

Chapter 5: PowerPoint

A presentation contains of a series of _____.

- a. slides
- b. cards
- c. pages
- d. illustrations

The first slide in a presentation is a _____ slide.

- a. section header
- b. title and content
- c. title
- d. comparison

After the title slide, when you add a new slide to a presentation the default layout is _____.

- a. Section Header
- b. Title and Content
- c. Title
- d. Comparison

In PowerPoint's Normal view, slides that are active are easily deleted using the _____ key.

- a. Delete
- b. Ctrl + Delete
- c. Enter
- d. F2

In PowerPoint, a small _____ on the right under each slide indicates that a transition has been applied to the slide.

- a. square
- b. triangle
- c. diamond
- d. star

The _____ page in PowerPoint are printouts that have an image of the slide on the top of each page, and any notes about specific comments to make during the presentation display on the bottom of the page.

- a. Notes
- b. Handouts
- c. Slides
- d. Outline

Use the _____ view in PowerPoint to deliver your presentation as an electronic slide show.

- a. Normal
- b. Slide Show
- c. Slide Sorter
- d. Presenter

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_____ control how text and other objects on a slide come onto and exit from the screen.

- a. Transitions
- b. Animations
- c. Illusions
- d. Motions

To remove a transition from a slide, change the transition to _____.

- a. Remove
- b. Restore
- c. Zero
- d. None

To add animations in PowerPoint you must be in _____ view.

- a. Outline
- b. Slide Sorter
- c. Normal
- d. Slide Show

A _____ is text or a graphic that you click to go to a file, a location in a file, or a Web page.

- a. URL
- b. hyperlink
- c. bullet
- d. footer

Which file format can be added to a PowerPoint show?

- a. .jpg
- b. .giv
- c. .wav
- d. All of the above

Material consisting of text and numbers is best presented as

- a. A table slide
- b. A bullet slide
- c. A title slide
- d. All of the above

Which of the following should you use if you want all the slide in the presentation to have the same “look”?

- a. the slide layout option
- b. add a slide option
- c. outline view
- d. a presentation design template

In order to edit a chart, you can

- a. Triple click the chart object
- b. Click and drag the chart object
- c. Double click the chart object
- d. Click the chart object

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You can create a new presentation by completing all of the following except

- a. Clicking the new button on the standard toolbar
- b. Clicking file, new
- c. Clicking file open
- d. Pressing ctrl + N

Which of the following should be used when you want to add a slide to an existing presentation?

- a. File, add a new slide
- b. Insert, New slide
- c. File Open
- d. File, New

Which of the following is the default page setup orientation of slide in PowerPoint

- a. Vertical
- b. Landscape
- c. Portrait
- d. None of above

Which command brings you to the first slide in your presentation?

- a. Next slide button
- b. Page up
- c. Ctrl + Home
- d. Ctrl + End

Which of the following is not an option when printing handouts?

- a. Six slides per page
- b. Five slides per page
- c. Three slides per page
- d. Two slides per page

The slide that is used to introduce a topic and set the tone for the presentation is called the

- a. Table slide
- b. Graph slide
- c. Bullet slide
- d. Title slide

The power point view that displays only text (title and bullets) is:

- a. Slide show
- b. Slide sorter view
- c. Notes page view
- d. Outline view

Presentation designs regulate the formatting and layout for the slide and are commonly called

- a. Design templates
- b. Templates
- c. Placeholders
- d. Blueprints

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Use the figure to answer the following questions:



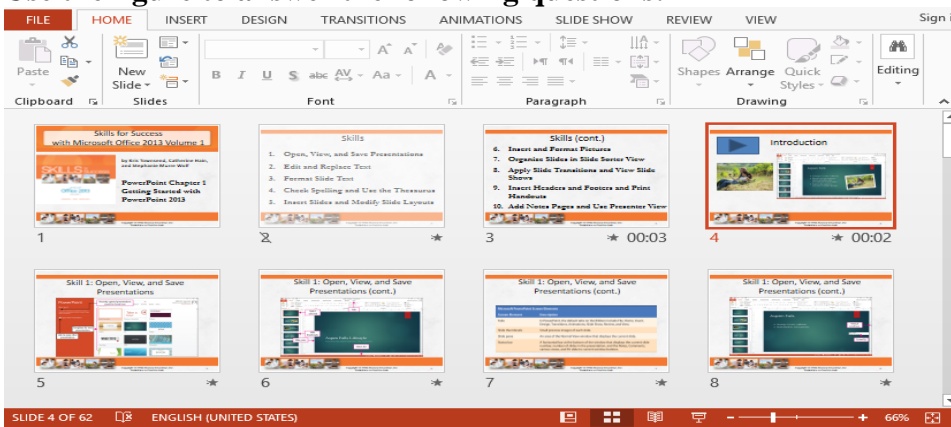
The number of slides are

- a. 1 b. 5 c. 4 d. 2

The type of the view is

- a. Read Mode b. Print Layout c. Slide Sorter d. Outline

Use the figure to answer the following questions:



The number of slides are

- a. 8 b. 62 c. 4 d. 2

The hidden slides is/are:

- a. slide number 2 b. slide number 5 c. slide number 4 d. slide number 1

Slides with transitions are:

- a. Slide number 2 and slide number 1
 b. Slide number 2 and slide number 3
 c. Slide number 3 and slide number 4
 d. Slide number 1 and slide number 3

Which slide have an action button:

- a. slide number 2 b. slide number 5 c. slide number 4 d. slide number 1