

1. Which of the following software programs is used to create a collection of slides that may contain text, charts, pictures, sound movies, or multimedia, and is often called a presentation graphics program?

- A. Office 2010
- B. PowerPoint 2010
- C. Word 2010
- D. WordPad

Answer: B

2. What are collections of files created in PowerPoint 2010 called?

- A. Documents
- B. Graphics
- C. Presentations
- D. Slide Shows

Answer: C

3. Which of the following describes the process of determining a presentation's purpose, the type of presentation necessary, the desired outcome, target audience, and the presentation setting?

- A. Creating the presentation
- B. Planning the presentation
- C. Editing the presentation
- D. Delivering the presentation

Answer: B

4. Which type of presentation provides an audience with background information, knowledge, and specific details about a topic to help them gain understanding, make informed decisions, or increase their expertise?

- A. Informative presentations
- B. Demonstrations
- C. Training presentations
- D. Persuasive presentations

Answer: A

5. Which type of presentation is used to influence how an audience feels about a particular position or plan?

- A. Informative presentations
- B. Demonstrations
- C. Training presentations

D. Persuasive presentations

Answer: D

6. Which type of presentation is used to teach an audience how something works or help them understand a process or procedure?

- A. Informative presentations
- B. Demonstrations
- C. Training presentations
- D. Persuasive presentations

Answer: B

7. Which type of presentation is used to help an audience learn new skills or learn how to perform new tasks, such as how to operate a piece of equipment?

- A. Informative presentations
- B. Demonstrations
- C. Training presentations
- D. Persuasive presentations

Answer: C

8. Which tab shows a multilevel list of the titles and text of each slide in the presentation?

- A. Notes
- B. Slides
- C. Outline
- D. File

Answer: C

9. Which tab shows a column of numbered slide thumbnails so users can see a visual presentation of several slides at once?

- A. Notes
- B. Slides
- C. Outline
- D. File

Answer: B

10. Which pane in PowerPoint 2010 provides an area for saving reminders to help a presenter during a presentation?

- A. Notes
- B. Slides
- C. Outline

D. File

Answer: A

11. What is the coordinated set of colors, fonts, and other design elements that are applied to components of a presentation called?

- A. Background
- B. Transitions
- C. Theme
- D. Animations

Answer: C

12. Which PowerPoint 2010 pane shows the current slide as it will appear during the slide show?

- A. Note
- B. Slide
- C. Outline
- D. File

Answer: B

13. In the PowerPoint 2010 View Ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane?

- A. Normal
- B. Slide Sorter
- C. Notes Page
- D. Reading

Answer: A

14. What is the region of a slide reserved for inserting text or graphics called?

- A. Text area
- B. Entry Box
- C. Field
- D. Placeholder

Answer: D

15. Which of the following is a predetermined way of organizing objects on a slide including title text and other content?

- A. Design
- B. Scheme
- C. Layout
- D. Plan

Answer: C

16. What is a list of statements with a special symbol to the left of each paragraph, sometimes referred to as an unordered list, called?

- A. Numbered list
- B. Bulleted list
- C. Symbol list
- D. Alphabetized list

Answer: B

17. Which term refers to the size of alphabetic and numeric characters on a slide?

- A. Font size
- B. Point
- C. Theme
- D. Typeface

Answer: A

18. If you include more text in a slide than will fit in the slide placeholder, which PowerPoint 2010 feature adjusts the line spacing and font size of the text to accommodate it?

- A. AutoSize
- B. AutoCorrect
- C. AutoFit
- D. AutoEntry

Answer: C

19. In PowerPoint 2010, which term refers to a picture, shape, design, graph, chart, or diagram inserted into a slide?

- A. Image
- B. Clipart
- C. Item
- D. Graphic

Answer: D

20. What does it mean if a text box placeholder's borders change to become a dashed line?

- A. The placeholder is active
- B. The placeholder is hidden
- C. The placeholder is inactive

D. The placeholder is in the background

Answer: A

21. Which term refers to the small circles and squares that appear on each corner and side of an active text box?

- A. Movement buttons
- B. Sizing handles
- C. Size buttons
- D. Alignment points

Answer: B

22. In PowerPoint 2010, what command is used to save a new presentation with a new name?

- A. Exit
- B. Close
- C. Save
- D. Save As

Answer: C

23. In PowerPoint 2010, what command is used to save an existing presentation with a new name or in a new location?

- A. Exit
- B. Close
- C. Save
- D. Save As

Answer: D

24. What command is used to quit the current presentation on screen but leave the PowerPoint 2010 program open?

- A. Exit
- B. Close
- C. Save
- D. Save As

Answer: B

25. What command is used to quit the current presentation on screen and quit the PowerPoint 2010 program?

- A. Exit
- B. Close
- C. Save
- D. Save As

Answer: A

26. In PowerPoint 2010, where is the command located to undo the last action?

- A. Home Ribbon
- B. File Tab
- C. Quick Access Toolbar
- D. Shortcut menu

Answer: C

27. Which area in PowerPoint 2010 serves as a temporary storage location for where text or other objects are stored when you cut or copy them?

- A. Clip folder
- B. Clipart
- C. Shortcut menu
- D. Clipboard

Answer: D

28. What feature automatically revises typing errors based upon information contained in Microsoft Office 2010's standard dictionary?

- A. Autofix
- B. AutoCorrect
- C. AutoSpell
- D. AutoText

Answer: B

29. Which of the following refers to rearranging a multilevel list of text in an outline format by moving it from one level to another in the presentation?

- A. Promote and demote
- B. Increase and decrease
- C. Grow and shrink
- D. Raise and lower

Answer: A

30. Which view displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen?

- A. Normal
- B. Slide sorter
- C. Slide Show

D. Reading

Answer: C

31. Which group on the Home Ribbon contains commands to create new slides in a presentation?

- A. Paragraph
- B. Slides
- C. Drawing
- D. Editing

Answer: B

32. What command on the Home Ribbon enables a user to change the design of a slide after it has been inserted into a presentation?

- A. New Slide
- B. Reset
- C. Arrange
- D. Layout

Answer: D

33. In a presentation, which effect adds interest to a slide show and focuses audience attention on important points by adding entrances, emphasis, motion paths, or exits to text or objects?

- A. Transition
- B. Animation
- C. Dynamic
- D. SmartArt

Answer: B

34. In PowerPoint 2010, what contains a theme, sample text, and graphics on a slide or slide background to guide you as you develop your content?

- A. Template
- B. Placeholder
- C. Boilerplate
- D. Form

Answer: A

35. What are visual effects in the form of movements from one slide to another during a presentation called?

- A. Animations
- B. Transitions

C. Simulations

D. Emphasis

Answer: B

36. What is the text that appears on every slide but, depending on the theme applied, may not always appear at the bottom of a slide?

- A. Notes
- B. Margin
- C. Border
- D. Footer

Answer: D

37. What does the wavy, red line under a word in a presentation mean?

- A. Misspelling
- B. Grammar Error
- C. Synonym available
- D. Anonym available

Answer: A

38. What area in the PowerPoint 2010 window contains the Quick Access Toolbar, filename, and Window control buttons?

- A. Status bar
- B. Title bar
- C. Scroll bar
- D. Slides Pane

Answer: B

39. In the PowerPoint 2010 window, what is the name of the area that contains the zoom control and PowerPoint view buttons?

- A. Status bar
- B. Title bar
- C. Scroll bar
- D. Slides Pane

Answer: A

40. When printing a PowerPoint 2010 presentation, which print setting enables multiple slides to be printed on one page?

- A. Full Page Slides
- B. Notes Pages
- C. Outline
- D. Handouts

Answer: D

41. Which print setting creates printouts of an entire slide on the top of the page and an area for speaker notes below the slide?

- A. Full Page Slides
- B. Notes Pages
- C. Outline
- D. Handouts

Answer: B

42. Which of the following includes illustrations, movies, sounds, and stock photography stored in collections for easy access from both a user's local machine and the Microsoft website?

- A. Images
- B. Styles
- C. Clipart
- D. Themes

Answer: C

43. Which command on the Insert Ribbon is used to place an image from your storage device into a presentation?

- A. Picture
- B. Clip Art
- C. Screenshot
- D. Photo Album

Answer: A

44. What is the purpose of using the corner resizing handles to resize a graphic?

- A. To have access to Picture Tools while resizing
- B. To resize and recolor the graphic simultaneously
- C. To incrementally resize the graphic
- D. To proportionately resize the graphic

Answer: D

45. Which is an option offered on the Picture Tools Format Ribbon Color drop-down command for adjusting picture color?

- A. Diffusion
- B. Color Tone
- C. Watermark
- D. Grayscale

Answer: B

46. What group on the Picture Tools Format Ribbon enables a user to apply picture effects to a graphic?

- A. Adjust
- B. Arrange
- C. Picture Styles
- D. Color

Answer: C

47. Which group on the Home Ribbon contains commands for inserting various shapes into a presentation?

- A. Drawing
- B. Editing
- C. Font
- D. Paragraph

Answer: A

48. What command is used to color a shape that you have drawn on a slide?

- A. Font Color
- B. Shading
- C. Shape Fill
- D. Shape Effects

Answer: C

49. Which ribbon contains the command to insert a text box placeholder on a slide?

- A. Home
- B. Insert
- C. Drawing
- D. Design

Answer: B

50. Which ribbon contains the command to flip or rotate an object on a slide?

- A. Home
- B. Insert
- C. Drawing Tools Format
- D. Picture Tools Format

Answer: C

51. What are the faint blue, dashed lines that appear as you drag an object toward a drawn shape when the edges or center of the object are aligned?

- A. Smart Guides
- B. Gridline
- C. Drawing Guides
- D. Smart Grid

Answer: A

52. Which command is used to insert slides from another presentation into a new presentation?

- A. New Slide
- B. Section
- C. Slides from Outline
- D. Reuse Slides

Answer: D

53. In Slide Sorter view, which method is used to change slide order?

- A. Move command from the Shortcut Menu
- B. Move command from the Quick Access Toolbar
- C. Click-and-Drag to new location
- D. Rearrange command from Home Ribbon

Answer: C

54. Which area in the Print dialog box is used to change the default printer?

- A. Printer Properties
- B. Printer Status Dropdown
- C. Print Edit
- D. Print Setup Command

Answer: B

55. Which feature allows you to create graphical lists and process diagrams easily and quickly?

- A. SmartArt
- B. WordArt
- C. ClipArt
- D. Pictures

Answer: A

56. Which ribbon is used to modify the layout of a SmartArt design?

- A. Design
- B. SmartArt Tools Design
- C. Home
- D. SmartArt Tools Format

Answer: B

57. Which command is used to view the various options that can be applied to a selected animation?

- A. Add Animation
- B. Trigger
- C. Reorder Animation
- D. Effect Options

Answer: D

58. Which ribbon includes the command to create presentation slides from an outline?

- A. Home
- B. Insert
- C. Design
- D. Slide Show

Answer: A

59. When saving a presentation that will be exported to Microsoft Word 2010, which file type should be selected?

- A. .pptx
- B. .ppt
- C. .rtf
- D. .doc

Answer: C

60. Which ribbon in PowerPoint 2010 contains the command to check spelling on a slide?

- A. Home
- B. Design
- C. Slide Show
- D. Review

Answer: D

61. Which text alignment command aligns text with both the left and right margins of a

slide and adds space between words as needed?

- A. Left
- B. Right
- C. Center
- D. Justify

Answer: D

62. On the Home Ribbon, which command is used to change the orientation of text in a text box to vertical, stacked, or rotated?

- A. Justify
- B. Center
- C. Text direction
- D. Text align

Answer: C

63. Which ribbon contains the command for applying predetermined styles to a table in a slide?

- A. Insert
- B. Table Tools Design
- C. Table Tools Layout
- D. Design

Answer: B

64. Which ribbon provides the command to split selected cells in a table into multiple cells?

- A. Insert
- B. Table Tools Design
- C. Table Tools Layout
- D. Design

Answer: C

65. What is the most common format that Microsoft uses for short sound clips?

- A. .wav
- B. .mp3
- C. .mp4
- D. .wpl

Answer: A

66. In PowerPoint 2010, which command is used to insert a sound clip into a slide?

- A. Sound
- B. Music

- C. Play
- D. Audio

Answer: D

67. When a sound clip is selected for a slide, which ribbon appears to allow a user to change the way the sound clip appears?

- A. Audio Tools Slide Show
- B. Audio Tools Format
- C. Audio Tools Design
- D. Audio Tools Playback

Answer: B

68. Which ribbon appears when a sound clip is selected for a slide to allow a user to control how the sound clip plays?

- A. Audio Tools Slide Show
- B. Audio Tools Format
- C. Audio Tools Design
- D. Audio Tools Playback

Answer: D

69. Which ribbon contains the command to hide a slide in a presentation so that it does not show during the full-screen slide show?

- A. Home
- B. Design
- C. Slide Show
- D. Transitions

Answer: C

70. In a table, what is the intersection of a column and a row called?

- A. Cell
- B. Box
- C. Connector
- D. Block

Answer: A

71. When working with tables in slides, what is applied to a table in order to format the borders around the table and cells and to select a color scheme for the table?

- A. Table Theme
- B. Table Style
- C. Table Layout
- D. Table Template

Answer: B

72. What is inserted into a slide to illustrate and compare data from a spreadsheet?

- A. Graph
- B. Image
- C. Chart
- D. Diagram

Answer: C

73. Which group on the Insert Ribbon contains the command to insert a chart into a slide?

- A. Images
- B. Illustrations
- C. Links
- D. Media

Answer: B

74. Which ribbon contains commands that apply an entrance effect to a selected chart?

- A. Animations
- B. Chart Tools Design
- C. Chart Tools Layout
- D. Transitions

Answer: A

75. What type of slide show is created to display only selected slides during a presentation?

- A. Hidden
- B. Broadcast
- C. Narrated
- D. Custom

Answer: D

76. Which command is used to record the time a presenter spends on each slide in order to run the show automatically in the future?

- A. Record slide show
- B. Custom slide show
- C. Rehearse Timings
- D. Set up Slide Show

Answer: C

77. Which command is used to test animations on a slide before delivering the presentation?

- A. Rehearse
- B. Preview
- C. Test
- D. Review

Answer: B

78. Which area is used to specify the length of the transition effect for each slide in a presentation?

- A. Rehearse
- B. Preview
- C. Timing
- D. Duration

Answer: D

79. Which option indicates that a presentation should wait for a mouse click prior to moving to the next slide?

- A. After
- B. Duration
- C. On Mouse Click
- D. After Mouse Click

Answer: C

80. Which command is used to delete or clear any recorded timing saved for a presentation?

- A. Record slide show
- B. Custom slide show
- C. Rehearse Timings
- D. Set up Slide Show

Answer: A

81. When a graphic is selected, which handle is used to freely rotate the image?

- A. Left corner
- B. Green circle
- C. Right corner
- D. Bottom center

Answer: B

82. When a graphic is selected, which option on the Shortcut menu is used to alter the color of the image?



- A. Edit Picture
- B. Change Picture
- C. Size and Position
- D. Format Picture

Answer: D

83. Which command enables a user to choose from a wide range of animation options?

- A. Animation Pane
- B. Trigger
- C. Add Animation
- D. Animation Painter

Answer: C

84. If a list on a slide must appear in a sequential order, which list option should be selected?

- A. Ordered List
- B. Numbering
- C. Unordered List
- D. Bullets

Answer: B

85. Which command is used to remove any unwanted parts of a picture in a slide?

- A. Crop
- B. Cut
- C. Draw
- D. Amend

Answer: A

86. What command is used to set an image background to transparent?

- A. Transparent
- B. Make Transparent
- C. Remove Background
- D. Format Background

Answer: C

87. To add information about an illustration in a slide, which of the following describes a text box with a line between the text box and the illustration?

- A. Balloon
- B. Marker
- C. Tag

D. Callout

Answer: D

88. Which file type is an image that includes motion or animation?

- A. .jpg
- B. .gif
- C. .bmp
- D. .png

Answer: B

89. What type of presentation runs on its own but can also be set to accept user interventions to advance to another slide or return to a previous one?

- A. Self-running presentation
- B. Narrated presentation
- C. Slide Show
- D. Programmed Slide Show

Answer: A

90. When using audio in an entire presentation, what is the correct option to select for audio playback?

- A. On click
- B. Automatic
- C. Loop until stopped
- D. Play across slides

Answer: D

91. When creating a custom slide show, which dialog box enables a user to select individual slides to include in the custom slide show?

- A. Choose Slide
- B. Add Slide
- C. Format Slide Show
- D. Define Custom Show

Answer: D

92. What is the state of a selected text box or placeholder when a user can make modifications?

- A. Active
- B. On
- C. Live
- D. Dynamic

Answer: C

93. What is the name of the view on the File tab that enables a user to manage files and data about files, and find frequently used features for managing PowerPoint presentation files?

- A. Normal
- B. Backstage
- C. Background
- D. Edit

Answer: B

94. Which term refers to the various degrees of lightness and darkness of the colors in a graphic?

- A. Gray scale
- B. Water mark
- C. Color saturation
- D. Color tone

Answer: D

95. What appears on a slide to indicate there is a note or remark about the slide and the initials of the person who made the note?

- A. Comment thumbnail
- B. Remark thumbnail
- C. Statement thumbnail
- D. Reference thumbnail

Answer: A

96. Which commonly used animation effect makes text or a slide appear in the presentation?

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

Answer: B

97. Which of the following terms refers to combining multiple objects into a single object?

- A. Joined
- B. Clustered
- C. Grouped
- D. Assembled

Answer: C

98. What is applied to text or an image in a slide that enables a user to jump to a new location by clicking on the text or image?

- A. Hyperlink
- B. Website
- C. Connection
- D. Association

Answer: A

99. Which ribbon contains the command to create a link to a new location?

- A. Home
- B. Insert
- C. Transitions
- D. Slide Show

Answer: B

100. What is the link location within the same presentation, a different presentation, or a page on the World Wide Web called?

- A. Objective
- B. Mark
- C. Goal
- D. Target

Answer: D