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| 1. A PowerPoint \_\_\_\_ can help you deliver a dynamic, professional-looking message to an audience.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | calendar | b. | worksheet | |  | c. | presentation | d. | database |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 1 Introduction | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 2. \_\_\_\_ help one slide flow gracefully into the next during a slide show.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Videos | b. | Transitions | |  | c. | Variants | d. | Shapes |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 2 Project-Presentation with a Bulleted List and Pictures | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 3. PowerPoint \_\_\_\_ should reinforce the speaker’s message and help the audience retain the information presented.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | events | b. | slides | |  | c. | markers | d. | files |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 1 Introduction | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 4. An accompanying \_\_\_\_ gives audience members reference notes and review material for your presentation.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | handout | b. | slide | |  | c. | file | d. | database |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 1 Introduction | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 5. When you begin creating a new PowerPoint presentation, you need to select a \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | variant | b. | theme | |  | c. | document | d. | slide |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 3 Choosing a Docment Theme and Variant | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 6. A \_\_\_\_ is a specific design with coordinating colors, fonts, and special effects.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | placeholder | b. | slide show | |  | c. | chart | d. | document theme |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 3 Choosing a Docment Theme and Variant | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 7. When you open a new presentation, a slide with the default \_\_\_\_ layout appears.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Home | b. | Title Slide | |  | c. | Blank Slide | d. | variant |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 5 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 8. The box on a slide that has a dotted or hatch-marked border and that contains the insertion point is a text \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | placeholder | b. | pane | |  | c. | layout | d. | recorder |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 5 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 9. PowerPoint assumes every new slide, except for a blank slide, has \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | clip art | b. | a title | |  | c. | large font sizes | d. | transitions |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 5 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 10. By default, slides in a new presentation are in \_\_\_\_ orientation.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | right to left | b. | landscape | |  | c. | top to bottom | d. | portrait |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 5 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 11. The Undo button is located on the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | HOME tab on the ribbon | b. | Quick Access Toolbar | |  | c. | vertical scroll bar | d. | status bar |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 7 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 12. When you type the wrong character, you can press the \_\_\_\_ key to erase all the characters back to and including the one that is incorrect.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | ENTER | b. | DELETE | |  | c. | BACKSPACE | d. | HOME |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 7 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 13. When you install PowerPoint, the default setting allows you to reverse up to the last \_\_\_\_ changes by tapping or clicking the Undo button on the Quick Access Toolbar.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 2 | b. | 20 | |  | c. | 12 | d. | 200 |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 7 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 14. \_\_\_\_ a slide can help you see slide elements more clearly so that you can position them precisely where desired.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Coloring | b. | Styling | |  | c. | Formatting | d. | Zooming |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 8 Creating a Title Slide | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 15. Text \_\_\_\_ defines the appearance and shape of letters, numbers, punctuation marks, and symbols.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | size | b. | style | |  | c. | format | d. | font |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 16. A point is \_\_\_\_ of an inch in height.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 1/72 | b. | 1/6 | |  | c. | 1/5 | d. | 1/65 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 17. \_\_\_\_ text has a slanted appearance.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Colored | b. | Highlighted | |  | c. | Bolded | d. | Italicized |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 10 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 18. When you add a new slide following the title slide, PowerPoint uses the \_\_\_\_ slide layout for the new slide.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Title Only | b. | Title and Content | |  | c. | Comparison | d. | Blank |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 12 Adding a New Slide to a Presentation | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 19. You can insert a new slide by pressing the \_\_\_\_ keyboard shortcut keys.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | CTRL+M | b. | CTRL+I | |  | c. | CTRL+N | d. | CTRL+HOME |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 13 Adding a New Slide to a Presentation | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 20. In a multilevel bulleted list slide, creating a lower-level paragraph is called \_\_\_\_ the text.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | demoting | b. | decreasing | |  | c. | promoting | d. | increasing |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 15 Creating a Text Slide with a Multilevel Bulleted List | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 21. To increase the font size of selected text, chose the Increase Font Size button, located \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | on the shortcut menu | b. | on the DESIGN tab | |  | c. | on the mini toolbar | d. | in the Paragraph gallery |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 18 Creating a Text Slide with a Multilevel Bulleted List | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 22. Using the\_\_\_\_, you can choose the arrangement of placeholders on a new slide.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Themes gallery | b. | New Slide gallery | |  | c. | Text gallery | d. | layout gallery |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 19 Adding New Slides, Changing Slide Layouts, and Changing the Theme | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 23. You can type comments to yourself in the \_\_\_\_ for a specific slide while working in Normal view.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Slide pane | b. | Notes pane | |  | c. | Theme pane | d. | Navigation pane |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 26 PowerPoint Views | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 24. The default PowerPoint view is \_\_\_\_ view.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Slide Sorter | b. | Notes Page | |  | c. | Normal | d. | Slide Show |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 26 PowerPoint Views | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 25. A slide \_\_\_\_ is a special effect used to progress from one slide to the next slide in a slide show.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | animation | b. | layout | |  | c. | transition | d. | theme |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 42 Adding a Transition | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 4/6/2016 11:20 PM | |

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| 26. Document \_\_\_\_ are the details about a file.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | properties | b. | facts | |  | c. | themes | d. | keywords |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 44 Adding a Transition | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 27. Which of the following is a standard document property?   |  |  |  | | --- | --- | --- | |  | a. | author | |  | b. | date the presentation file was created or changed | |  | c. | theme | |  | d. | variant |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 44 Adding a Transition | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 28. Which of the following keys can you press to run a slide show starting with slide 1?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | F5 | b. | F7 | |  | c. | F9 | d. | F11 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | PPT 46 Viewing the Presentation in Slide Show View | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| **Modified Multiple Choice** |

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| 29. You can format slide text by changing the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | font | b. | color | |  | c. | point size | d. | style |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 30. Which of the following slide properties can be specified if you create a custom layout?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | number, size, and location of placeholders | b. | background content | |  | c. | number of clips that can be inserted | d. | number of slides in the presentation |  |  |  | | --- | --- | | *ANSWER:* | a, b | | *POINTS:* | 1 | | *REFERENCES:* | Adding New Slides, Changing Slide Layouts, and Changing the Theme PPT 19 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 4/7/2016 10:47 AM | |

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| 31. The Normal view is composed of \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Slide Pane | b. | Slides tab | |  | c. | Properties Pane | d. | Notes Pane |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 26 PowerPoint Views | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | mmc | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 4/6/2016 11:27 PM | |

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| 32. A document theme sets the \_\_\_ for a presentation​   |  |  |  | | --- | --- | --- | |  | a. | ​color scheme | |  | b. | ​font | |  | c. | ​print parameters | |  | d. | ​set layout |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/6/2016 11:23 PM | | *DATE MODIFIED:* | 4/6/2016 11:25 PM | |

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| 33. A slide show is another name for a PowerPoint presentation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 1 Introduction | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 34. You easily can give slides in a presentation a professional and integrated appearance by using a placeholder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 3 Choosing a Document Theme and Variant | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 35. The default slide layouts are set up in portrait orientation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 5 Creating a Title Slide | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 36. A paragraph is a segment of text with the same format that begins when you press the ENTER key and ends when you press the ENTER key again.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 7 Creating a Title Slide | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 37. A level is a position within a structure, such as an outline, that indicates the magnitude of importance.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 7 Creating a Title Slide | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 38. To display the on-screen touch keyboard, tap the Touch Keyboard button on the Windows taskbar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 7 Creating a Title Slide | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 39. Style defines the hue of text characters.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 40. The mini toolbar contains the Italic button.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 10 Formatting Characters in a Presentation | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 41. The layout gallery displays 10 slide layouts with a variety of placeholders to define text and content positioning and formatting.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 19 Adding New Slides, Changing Slide Layout, and Changing the Theme | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 42. The Theme Fonts group of formatting choices for a document theme contain a set of lines and fill effects.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 23 Adding New Slides, Changing Slide Layout, and Changing the Theme | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 43. The Notes pane is located above the Slide pane and is an area where you can type notes and additional information.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 26 PowerPoint Views | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 44. After you have created at least four slides, a scroll bar containing scroll arrows and scroll boxes will appear on the right edge of the window.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 26 PowerPoint Views | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 4/6/2016 11:28 PM | |

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| 45. Unlike clip art, you cannot resize a photograph using sizing handles.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 32 Resizing Photos and Illustrations | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 46. By default, PowerPoint ends a slide show with a black slide.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 37 Ending a Slide Show with a Closing Slide | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 47. You can remove selected text from a slide by pressing the CTRL+X keyboard shortcut keys.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 40 Making Changes to Slide Text Content | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 48. A star next to a slide indicates that animation effects have been applied to that slide.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 43 Adding a Transition | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 49. The Preview Transitions button is located in the Preview group on the HOME tab.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 43 Adding a Transition | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 50. To change document properties, first tap or click FILE on the ribbon to open the Properties view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 44 Adding a Transition | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 51. When making a presentation to an audience using PowerPoint, you use Notes Page view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | PPT 45 Viewing the Presentation in Slide Show View | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 52. You can advance slides during a slide show by pressing the PAGE DOWN key.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 47 Viewing the Presentation in Slide Show View | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 53. It is considered good practice to save a presentation before printing it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 47 Viewing the Presentation in Slide Show View | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 54. The Title Slide layout contains three text placeholders. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - two | | *POINTS:* | 1 | | *REFERENCES:* | PPT 5 Creating a Title Slide | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 55. Each document format determines the color scheme, font set, and layout of a presentation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - theme | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 56. Font style indicates the height of text characters. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - size | | *POINTS:* | 1 | | *REFERENCES:* | PPT 9 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 57. You can resize images by dragging the sizing handles to a desired location. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | PPT 32 Resizing Photos and Illustrations | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 58. One of the more common uses of a presentation is to enhance a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ presentation.   |  |  | | --- | --- | | *ANSWER:* | oral | | *POINTS:* | 1 | | *REFERENCES:* | PPT 1 Introduction | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 59. To encourage your audience's eyes to stop at the end of a line, you should avoid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | line wraps | | *POINTS:* | 1 | | *REFERENCES:* | PPT 6 Creating a Title Slide | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 60. One way to increase font size is to press CTRL+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | SHIFT+> | | *POINTS:* | 1 | | *REFERENCES:* | PPT 10 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 61. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a list of paragraphs, each of which is preceded by a bullet.   |  |  | | --- | --- | | *ANSWER:* | bulleted list | | *POINTS:* | 1 | | *REFERENCES:* | PPT 13 Creating a Text Slide with a Multilevel Bulleted List | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 62. A slide that consists of more than one level of bulleted text is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ slide.   |  |  | | --- | --- | | *ANSWER:* | multilevel bulleted list | | *POINTS:* | 1 | | *REFERENCES:* | PPT 13-PPT 14 Creating a Text Slide with a Multilevel Bulleted List | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 63. Creating a high-level paragraph in a multilevel bulleted list is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text.   |  |  | | --- | --- | | *ANSWER:* | promoting | | *POINTS:* | 1 | | *REFERENCES:* | PPT 15 Creating a Text Slide with a Multilevel Bulleted List | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 64. When you drag the scroll box, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shows the number and title of the slide you are about to display.   |  |  | | --- | --- | | *ANSWER:* | slide indicator | | *POINTS:* | 1 | | *REFERENCES:* | PPT 26 PowerPoint Views | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 65. When two slides contain similar information and have the same format, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ one slide and then making minor modifications to the new slide saves time and increases consistency.   |  |  | | --- | --- | | *ANSWER:* | duplicating | | *POINTS:* | 1 | | *REFERENCES:* | PPT 38 Ending a Slide Show with a Closing Slide | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 66. PowerPoint 2016 does not allow you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text around a picture or other graphic.   |  |  | | --- | --- | | *ANSWER:* | wrap | | *POINTS:* | 1 | | *REFERENCES:* | Inserting Pictures into Slides PPT 29 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 4/7/2016 10:50 AM | |

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| 67. The process of sliding or dragging and then dropping a thumbnail in a new location is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | drag and drop | | *POINTS:* | 1 | | *REFERENCES:* | PPT 39 Ending a Slide Show with a Closing Slide | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 68. PowerPoint inserts text to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the insertion point.   |  |  | | --- | --- | | *ANSWER:* | left | | *POINTS:* | 1 | | *REFERENCES:* | PPT 40 Making Changes to Slide Text Content | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 69. Details about a presentation can be found in the presentation file’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | document properties | | *POINTS:* | 1 | | *REFERENCES:* | PPT 44 Adding a Transition | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 70. Pressing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ function key runs the slide show starting with the first slide.   |  |  | | --- | --- | | *ANSWER:* | F5 | | *POINTS:* | 1 | | *REFERENCES:* | PPT 46 Viewing the Presentation in Slide Show View | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 71. If you use the \_\_\_ template, as opposed to a formatted theme, you must make all design decisions.​   |  |  |  | | --- | --- | --- | |  | a. | ​placeholder | |  | b. | ​variant | |  | c. | ​Blank Presentation | |  | d. | ​Ion theme |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 3 Choosing a Document Theme and Variant | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/6/2016 11:31 PM | | *DATE MODIFIED:* | 4/6/2016 11:34 PM | |

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| **Critical Thinking Questions Case 1-1**  Angela is creating a presentation to give at her company’s annual picnic. She knows that PowerPoint 2013 offers new themes she can apply to her presentation to give it a fun and exciting look. |

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| 72. Where should Angela look to review different document themes?   |  |  | | --- | --- | | a. in the Themes group on the DESIGN tab | c. in the Themes group on the VIEW tab | | b. in the Themes tab in Backstage view | d. in the Themes group on the INSERT tab |  |  |  | | --- | --- | | *ANSWER:* | A | | *POINTS:* | 1 | | *REFERENCES:* | PPT 24 Adding New Slides, Changing Slide Layout, and Changing the Theme | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 73. How can Angela display a gallery of available themes?   |  |  | | --- | --- | | a. press the F5 key | c. click the More button in the Themes group | | b. click the Gallery button in the Themes group | d. press the F1 key |  |  |  | | --- | --- | | *ANSWER:* | C | | *POINTS:* | 1 | | *REFERENCES:* | PPT 24 Adding New Slides, Changing Slide Layout, and Changing the Theme | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/24/2016 5:10 PM | | *DATE MODIFIED:* | 2/24/2016 5:10 PM | |

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| 74. \_\_\_ are the alternate designs that exist for each theme.​   |  |  |  | | --- | --- | --- | |  | a. | ​Layouts | |  | b. | ​Variants | |  | c. | ​Ions | |  | d. | ​Placeholders |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | PPT 3 Choosing a Document Theme and Variant | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/6/2016 11:35 PM | | *DATE MODIFIED:* | 4/6/2016 11:37 PM | |

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| 75. The Italic button is located on the \_\_\_.​   |  |  |  | | --- | --- | --- | |  | a. | ​Quick Access Toolbar | |  | b. | ​File tab | |  | c. | ​mini toolbar | |  | d. | status bar |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | PPT 10 Formatting Characters in a Presentation | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/6/2016 11:38 PM | | *DATE MODIFIED:* | 4/6/2016 11:40 PM | |