

Name: _____

Date: _____

Microsoft PowerPoint

Week 6 Test

Directions: Answer the questions to the best of your ability. If you do not finish in the allotted time, print what you have and take it with you to finish and turn in later.

1. To display a miniature version of each of the slides in a PowerPoint presentation, use
 - a. Slide view
 - b. Normal view
 - c. Outline view
 - d. Slide Sorter view
2. A PowerPoint design template specifies
 - a. color scheme
 - b. text formats
 - c. backgrounds
 - d. all of the above
3. To display a miniature version of each of the slides in a presentation, use
 - a. Slide view
 - b. Slide Sorter view
 - c. Normal view
 - d. Outline view
4. To move to the previous slide, you can press
 - a. Ctrl + Home
 - b. Page Up
 - c. Home
 - d. Tab
5. A design template specifies
 - a. color scheme
 - b. outline settings
 - c. slide content
 - d. page numbers
6. You can add new slides in all views except
 - a. Slide view
 - b. Slide Sorter view
 - c. Slide Show view
 - d. Outline view
7. The guides you use to enter text, pictures, or charts on a slide are called
 - a. text boxes
 - b. placeholders
 - c. frames
 - d. text places
8. The view that makes it easiest to work with text on a slide is
 - a. Normal view
 - b. Outline view
 - c. Slide Sorter view
 - d. Slide view
9. To delete a slide in Normal view, open the Edit menu and choose
 - a. Delete
 - b. Remove
 - c. Delete Slide
 - d. Remove slide

10. You can use PowerPoint to create
 - a. slides
 - b. transparencies
 - c. speaker's notes
 - d. all of the above
11. When you first open a presentation, it is displayed in
 - a. Slide view
 - b. Outline view
 - c. Normal view
 - d. Slide Sorter view
12. To see the slide as it will appear in the presentation, use
 - a. Normal view
 - b. Outline view
 - c. Slide Sorter view
 - d. Slide view
13. To move to the next slide, you can press
 - a. Page Up
 - b. Page Down
 - c. Next
 - d. End
14. To move to the first slide in a presentation, you can press
 - a. Ctrl + Home
 - b. Previous
 - c. Home
 - d. Tab
15. Slide Show view allows you to see a presentation as
 - a. a slide show
 - b. a single slide in the PowerPoint window
 - c. a series of miniature versions of the slides
 - d. a list of titles and text
16. To enter text on a slide, you must be in
 - a. Normal view
 - b. Slide view
 - c. Slide Sorter view
 - d. a or b
17. You can delete slides in all views except
 - a. Slide view
 - b. Normal view
 - c. Slide Sorter view
 - d. Slide Show view
18. Most PowerPoint design templates have more than one color scheme.
19. To insert text in a placeholder on a PowerPoint slide, open the Insert menu and choose New Text.
20. PowerPoint presentations usually consist only of text on slides.
21. PowerPoint offers five different views you can use when working with a presentation.
22. Normal view displays three panes on the screen at the same time.

23. By default, new blank presentations appear without a design template applied.
24. You must apply a design template to each slide in a presentation.
25. For each design template, you can usually choose a different color scheme.
26. When a presentation is formatted with a design template, that template is automatically applied to new slides.
27. Slide Show view is very useful for rearranging slides.
28. PowerPoint presentations can include text, clip art, tables, charts, and sounds.
29. You can save any presentation in HTML format so it can be viewed using a Web browser.
30. PowerPoint offers three different views you can use when working with a presentation.
31. You can change the current view by clicking buttons on the Standard toolbar.
32. To move quickly to the last slide in the presentation, you can press Ctrl + End.
33. By default, all presentations are formatted with the Blends design template.
34. When you apply a design template, all slides in the presentation are formatted with that template at the same time.
35. Most design templates have more than one color scheme.
36. If you add a new slide to a presentation that has a design template applied, you must then apply that template to the new slide.
37. Slide view displays three panes on the screen at the same time.
38. To insert text in a placeholder, just click inside the placeholder and start keying.
39. Slide Sorter view is very useful for rearranging slides.
40. You can store cut or copied slide content in the Clipboard.