#### Q1. When you create a new, blank presentation, you begin with one blank slide. What is the layout name of this slide?

- [ ] Blank

- [x] Title slide

- [ ] Title and Content

- [ ] Title Onty

#### Q2. What do you use to align objects on a slide to one another?

- [ ] Layout tools

- [x] Arrange tools

- [ ] Design Ideas feature

- [ ] Picture tools

#### Q3. Which option must be enabled if you want to manipulate the playback of a video file during a presentation?

- [ ] Record Side Show

- [ ] Use Presenter View

- [ ] Show Playback Controls

- [x] Show Media Controls

#### Q4. Which feature analyzes the content of your slides and offers suggested options?

- [x] Design ideas

- [ ] Smartart

- [ ] Browse for Themes

- [ ] Add-Ins

#### Q5. Where can you configure advanced PDF options?

- [ ] the Options tab

- [ ] the Home tab

- [x] the Print dialog box

- [ ] the Share tab

#### Q6. Which tab is best for adding various types of objects to slides?

- [ ] Animations

- [ ] view

- [ ] File

- [x] Insert

#### Q7. Which SmartArt category can you use to make informational graphics out of bullet points?

- [x] all of these answers

- [ ] Pyramid

- [ ] List

- [ ] Matrix

#### Q8. What is NOT checked when you run the Accessibility Checker?

- [ ] reading order

- [ ] slide titles

- [ ] missing alt text

- [x] grammar

#### Q9. How can you change the appearance of a table in one click?

- [ ] Apply a cell stye.

- [ ] Apply a graphic style.

- [x] Apply a table style.

- [ ] Right-click a table and choose a new style.

#### Q10. Which option changes a text box so that it automatically changes shape to fit longer text?

- [x] Resize shape to fit text

- [ ] Do not autofit

- [ ] none of these answers

- [ ] Shrink text on overflow

#### Q11. Which three shadow properties can be adjusted in PowerPoint?

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A. Focal Point

B. Depth

C. Blur

D. Angle

E. Distance

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- [ ] A, B, C

- [ ] A, C, E

- [ ] B, C, D

- [x] C, D, E

#### Q12. You want your presentation to play continuously on screen, What option must you set?

- [ ] Use Presenter view

- [ ] Advance slides manually

- [ ] Advance slides automatically

- [x] Loop continuously until 'Esc'

#### Q13. Which statement about the Compress Pictures command is true?

- [x] You can compress all images at the same time.

- [ ] You cannot delete cropped areas.

- [ ] There are no options for print output.

- [ ] You can compress only one image at a time.

#### Q14. You have a Word document you would like to import as an outline into a PowerPoint presentation. How should you format the text in your Word document that you want to be the slide content?

- [x] Heading Style 2

- [ ] Subtitle

- [ ] Content Style

- [ ] List 2

#### Q15. In what manner can you filter comments?

- [ ] by length

- [x] by author

- [ ] by date

- [ ] by urgency

#### Q16. Which Arrow Options choice will hide the mouse cursor when presenting, except when the cursor is moved?

- [x] Automatic

- [ ] Hidden

- [ ] none of these answers

- [ ] Visible

#### Q17. Which chart type is best suited for displaying annual financial data for a 10-year period?

- [ ] donut chart

- [x] line or area chart

- [ ] area chart

- [ ] pie chart

#### Q18. If you want to create an organizational chart, which SmartArt category works best?

- [ ] Pyramid

- [ ] Relationship

- [x] Hierarchy

- [ ] Matrix

#### Q19. When printing multiple handouts, which option will group multipage documents together and make them easier to distribute?

- [ ] Print on Both Sides

- [ ] Uncollated

- [ ] Print One-sided

- [x] Collated

#### Q20. How can you adjust which data in a table is used when working on a chart?

- [ ] Click the Switch Row/Column button.

- [ ] Click the Refresh Data button.

- [x] Click the Select Data button.

- [ ] Click the Edit Data button.

#### Q21. Which view lets you see additional information on a second monitor when delivering a presentation?

- [ ] Normal view

- [ ] Reading view

- [ ] Slide Sorter view

- [x] Presenter view

#### Q22. A picture looks good in your slide show but pixelated when you print it. How can you fix this?

- [ ] Compress the picture and use the Print (220 ppi) resolution setting.

- [ ] Select Best scale for slide show, increase the picture resolution and resize the picture to the original size

- [x] Remove picture compression.

- [ ] Change the printer property settings to print in a higher resolution.

#### Q23. You have inserted s video on a slide and want the video to automaaticlly start 2 seconods after the associated slide appears. How can you accomplish this?

- [ ] Use playback timings.

- [x] Use animation timings.

- [ ] Use animation triggers.

- [ ] Use video timings.

#### Q24. When inserting pictures, how can you avoid distorting the pictureif it is resized later?

- [ ] Use best scale for slide show.

- [x] Lock the aspect ratio.

- [ ] Compress the picture.

- [ ] Set the picture to be relative to the orignal picture size.

#### Q25. Which Protect Presentation option protects a presentation from accidental changes?

- [x] Always Open Read-Only

- [ ] Add a Digital Signature

- [ ] Encrypt with Password

- [ ] Mark as Final

#### Q26. How can you change colors in your presentation all at once without changing the design?

- [ ] Apply a Color Template.

- [x] Apply a Color Theme.

- [ ] Apply a Color Palette.

- [ ] Customize the Color Fills.

#### Q27. What function allows you to borrow slides from a presentation fro an other presentation?

- [ ] Borrow Slides

- [ ] There is no special fuction. You must use Copy and Pase

- [x] Reuse Slides

- [ ] Find Slides

#### Q28. What is the term used for the arrangement of elements on a slide, such as Title and Content?

- [ ] theme

- [ ] design

- [ ] sheme

- [x] layout

#### Q29. How would you change a list of text to a visual diagram on a slide?

- [ ] Convert to WordArt.

- [ ] Convert to Shapes.

- [x] Convert to SmartArt.

- [ ] Convert to Picture.

#### Q30. You need to reorder the levels of shapes on a SmartArt diagram. How can this be done

- [ ] Retype the text

- [ ] Change the shapes from rifht to left.

- [x] Promote Shapes and/or Demote Shapes.

- [ ] Move the shapes up and down.

#### Q31. Why would you trim a video?

- [ ] To crop the video thumbnail.

- [ ] To resize the video.

- [ ] To remove background noise in the video.

- [x] To remove some of the beginning and/or end of the video.

#### Q32. How would you save your layouts, colors, fonts, effects, background styles and content for others to use with their presentations?

- [x] Export the file as a template.

- [ ] Save the file as a PDF.

- [ ] Save the file as a POTX.

- [ ] Save the file as a PPTX.

#### Q33. You are creating an industrial presentation of a new software program and would like to include an image of your program. How can you use PowerPoint to do this?

- [ ] Use the Copy command.

- [x] Use the Screenshot command. (Office2019)

- [ ] Use the Print key.

- [ ] Use the Capture Screen command.

#### Q34. How can you add more layouts to the Layout Gallery?

- [ ] Customize the Layout Gallery.

- [x] Add Slide Layouts to the Slide Master.

- [ ] Use the Add Layouts command.

- [ ] Use the Insert Layouts command.

#### Q35. Why would you use the Outline view?

- [x] To see only the text in placeholders.

- [ ] To present the slides at a high level.

- [ ] To add text from a Word document.

- [ ] To organize your slides.

#### Q36. The text on the left and right of the slide are cut off in print preview. How can you fix this in the printer settings?

- [ ] Unselect High Quality.

- [x] Select Scale to Fit Paper.

- [ ] Select Frame Slides.

- [ ] Select Frame Slides.

#### Q37. In addition to organizing your slides, how else can sections increase your productivity?

- [ ] In addition to organizing your slides, how else can sections increase your productivity?.

- [x] All the slides in a section can be selected at once to apply changes such as transitions, layouts or hiding slides.

- [ ] Sections can be exported as a separate presentation.

- [ ] You can resize all the slides in a section at once.

#### Q38. You have many slides that you need to reorder. How would you accomplish this?

- [ ] Move the slides in Slide Show view.

- [ ] Renumber the slides in Outline view.

- [x] Move the slides in the Slide Sorter view.

- [ ] Reset the slide footers.

#### Q39. What can be seen in Presenter view?

- [ ] Timer.

- [ ] Notes.

- [ ] Side Navigator.

- [x] all of these answers.

#### Q40. How can you format the entire contents of a text box?

- [x] Click the dashed/dotted border of the text box.

- [ ] Right-click the text box and select Select All.

- [ ] Click the Fond button on the Home tab.

- [ ] Double-click any word in the text box.

#### Q41. You have a large number of objects on your slide. How can you use the selection pane to help you identify the objects quickly?

- [ ] Select the show/hide icons next to the objects.

- [x] Rename the objects with meaningful names.

- [ ] Drag and drop the objects.

- [ ] Tab through the objects and note each object as it's highlighted.

#### Q42. How would you ensure a consistent appearance and placement across your slides even though the content might be different?

- [x] Use fonts.

- [ ] Use styles.

- [ ] Use bullet points.

- [ ] Use layouts.

#### Q43. How can you add icons to SmartArt?

- [ ] Select the picture icon in a SmartArt Picture Diagram.

- [ ] Select the icon in a SmartArt Icon Diagram.

- [ ] Select Insert Icon and place it on top of the SmartArt Diagram.

- [ ] Select a SmartArt shape and select Insert Icon.