

INTRODUCTION TO INFORMATION TECHNOLOGY

MICROSOFT POWER POINT 2010

Question 1 of 26

You can customize the PowerPoint environment by adding commands to the _____.

- A. Ribbon
- B. Quick Access Toolbar
- C. Both A and B

Question 2 of 26

True or False: You cannot change the layout of an existing slide.

- A. True
- B. False

Question 3 of 26

To add more text to your slide, insert a _____.

- A. Text box
- B. Content control
- C. Text entry field

Question 4 of 26

A Theme includes all of the following except _____.

- A. Fonts
- B. Clip Art
- C. Colors
- D. Effects

Question 5 of 26

You can add an image to your presentation from the _____ tab.

- A. Home
- B. Design
- C. Insert
- D. All of the above

Question 6 of 26

A _____ is the motion effect you see when one slide changes to another in Slide Show view.

- A. Transition
- B. Animation
- C. Fade

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Question 7 of 26

To correct an error detected by the automatic spell check, _____ the misspelled word.

- A. Double-click
- B. Right-click
- C. Hover over

Question 8 of 26

You can present your presentation by selecting the _____ view at the bottom of the PowerPoint window.

- A. Reading
- B. Start Presentation
- C. Slide Show
- D. None of the above

Question 9 of 26

You can share your presentation with someone who does not have PowerPoint by saving it as a PowerPoint Show.

- A. True
- B. False

Question 10 of 26

In the Backstage view, from the Print pane, you can _____.

- A. Adjust the page orientation
- B. View a print preview
- C. Print your presentation
- D. All of the above

Question 11 of 26

You can change a bullet's _____.

- A. Color
- B. Size
- C. Type
- D. All of the above

Question 12 of 26

When different lines in a list are indented differently to create a hierarchy, it is called a(n) _____.

- A. Multilevel list
- B. Animation pane
- C. Distributed horizontally
- D. Tracked change

From: Rahim Zulfiqar Ali

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Question 13 of 26

True or False: You can combine the colors from one theme with the fonts from another.

- A. True
- B. False

Question 14 of 26

To adjust the brightness and contrast of an image, you can use the _____ command.

- A. Color
- B. Compress Pictures
- C. Corrections
- D. Crop

Question 15 of 26

Which command allows you to add a shadow to a shape?

- A. Shape Fill
- B. Shape Outline
- C. Send Backward
- D. Shape Effects

Question 16 of 26

If you want to align several objects without moving them to a different part of the slide, you should select which option?

- A. Align Selected Objects
- B. Align to Slide
- C. Distribute Horizontally
- D. Bring to Front

Question 17 of 26

All of the following are types of animations EXCEPT:

- A. Entrance
- B. Equation
- C. Emphasis
- D. Exit

Question 18 of 26

If you only want to use an excerpt of a video, you can use the _____ command.

- A. Poster Frame
- B. Corrections
- C. Play Full Screen
- D. Trim Video

From: Rahim Zulfiqar Ali

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Question 19 of 26

All of the following are ways that you can insert audio EXCEPT:

- A. Extracting audio from a shape
- B. Inserting audio from a file on your computer
- C. Inserting Clip Art Audio
- D. Recording audio with a microphone

Question 20 of 26

Text in the SmartArt task pane is displayed as _____.

- A. A paragraph
- B. A bulleted list
- C. A numbered list
- D. Word Art

Question 21 of 26

You can create a hyperlink to _____.

- A. Another choice
- B. A web address
- C. A file
- D. All of the above

Question 22 of 26

You can add a table to your slideshow from the _____.

- A. Insert tab on the Ribbon
- B. Placeholder on a slide
- C. Tables tab on the Ribbon
- D. A and B only
- E. All of the above

Question 23 of 26

To create a chart in PowerPoint, you must enter chart data in _____.

- A. An Excel spreadsheet
- B. A Word document
- C. A text box
- D. An Access database

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Question 24 of 26

The _____ feature lets you review the differences between two different versions of a PowerPoint presentation.

- A. Track Changes
- B. Document Inspector
- C. Compare
- D. Comments

Question 25 of 26

You can use the _____ option to add voiceover narration to your PowerPoint presentation.

- A. Create Video
- B. Rehearse Timings
- C. Broadcast Presentation
- D. Record Presentation

Question 26 of 26

_____ allows you to make changes to all of your slides at the same time.

- A. Outline view
- B. Slide Master View
- C. Slide Sorter
- D. Slide Wizard

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Q.NO	ANSWER
1	C
2	B
3	A
4	B
5	C
6	A
7	B
8	C
9	A
10	D
11	D
12	A
13	A
14	C
15	D
16	A
17	B
18	D
19	A
20	A
21	D
22	D
23	A
24	C
25	D
26	B