Correct! The Check Accessibility command on the Review Ribbon has a choice to run the Accessibility Checker. This will open in a separate Pane to the right of the PowerPoint screen and will identify problems that visually impaired staff may have with individual slides. The Accessibility Checker will flag a variety of issues including missing alternative text or difficult to see color combinations for the partially sighted.

- ☑ Change the settings in the Accessibility category in the File Options area.

✓ **Correct**

Correct! If you go to File, Options, and then the Accessibility section you will see checkboxes which you can tick to keep the Accessibility Checker running all the time and automatically add Alt + Text to graphics.

- ☐ Run the Compatibility Checker.
- ☑ Use the Alt + Text feature as she creates the presentation.

✓ **Correct**

Correct! The Alt + Text Feature would allow Grace to add a description to visual elements such as images or graphs. This description would be read out by a screen reading program.

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3. You would like to customize how your slides move to the next slide when you are delivering a slide show. Which Ribbon would you use for this?

- ○ Animations
- ◉ Transitions
- ○ Slide Show

✓ **Correct**

Correct! Slide transitions are the animation-like effects that happen when you move from one slide to the next during a presentation. The Transition Ribbon has a gallery of effects to choose from and contains commands to customize the effect or add sound.

4. The Start Slide Show group on the Slide Show Ribbon provides different choices for presenting your presentation. Which of the following delivery methods are available in this group?

Select all options that apply.

☐ Record a Slide Show

☑ Start the presentation from the beginning.

> ✓ **Correct**
> Correct! The Start from Beginning command is at the left of this group. You could also click on the Slide Show icon on the Quick Access Toolbar or press F5 on the keyboard.

☑ Create a Custom Slide Show.

> ✓ **Correct**
> Correct! The Custom Slide Show allows you to adapt your presentation for different audiences. You can create a Custom Show which will display only a subset of the slides in the presentation.

☑ Start the Presentation as an online delivery.

> ✓ **Correct**
> Correct! This group has a Present Online command which allows you to broadcast the presentation over the Internet to a remote audience.

☑ Start the presentation from the slide you are currently seeing in the Design Window.

> ✓ **Correct**
> Correct! The From Current Slide command is second from the left in this group. You could also click on the Slide Show icon on the right-hand side of the Status bar.

5. You would like to be able to send a file copy of the presentation to members of the audience after you have delivered it the slide show. You do not want them to be able to edit the slide show so you decide to send it as a PDF file. How can you do this?

○ Click on File, Options and click on the create PDF button.

⦿ Click on File, Export and click on the create PDF button.

○ Click on File, Print and click on the create PDF button.

> ✓ **Correct**
> Correct! When you click on File, Export the Create PDF/XPS button is on the right-hand side.