1. The purpose of any presentation
   a. is to influence your audience.
   b. is to show off your talents for creating a slide show presentation.
   c. is to present new ideas.
   d. is to make your audience familiar with PowerPoint's features.

2. You can open an existing presentation file by all of the following ways, EXCEPT
   a. by clicking New from the File menu.
   b. by clicking Open from the File menu.
   c. by clicking the Open button on the Standard toolbar.
   d. by clicking Open or More on the Getting Started task pane.

3. To set the system to always display full menus, follow the following path:
   a. Tools, Customize, Options, Personalized Menus and Toolbars, select Always show full menus.
   b. Format, Menus, select Always show full menus.
   c. Window, Display Options, select Always show full menus.
   d. Tools, Customize, Toolbars, select Always show full menus.

4. The three toolbars that you will use most often in PowerPoint are the
   a. Standard, Formatting, and Drawing toolbars.
   b. Standard, Formatting, and Slide toolbars.
   c. Formatting, Drawing, and Slide Sorter toolbars.
   d. Drawing, Formatting, and Task Pane toolbars.

5. The Other Task Panes button displays a menu of _____ task panes in PowerPoint.
   a. 16
   b. 10
   c. 12
   d. 20

6. In Normal view, the PowerPoint window is divided into three areas:
   a. the Slide pane, the Outline/Slides pane, and the Notes pane.
   b. the Slide view, the Slide Show view, and the Slide Sorter view.
   c. the Outline/Slides pane, the Task pane, and the Slide pane.
   d. the Slide view, the Notes view, and the Task pane view.

7. To display a missing toolbar, you can
   a. click View menu, click Toolbars, and then click the name of the toolbar you want to display.
   b. click Tools menu, click Show Toolbars, and then click the appropriate toolbar name to display.
   c. right-click in the slide pane to display a shortcut menu, choose Toolbars, and then click the desired toolbar name.
   d. click Tools menu, choose Options, choose the Toolbars tab, and then click the desired toolbar name.

8. PowerPoint uses _____ to determine the outline level in a slide.
   a. indents
   b. slide icons
   c. right arrows
   d. insertion points

9. To apply a higher outline level to a bulleted line:
   a. on the Formatting toolbar, click Decrease Indent.
   b. on the Formatting toolbar, click Increase Indent.
   c. click the Tab button.
   d. on the Formatting toolbar, click New Slide.

**10.** To display the slide number in the vertical scroll bar at the far right edge of the window:
   a. press and hold down the left mouse button so a ScreenTip displays.
   b. right-click the Next Slide button at the bottom of the scroll bar area.
   c. right-click the scroll box.
   d. right-click the Previous Slide button at the bottom of the scroll bar area.

**11.** The placement and arrangement of the text and graphic elements of a slide is known as
   a. layout.
   b. formatting.
   c. design.
   d. editing.

**12.** The title slide usually has two elements:
   a. a title and a subtitle.
   b. a layout and a design.
   c. a subtitle and a bulleted list.
   d. a title and a bulleted list.

**13.** The Slide Layout task pane can be displayed by clicking
   a. Format, Slide Layout.
   b. the right-most scroll bar area.
   c. Format, Insert New Slide.
   d. Insert, Slide Layout.

**14.** Predefined layouts are grouped into four categories:
   a. Text Layouts, Content Layouts, Text and Content Layouts, and Other Layouts.
   b. Text Layouts, Content Layouts, Graphic Layouts, and Other Layouts.
   c. Text and Content Layouts, Diagram Layouts, Other Layouts, and Bulleted Text Layouts.
   d. Text Layouts, Content Layouts, Diagram Layouts, and Other Layouts.

**15.** To enable the *Check spelling as you type* feature, choose
   a. Tools, Options, Spelling and Style, check the *Check spelling as you type* check box.
   b. Format, Spelling, Options, check the *Check spelling as you type* check box.
   c. Tools, Customize, Spelling and Style, check the *Check spelling as you type* check box.
   d. View, Tools, Spelling and Style, choose the *Check spelling as you type* option.

**16.** When the user _____ text, he or she changes the layout, emphasis, or font characteristics of the text.
   a. formats
   b. prints
   c. saves
   d. selects

**17.** The _____ view is used to rearrange and delete slides.
   a. Slide Sorter
   b. Task Pane
   c. Slide
   d. Notes

**18.** The AutoContent Wizard groups the presentations into _____ categories.
   a. five
   b. four
   c. six
   d. seven

**19.** When creating a presentation with the AutoContent Wizard, you choose the output that you want to create in the
   a. Presentation style step.
   b. Presentation type step.
   c. Start step.
   d. Presentation options step.

**20.** You can create PowerPoint presentations as all of the following, EXCEPT
   a. video presentations.
   b. 35 mm slides.
   c. presentations for the Web.
   d. color transparencies.

**21.** After a presentation is created with the AutoContent Wizard, you enter content based on
   a. the suggested content in the title and text placeholders.
   b. an outline that you previously created.
   c. what you know about the selected subject.
   d. a separate outline that PowerPoint creates in Word format.

**22.** A(n) _____ reserves a portion of a slide and serves as a container for text, graphics, and other slide elements.
   a. placeholder
   b. segment
   c. sector
   d. object

**23.** When the cursor displays as a(n) _____, click the left mouse button to select the entire bullet point.
   a. four-headed arrow
   b. selection pointer
   c. white selection arrow
   d. two-headed arrow

**24.** To insert slides from an existing presentation into the current presentation:
   a. display the slide that will precede the slide or slides to be inserted.
   b. the existing presentation file must be open and displayed on the screen.
   c. display the first slide of the presentation before inserting the new slides.
   d. display the last slide of the presentation before inserting the new slides.

**25.** You can insert a new slide into a presentation using all of the following techniques, EXCEPT
   a. press Ctrl + N.
   b. click the New Slide button on the Formatting toolbar.
   c. click the New Slide on the Insert menu.
   d. position the insertion point in the last placeholder on a slide and press Ctrl + Enter.

**26.** If you undo action number 4 in a list of 7 undo and redo actions available:
   a. you will undo the first 4 items in the list.
   b. only the item 4 action will be reversed.
   c. all actions above and below will be reversed.
   d. all actions listed below item 4 will also be reversed.

**27.** In the Slide Design task pane, design templates are grouped into three categories labeled as
   a. Used in This Presentation, Recently Used, and Available For Use.
   b. Used in This Presentation, Available For Use, and Recently Applied.
   c. Default, Recently Used, and Used in This Presentation.
   d. New Design Template, Recently Used, and Used in This Presentation.

**28.** To move from the title placeholder to the subtitle placeholder:
   a. press Ctrl + Enter.
   b. press Ctrl + P.
   c. press Shift + Enter.
   d. press Shift + Ctrl.

**29.** If your insertion point is positioned in the final placeholder on a slide, a quick method to create a new slide is to
   a. press Shift + Ctrl at the same time.
   b. press Ctrl + Enter at the same time.
   c. press Ctrl + N at the same time.
   d. press Shift + Enter at the same time.

**30.** To choose an alternative task pane from an open Task Pane window:
a. click the Other Task Panes arrow from the top of the pane and choose the desired pane.
b. click Tools, Task Pane, and choose the desired pane.
c. click View, Task Panes, and choose the desired pane.
d. right-click on any toolbar, and then choose Task Panes from the list.

**31.** To apply a new design template to only one slide:
a. point to the desired design template so a bar with an arrow displays, click the arrow, and select Apply to Selected Slides.
b. click once on the desired design template located in the Task Pane window.
c. double-click on the desired design template located in the Task Pane window.
d. do nothing. It is NOT possible to apply a new design template to only one slide.

**32.** During the import process, PowerPoint
a. creates slide titles and bullet levels based on the indent levels in the imported Microsoft Word document.
b. converts tabs to indent levels in the Microsoft Word document.
c. converts any Microsoft Word document to an outline format so the import process can be completed.
d. changes the original Microsoft Word file into a PowerPoint file.

**33.** The selections of text placed in the Clipboard can be pasted in all the following locations, EXCEPT
a. into a smart tag container.
b. into the same presentation.
c. into a different presentation.
d. into another application.

**34.** The method of moving or copying selected text or graphics by pointing to the selection and then dragging it to a new location is
a. drag-and-drop.
b. point-and-click.
c. select-and-drop.
d. cut-and-paste.

**35.** A(n) _____ is a set of characters with the same design and shape.
a. font
b. symbol
c. object
d. element

**36.** You can change all occurrences of a specific font to a different font with the following sequence:
a. Format, Replace Fonts, Replace arrow, and choose a replacement font.
b. Edit, Replace, choose the new font from the shortcut menu.
c. Format, Replace, choose the new font, choose Replace All.
d. Edit, Select All, choose a new font.

**37.** A toggle switch works in a manner where
a. the button is clicked once to turn it on and clicked again to turn it off.
b. the button is right-clicked to turn it on and off.
c. the button is double-clicked to turn the feature on and off.
d. the Shift key is pressed when the button is pressed to activate and deactivate the feature.

**38.** To repeat the last command or series of keystrokes that you performed, click the
a. F4 function key.
b. Redo button.
c. Repeat button.
d. F3 function key.

**39.** The color scheme consists of eight coordinated colors and includes
   a. background, text, fill, and accent colors.
   b. font, graphic, line, and background colors.
   c. background, line, fill, and font colors.
   d. background, graphic, fill, and accent colors.

**40.** The advantage of limiting your color use to the colors in the color scheme is
   a. the user is assured the colors will coordinate with all the other colors in the presentation.
   b. it is not possible to apply other colors to the presentation.
   c. otherwise, two color schemes would have to be applied to the presentation.
   d. other colors may apply too much contrast between the text and the background.

**41.** To quickly copy formatting from one selection of text to another selection of text, use the
   a. Format Painter.
   b. Copy button.
   c. color scheme.
   d. Format Pointer.

**42.** Which of the following actions will turn off the Format Painter after it has been activated with the double-click action?
   a. pressing the Esc key.
   b. placing the cursor anywhere on the slide except on selected text.
   c. double-clicking the Format Painter button
   d. right-clicking the Format Painter button.

**43.** The user can change the case of selected text with the
   a. Shift + F3 function key.
   b. Shift + F4 function key.
   c. F4 function key.
   d. F3 function key.

**44.** The alignment can be changed all of the following ways, EXCEPT
   a. by clicking the Edit menu, and then clicking Alignment.
   b. by using the Alignment button on the Formatting toolbar.
   c. by clicking the Format menu and then clicking Alignment.
   d. by using a keyboard shortcut key.

**45.** One point is equal to
   a. 1/72 inch.
   b. 1/4 inch.
   c. 1/10 inch.
   d. 1/100.

**46.** When the user _____, he or she changes the appearance of the text, the layout, and/or the design of the slide.
   a. formats
   b. prints
   c. saves
   d. selects

**47.** To apply formatting to ALL the text in a selected placeholder:
   a. click the border to change the diagonal slash marks to a pattern of dots.
   b. click the border to change the pattern of dots to diagonal slash marks.
   c. hold the Shift key and click any bullet item in the placeholder.
   d. place the cursor after the last item in the placeholder and press the Shift key.

**48.** The boundary box that displays a pattern
of dots means
a. any formatting changes will be
applied to all the text in the box.
b. the placeholder is ready for text
formatting but the text must be
selected first.
c. the user must click the boundary
again to make any formatting
changes.
d. no text editing can be made within
the box.

**49.** When a placeholder is selected, the
boundary box that displays includes
small white circles called
a. sizing handles.
b. selection handles.
c. resize handles.
d. range handles.

**50.** When you point to the outer edge of the
placeholder:
a. the four-headed arrow displays.
b. the white selector arrow displays.
c. the two-headed arrow displays.
d. all text within the placeholder is
automatically selected.