1. Which file format can be added to a PowerPoint show?

a. .jpg

b. .giv

c. .wav

d. All of the above

Correct Answer: d

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

2. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are

a. .wav files and .mid files

b. .wav files and .gif files

c. .wav files and .jpg files

d. .jpg files and .gif files

Correct Answer: a

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

3. 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

Correct Answer: a

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

4. What is a motion path?

a. A type of animation entrance effect

b. A method of advancing slides

c. A method of moving items on a slide

d. All of the above

Correct Answer: c

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5. What is a slide-title master pair?

a. The title area and text area of a specific slide

b. a slide master and title master merged into a single slide

c. A slide master and title master for a specific design template

d. All of above

Correct Answer: c

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6. 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

Correct Answer: d

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7. in the context of animations, what is a trigger?

a. An action button that advances to the next slide

b. An item on the slide that performs an action when clicked

c. The name of a motion path

d. All of above

Correct Answer: b

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8. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)

a. Inclusion

b. Attachment

c. Reply

d. Forward

Correct Answer: b

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9. 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

Correct Answer: c

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

10. to exit the PowerPoint

a. click the application minimize button

b. click the document close button

c. double click the applications control menu icon

d. double click the document control menu icon

Correct Answer: c

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

11. to preview a motion path effect using the custom animation task pane, you should

e. click the play button

f. click the show effect button

g. double click the motion path

h. all of above

Correct Answer: a

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

12. 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

Correct Answer: c

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

13. You can embed a MS-Organization Chart in a slide by

a. Clicking the object command on the edit menu

b. Clicking the object command on the edit menu

c. Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar

d. Clicking the MS-Organization Chart button on the standard toolbar

Correct Answer: b

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14. To select one hyperlink after another during a slide presentation, what do you press?

a. Tab

b. Ctrl + K

c. Ctrl + h

d. All of above

Correct Answer: a

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15. special effects used to introduce slides in a presentation are called

a. effects

b. custom animations

c. transitions

d. present animations

Correct Answer: c

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16. You can edit an embedded organization chart object by

a. Clicking edit object

b. Double clicking the organization chart object

c. Right clicking the chart object, then clicking edit MS-Organizaiton Chart object

d. b and c both

Correct Answer: d

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17. What is the term used when you press and hold the left mouse key and more the mouse around the slide?

a. Highlighting

b. Dragging

c. Selecting

d. Moving

Correct Answer: b

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18. Which of the following toolbars provide different options in various master views?

a. Common tasks toolbar

b. Drawing toolbar

c. Formatting toolbar

d. Standard toolbar

Correct Answer: a

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19. How can you create a uniform appearance by adding a background image to all slides?

a. Create a template

b. Edit the slide master

c. Use the autocorrect wizard

d. All of the above

Correct Answer: b

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20. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?

a. Edit the notes master and add your company logy

b. Edit the slide master and insert your company logo and notes pane

c. Edit the handout master to include your company logo and one slide per page with additional note space

d. All of the above

Correct Answer: a

21. Which option on the custom animation task pane allows you to apply a preset or custom motion path?

a. Add effect

b. Emphasis

c. Animate now

d. All of the above

Correct Answer: a

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22. What is the term used when a clip art image changes the direction of faces?

a. Group

b. Flip

c. Rotate

d. All of the above

Correct Answer: c

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23. 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

Correct Answer: d

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24. Which of the following features should you use when typing in the notes text box?

a. Slide show

b. Insert

c. Slide maser

d. Zoom

Correct Answer: d

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25. Which option allows you to select line, curve, freeform or scribble tools?

a. Create effect

b. Insert motion path

c. Draw custom path

d. All of the above

Correct Answer: c

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26. 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

Correct Answer: b

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27. The size of the organization chart object

a. Is determined by the presentation design and can not be changed

b. Is determined by the presentation design but can be changed in PowerPoint

c. Is dependent on the amount of text within the organization chart

d. b and c

Correct Answer: d

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28. which of the following is the default page setup orientation of slide in PowerPoint

a. rVertical

b. Landscape

c. Portrait

d. None of above

Correct Answer: b

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

29. Want a PowerPoint photo album slide show to play continuously?

a. Use random slide transitions

b. Launch an online broadcast

c. Loop continuously

d. All of the above

Correct Answer: a

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30. what is defined by the handout master?

a. Slide formatting

b. Layout of audience handout notes

c. Handout content formatting for Microsoft word export

d. All of above

Correct Answer: b

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31. Which of the following tool enables you to add text to a slide without using the standard placeholders?

a. Text tool box

b. Line tool

c. Drawing tool

d. Auto shapes tool

Correct Answer: a

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32. In notes master view, how do you modify the font size of text for all hte4 notes of a presentation?

a. rModify the slide design

b. Modify the notes master layout

c. Modify the text within the body placeholder

d. All of the above

Correct Answer: c

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33. Want your logo in the same position on every slide, automatically? Insert it on the

a. Handout master

b. Notes master

c. Slide master

d. All of the above

Correct Answer: c

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34. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?

a. Slide sorter view

b. Notes pages view

c. Slide view

d. Outline view

Correct Answer: a

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35. Objects on the slide that hold text are called

a. Placeholders

b. Object holders

c. Auto layouts

d. Text holders

Correct Answer: a

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36. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?

a. Slide with animation

b. Outline view

c. Notes page

d. Audience handout

Correct Answer: d

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

a. Next slide button

b. Page up

c. Ctrl + Home

d. Ctrl + End

Correct Answer: c

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38. In normal view, how can you quickly change to handout master view?

a. Click the outline tab and select handout master view

b. Press the shift key and click the handout master view button

c. On the view menu, click slide sorter, and click handouts.

d. All of above

Correct Answer: b

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39. how can you quickly reinstate a deleted footer placeholder in master view?

a. Create a new slide master

b. Re-apply the footer placeholder

c. Re-apply the slide layout

d. All of the above

Correct Answer: b

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40. Which of the following can you use to add times to the slides in a presentation?

a. Slide show menu

b. Rehearse timings button

c. Slide transition button

d. All of the above

Correct Answer: b

41. To select all of the boxes of an organization chart

a. Clicking and edit and select all

b. Right click the chart background and then click select all

c. Press and hgold the SHIFT key and click each box

d. All of above

Correct Answer: d

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42. You can show the shortcut menu during the slide show by

a. Clicking the shortcut button on the formatting toolbar

b. Right clicking the current slide

c. Clicking an icon on the current slide

d. a and b

Correct Answer: b

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43. Auto clipart is a feature that

a. Automatically places clipart in your presentation

b. Scans your presentation for incorrect spelling in your words on each slide

c. Scans your presentation for incorrect spelling in Word Arts objects

d. All of above

Correct Answer: d

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44. to edit the text within the boxes of an organization chart, you

a. select the box and text, then make changes

b. select the box, then make the dchanges

c. highlight the text, them make the changes

d. a and b both

Correct Answer: a

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45. Whidh of the following allow you to select more than one slide in a presentation?

a. Alt + Click each slide

b. Shift + drag each slide

c. Shift + Click each slide

d. Ctrl + Click each slide

Correct Answer: c

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46. The view that displays the slides on a presentation as miniature representations of the slides is called

a. slide show

b. slide sorter view

c. notes page view

d. outline view

Correct Answer: b

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47. The PowerPoint view that displays only text (title and bullets) is

a. Slide show

b. Slide sorter view

c. Notes page view

d. Outline view

Correct Answer: d

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48. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)

a. animation

b. slide transition

c. custom animation

d. preset animation

Correct Answer: b

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49. Which of the following presentation elements can you modify using the slide master?

a. Slide comments

b. Slide transitions

c. Speaker note font and color

d. All of above

Correct Answer: b

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50. Which of the following provides a printed copy of your presentation?

a. Outline

b. Speaker notes

c. Audience handouts

d. All of the above

Correct Answer: c

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51. Slide show options available to the presenter include all of the following except

a. Transitions command

b. Speaker notes command

c. Meeting reminder command

d. Navigation commands

Correct Answer: a

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

a. Design plates

b. Templates

c. Placeholders

d. Blueprints

Correct Answer: b

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53. Which of the following bypasses the print dialog box when printing individual slides or an entire presentation?

a. File, print, preview

b. The print button

c. File, print

d. Ctrl + p

Correct Answer: b

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54. To add a header or footer to your handout, you can use

a. The title master

b. The slide master

c. The handout master

d. All of above

Correct Answer: c

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55. Which of the following will not advance the slides in a slide show view?

a. Esc key

b. The spacebar

c. The Enter key

d. The mouse button

Correct Answer: a

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56. What are lines, curve, freeform, and scribble?

a. Emphasis effects that can be applied to animations

b. Types of custom motion paths

c. Predefined entrance and exit effects

d. All of the above

Correct Answer: b

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57. Comments on a presentation can record who wrote them and when they were added. What’s the automatic way inPowerPoint 2002?

a. Use online collaboration

b. Use comments

c. Use the notes page

d. All of the above

Correct Answer: b

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58. When using PowerPoint, to play a PowerPoint show for previewing the show, select

a. View, slide sorter

b. View, slide

c. View, slide show

d. View outline

Correct Answer: c

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59. In Microsoft PowerPoint in order to see all the slides on one screen use

a. view, slide sorter

b. view, slide

c. view, master

d. view, slide show

Correct Answer: a

60. What’s the best place to find animated images for your PowerPoint 2002 presentation?

a. Microsoft online

b. Word clipart

c. PowerPoint tools and ins

d. All of the above

Correct Answer: b

61.what’s the easy way to apply varied animations to test on slides

a. apply effects in the custom animation text pane

b. apply an animation scheme

c. customize bullets with animated clipart

d. all of above

Correct Answer: b

62.Using a custom animation effect, how do you make text appear on a slide by letter

a. Apply the animation scheme fade in one by one.

b. Apply an entrance effect, and then set it to by letter in the effect option dialog box

c. Apply the fly in entrance to the text, and then set its speed to very slow.

d. All of above

Correct Answer: b

63.To exit the PowerPoint application, you should

a. Click the application minimize button

b. Click the document close button

c. Double click the application control menu icon

d. Double click the document control menu icon

Correct Answer: c

64.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

Correct Answer: c

65.You have customized a design template in one presentation and you want to use it in another presentation. What the best way to do this?

a. Use the browse feature in the slide design task pane to find the file that has your design template and apply it to the current file.

b. Copy and paste the slide with the design template you want to include the new presentation; inserted slide will inherit the design

c. Save the presentation that has the design template with a new name, and then use a new file to your presentation

d. All of the above.

Correct Answer: a

66.Which of the following options in the printer dialog box would you select to prit slides 5 and 12 in a presentation?

a. Slides

b. Custom shows

c. Current slide

d. All

Correct Answer: a

67.Which of the following toolbars provides different options in various master views?

a. Common tasks toolbar

b. Drawing toolbar

c. Formatting toolbar

d. Standard toolbar

Correct Answer: a

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68.You can tell when an object is active because

a. The object is highlighted

b. Eight small sizing handles appear surrounding the text

c. A box frame appears surrounding the text

d. b and c

Correct Answer: a

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69.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

Correct Answer: b

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70.What’s the best way to design the layout for your slides?

a. Create layouts for slides, handouts and notes using the Master Layout dialog box in slide master view

b. For each new slide, select a layout from the Slide Layout task pane

c. Apply templates from the Slide Design task pane

d. None of above

Correct Answer: b

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71.Any and every command can be found on the

a. Drawing toolbar

b. Formatting toolbar

c. Standard toolbar

d. Menu bar

Correct Answer: d

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72.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

Correct Answer: d

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73.How do you print your slides in a handout that includes lines for notes?

a. In the print dialog box, select handout and set the number of slides per page to 3

b. In the print dialog box, select handout and set the number of slides per page, then select the include comment pageoption

c. In the print dialog box select note page instead of handout

d. All of above

Correct Answer: a

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74.Which of the following features should you use when typing in he notes text box?

a. Slide shows

b. Insert

c. Slide master

d. Zoom

Correct Answer: d

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75.Which of the following should e 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

Correct Answer: b

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76.Which of the following is the default page setup orientation fornotes pages, outlines and handouts?

a. Vertical

b. Landscape

c. Portrait

d. None of above

Correct Answer: c

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77.Which of the following is the default page setup orientation for slides in PowerPoint?

a. Vertical

b. Landscape

c. Portrait

d. None of above

Correct Answer: b

Microsoft PowerPoint Multiple Choice Questions (MCQs) published on [http://www.psexam.com](http://www.psexam.com/)

78.How can you get your photo album slide show to play continuously?

a. Use random slide transition

b. Launch an online broadcast

c. Loop continuously

d. All of above

Correct Answer: c

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79.What are symbols used to identify items in a list?

a. Icons

b. Markers

c. Bullets

d. Graphics

Correct Answer: c

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80.The toolbars that are displayed by default in the PowerPoint window includes

a. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar

b. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar

c. Standard toolbar, formatting toolbar, drawing toolbar, status bar

d. Menu bar, standard toolbar, status bar, drawing toolbar

Correct Answer: b

81.Objects on the slide that hold text are called

a. Placeholders

b. Object holders

c. Auto layout

d. Text holders

Correct Answer: a

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82.You have got a bunch of digital holiday photo you want to put into a slide show. What the quickest method?

a. Apply a multiple-picture layout to several slides, and use the clipart icon on the slides to import your picture

b. On the insert menu, point to the picture, click from file, and select your picture in a group for each slide

c. On the insert menu, point the picture and click new photo album

d. All of the above

Correct Answer: c

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83.how would you create the following diagram in PowerPoint

a. Use auto shapes and the drawing toolbar to create the diagram and design it

b. Open the diagram gallery from the drawing toolbar and choose this diagram type

c. Use the chart command on the insert menu to import the diagram

d. All of above

Correct Answer: b

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84.Which of he following provides a means of printing out features notes with a miniature slide on a printed page?

a. Slides with animation

b. Outline view

c. Notes page

d. Audience handout

Correct Answer: d

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

a. Next slide button

b. Page up

c. Ctrl + home

d. Ctrl + end

Correct Answer: c

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86.You were giving your presentation, and you need to click a slide that’s few slides back. How do you get there?

a. Press ESC to get back into a normal view; click the slide thumbnail in normal view; then click the resume slide show button

b. Press backspace until your desired slide

c. Right click, point to go on the shortcut menu, point to by title, and click the slide you want to go to

d. All of above

Correct Answer: c

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87.Which of the following should you do to bring a bullet back to a previous level?

a. Press the shift + tab keys

b. Press the shift key

c. Press the enter key

d. Press the tab key

Correct Answer: a

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88.Good design determines

a. Credibility

b. Readability

c. First impression

d. All of above

Correct Answer: d

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89.To make a selection of slides on our presentation, use a different design template from the other slides, what do you do?

a. Select the slides thumbnails in that section, and apply a different color scheme

b. Select the slide thumbnails in that section and apply a different design template

c. Select one of the slide in the section you want to change, customize the fonts and colors, and use the format painter tool to apply those styles to the other slides in the section

d. All of above

Correct Answer: b

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90.your presentation is ready to go, but you don’t know if PowerPoint is installed on the computer, you will use to present with what’s the safe way

a. Save your presentation as a web page

b. Set up your presentation to be ”browse as a kiosk”

c. Use the Pack and Go wizard

d. All of the above

Correct Answer: c

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91.The view that displays the slides of a presentation as miniature representations of the slides is called

a. Slide show

b. Slide sorter view

c. Notes page view

d. Outline view

Correct Answer: b

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92.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

Correct Answer: d

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93.Which of the following provides a printed copy of your presentation?

a. Outlines

b. Speaker notes

c. Audience handouts

d. All of above

Correct Answer: c

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

a. Design templates

b. Templates

c. Placeholders

d. Blueprints

Correct Answer: b

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95.which of the following should you use if you want all the slides in the presentation to have the same look?

a. The slid layout option

b. The add a slide option

c. Outline view

d. A presentation design template

Correct Answer: d

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96.Line spacing refers to

a. The space between the lines of text

b. The height of the line

c. The length of the line

d. a and c

Correct Answer: a

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97.Which of the following uses the spelling and grammar feature to indicate an incorrect spelling?

a. The incorrect word appears in all capital letters

b. The incorrect word has a wavy red line under it

c. The incorrect word appears italicized

d. The incorrect word appears bold

Correct Answer: b

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98.Which of the following bypasses the print dialog box when printing individual slides or an entire presentation?

a. File, Print Preview

b. The print button

c. File, print

d. Ctrl + P

Correct Answer: b

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99.The handout master contains placeholders fro all of the following except

a. Slide number

b. Title

c. Footer

d. Header

Correct Answer: b

100.   How do you add degrees of transparency to shapes such as arrows, so that the slide background shows though?

a. Use #D style 4 button on the drawing toolbar

b. Use the Set Transparent Color button on the Picture toolbar

c. Use the Transparency slider in the Format AutoShapes dialog box

d. All of above

Correct Answer: c