|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |