|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. A PowerPoint \_\_\_\_ can help you deliver a dynamic, professional-looking message to an audience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | calendar | b.  | worksheet |
|   | c.  | presentation | d.  | database |

 |
| 2. \_\_\_\_ help one slide flow gracefully into the next during a slide show.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Videos | b.  | Transitions |
|   | c.  | Variants | d.  | Shapes |

 |
| 3. PowerPoint \_\_\_\_ should reinforce the speaker’s message and help the audience retain the information presented.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | events | b.  | slides |
|   | c.  | markers | d.  | files |

 |
| 4. An accompanying \_\_\_\_ gives audience members reference notes and review material for your presentation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | handout | b.  | slide |
|   | c.  | file | d.  | database |

 |
| 5. When you begin creating a new PowerPoint presentation, you need to select a \_\_\_\_.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | a.  |  | variant | b.  | theme |
|   | c.  |  | document | d.  | slide |

 |
| 6. A \_\_\_\_ is a specific design with coordinating colors, fonts, and special effects.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | placeholder | b.  | slide show |
|   | c.  | chart | d.  | document theme |

 |
| 7. When you open a new presentation, a slide with the default \_\_\_\_ layout appears.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Home | b.  | Title Slide |
|   | c.  | Blank Slide | d.  | variant |

 |
| 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 |

 |
| 9. By default, slides in a new presentation are in \_\_\_\_ orientation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | right to left | b.  | landscape |
|   | c.  | top to bottom | d.  | portrait |

 |
| 10. The Undo button is located on the \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | HOME tab on the ribbon | b.  | Quick Access Toolbar |
|   | c.  | vertical scroll bar | d.  | status bar |

 |
| 11. 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 |

 |
| 12. \_\_\_\_ 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 |

 |
| 13. Text \_\_\_\_ defines the appearance and shape of letters, numbers, punctuation marks, and symbols.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | size | b.  | style |
|   | c.  | format | d.  | font |

 |
| 14. A point is \_\_\_\_ of an inch in height.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | 1/72 | b.  | 1/6 |
|   | c.  | 1/5 | d.  | 1/65 |

 |
| 15. \_\_\_\_ text has a slanted appearance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Colored | b.  | Highlighted |
|   | c.  | Bolded | d.  | Italicized |

 |
| 16. 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 |

 |
| 17. You can insert a new slide by pressing the \_\_\_\_ keyboard shortcut keys.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | CTRL+M | b.  | CTRL+I |
|   | c.  | CTRL+N | d.  | CTRL+HOME |

 |
| 18. In a multilevel bulleted list slide, creating a lower-level paragraph is called \_\_\_\_ the text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | demoting | b.  | decreasing |
|   | c.  | promoting | d.  | increasing |

 |
| 19. 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 |

 |
| 20. 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 |

 |
| 21. 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 |

 |
| 22. The default PowerPoint view is \_\_\_\_ view.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Slide Sorter | b.  | Notes Page |
|   | c.  | Normal | d.  | Slide Show |

 |
| 23. 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 |

 |
| 24. Document \_\_\_\_ are the details about a file.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | properties | b.  | facts |
|   | c.  | themes | d.  | keywords |

 |
| 25. Which of the following is a standard document property?

|  |  |  |
| --- | --- | --- |
|   | a.  | author |
|   | b.  | date the presentation file was created or changed |
|   | c.  | theme |
|   | d.  | variant |

 |