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| 1. You must select the text or the text box before you change the font.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-20 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 855 - Change the font. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 8:47 PM | | *DATE MODIFIED:* | 8/2/2019 8:50 PM | |

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| 2. Text that you delete by pressing DELETE or BACKSPACE is placed on the Clipboard.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-23 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.10 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1819 - Delete text. | | *TOPICS:* | New Perspectives Series: Moving and Copying | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 8:51 PM | | *DATE MODIFIED:* | 8/2/2019 8:57 PM | |

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| 3. It is not necessary to look over a presentation for contextual errors if you use the Spelling command to check the spelling in a presentation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-56 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1146 - Check spelling. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 8:58 PM | | *DATE MODIFIED:* | 8/2/2019 8:59 PM | |

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| 4. You cannot print more than one slide on a piece of paper.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-65 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 9:00 PM | | *DATE MODIFIED:* | 8/2/2019 9:17 PM | |

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| 5. You can create a new presentation when PowerPoint is running.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-5 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.1.1 - Create a new presentation. | | *CORPORATE STANDARDS:* | 1347 - Create a blank presentation. | | *TOPICS:* | New Perspectives Series: Starting PowerPoint and Creating a New Presentation | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:17 PM | | *DATE MODIFIED:* | 8/2/2019 9:21 PM | |

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| 6. If a word is marked as misspelled, you can right-click it to open a menu of suggested spellings, and then click the correct spelling on the menu.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-57 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1340 - Correct a spelling mistake. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:21 PM | | *DATE MODIFIED:* | 8/2/2019 9:23 PM | |

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| 7. You can change a slide's layout after the slide is created.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 705 - Change a slide layout. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:24 PM | | *DATE MODIFIED:* | 8/2/2019 9:25 PM | |

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| 8. You can format an object even when it is not selected.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-44 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | New Perspectives Series: Resizing and Moving Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:27 PM | | *DATE MODIFIED:* | 8/2/2019 9:28 PM | |

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| 9. You cannot change the levels of items in a list in a content placeholder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 1714 - Decrease the indent of a list item. | | *TOPICS:* | New Perspectives Series: Creating Lists | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:29 PM | | *DATE MODIFIED:* | 8/2/2019 9:32 PM | |

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| 10. To start PowerPoint, you must click a tile on the Start menu.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-5 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.1.1.1 - Open PowerPoint. | | *CORPORATE STANDARDS:* | 4310 - Start PowerPoint. | | *TOPICS:* | New Perspectives Series: Starting PowerPoint and Creating a New Presentation | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:35 PM | | *DATE MODIFIED:* | 8/2/2019 9:36 PM | |

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| 11. If your slides contain colors other than black and white, you cannot print them in grayscale or black and white.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-63 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.7.3 - Print in color, grayscale, and black and white. | | *CORPORATE STANDARDS:* | 944 - Change the print color | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 9:37 PM | | *DATE MODIFIED:* | 8/2/2019 9:38 PM | |

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| 12. You should carefully edit notes you add to a slide because your audience will be able to see them.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-54 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.1.4 - Enter notes on a slide. | | *CORPORATE STANDARDS:* | 2070 - Enter slide notes. | | *TOPICS:* | New Perspectives Series: Adding Speaker Notes | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:38 PM | | *DATE MODIFIED:* | 8/2/2019 9:40 PM | |

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| 13. If you click the Slide Show button on the status bar, the presentation will appear in Slide Show view with Slide 1 displayed no matter which slide is currently selected.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-60 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:40 PM | | *DATE MODIFIED:* | 8/2/2019 9:42 PM | |

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| 14. To open a presentation, you can click File on the ribbon, and then click Open.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-5 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.1.2.1 - Open presentations. | | *CORPORATE STANDARDS:* | 3001 - Open a presentation. | | *TOPICS:* | New Perspectives Series: Starting PowerPoint and Creating a New Presentation | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:42 PM | | *DATE MODIFIED:* | 8/2/2019 9:46 PM | |

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| 15. When the insertion point is at the beginning of a new line in a content placeholder, you can press  SHIFT+TAB to indent the item.   |  |  | | --- | --- | | *ANSWER:* | False - TAB  False - Tab  False - tab | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-14 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 2405 - Increase the indent of a list item. | | *TOPICS:* | New Perspectives Series: Creating Lists | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:48 PM | | *DATE MODIFIED:* | 8/2/2019 9:50 PM | |

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| 16. In Slide Show view, you can see the next slide, speaker notes, and a timer, while your audience sees the current slide fill the screen on another monitor.   |  |  | | --- | --- | | *ANSWER:* | False - Presenter | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-61 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4364 - Switch to Presenter view. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 11:35 PM | | *DATE MODIFIED:* | 8/2/2019 11:46 PM | |

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| 17. To save a copy of an open presentation with a new name, you use the Copy As command.   |  |  | | --- | --- | | *ANSWER:* | False - Save As  False - Save as | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-36 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3651 - Save a presentation with a new name. | | *TOPICS:* | New Perspectives Series: Opening a Presentation and Saving It with a New Name | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 11:38 PM | | *DATE MODIFIED:* | 8/2/2019 11:42 PM | |

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| 18. An object containing text on a slide is called a text placeholder.   |  |  | | --- | --- | | *ANSWER:* | False - box | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-8 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.1.1 - Insert text on a slide. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | New Perspectives Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 11:43 PM | | *DATE MODIFIED:* | 8/2/2019 11:46 PM | |

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| 19. You can choose the number of slides to print on a notes page.   |  |  | | --- | --- | | *ANSWER:* | False - handout | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-65 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 11:51 PM | | *DATE MODIFIED:* | 8/2/2019 11:53 PM | |

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| 20. To move a slide in Normal view, what do you drag in the pane on the left?   |  |  |  | | --- | --- | --- | |  | a. | the slide title | |  | b. | the slide thumbnail | |  | c. | the slide number | |  | d. | the slide tab |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2917 - Move a slide in Normal view. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 11:54 PM | | *DATE MODIFIED:* | 8/2/2019 11:57 PM | |

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| 21. The second-level bulleted items on one of Carlos's slides is 14-point Calibri. His associate thinks those items are hard to read. How can Carlos improve the readability of that slide?   |  |  |  | | --- | --- | --- | |  | a. | Change the second-level bulleted items so they become first-level bulleted items. | |  | b. | Change the second-level bulleted items so they become third-level bulleted items. | |  | c. | Change the font of the second-level bulleted items to Times New Roman. | |  | d. | Increase the font size of the second-level bulleted items by using the Increase Font Size button. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2401 - Increase the font size by four points. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 11:57 PM | | *DATE MODIFIED:* | 8/2/2019 11:59 PM | |

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| 22. What unit is text size measure in?   |  |  |  | | --- | --- | --- | |  | a. | inches | |  | b. | millimeters | |  | c. | pixels | |  | d. | points |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 852 - Change the font size. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 12:00 AM | | *DATE MODIFIED:* | 8/3/2019 12:02 AM | |

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| 23. Ravi wants the title of the last slide in her presentation to stand out. Which of the following will help her do this?   |  |  |  | | --- | --- | --- | |  | a. | Move the title to a new position on the slide. | |  | b. | Change the color of the title text. | |  | c. | Delete the title text box. | |  | d. | Add an exclamation point at the end of the title text. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 839 - Change the font color. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:02 AM | | *DATE MODIFIED:* | 8/3/2019 12:05 AM | |

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| 24. Which formatting command changes text so it is slanted?   |  |  |  | | --- | --- | --- | |  | a. | Bold | |  | b. | Italic | |  | c. | Underline | |  | d. | Strikethrough |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2758 - Italicize text. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 12:06 AM | | *DATE MODIFIED:* | 8/3/2019 12:08 AM | |

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| 25. If selected text is bold, how do you change it so that it is no longer bold?   |  |  |  | | --- | --- | --- | |  | a. | Deselect the text. | |  | b. | Click the Design tab on the ribbon. | |  | c. | Click the Unbold button on the Home tab on the ribbon. | |  | d. | Click the Bold button on the Home tab on the ribbon. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 629 - Bold text. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:08 AM | | *DATE MODIFIED:* | 8/3/2019 12:10 AM | |

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| 26. Which of the following Print settings prints each slide so it fills the piece of paper?   |  |  |  | | --- | --- | --- | |  | a. | Full Page Slides | |  | b. | Notes Pages | |  | c. | Outline | |  | d. | Handouts |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-63 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.7.1 - Print all and part of a presentation. | | *CORPORATE STANDARDS:* | 3187 - Print a presentation. | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 12:14 AM | | *DATE MODIFIED:* | 8/3/2019 12:17 AM | |

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| 27. Gabriella plans to print her slides on a printer that does not print in color. Which of the following actions should she do before she prints the entire presentation?   |  |  |  | | --- | --- | --- | |  | a. | View the presentation in grayscale. | |  | b. | Print one test slide. | |  | c. | Change the presentation theme to one that does not include any color. | |  | d. | Delete all the photos in the presentation. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-64 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4584 - View a presentation in grayscale. | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:17 AM | | *DATE MODIFIED:* | 8/3/2019 12:19 AM | |

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| 28. Which view do you choose if you want to see a thumbnail of each slide in a presentation arranged in a grid?   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | Outline | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-25 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4373 - Switch to Slide Sorter view. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 12:20 AM | | *DATE MODIFIED:* | 8/3/2019 12:25 AM | |

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| 29. Which view do you choose if you want to add a picture to a slide?   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | Outline | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4354 - Switch to Normal view. | | *TOPICS:* | New Perspectives Series: Adding Speaker Notes | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 12:30 AM | | *DATE MODIFIED:* | 8/3/2019 12:31 AM | |

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| 30. If a word is marked as misspelled, which of the following changes the selected word to the correct spelling?   |  |  |  | | --- | --- | --- | |  | a. | Change | |  | b. | Change All | |  | c. | Ignore | |  | d. | Add |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 8 - Accept suggested spelling change. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:32 AM | | *DATE MODIFIED:* | 8/3/2019 12:34 AM | |

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| 31. If a word is marked as misspelled, which of the following does not change how that word is spelled?   |  |  |  | | --- | --- | --- | |  | a. | Change | |  | b. | Change All | |  | c. | Ignore | |  | d. | Add |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 2356 - Ignore suggested spelling change. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:34 AM | | *DATE MODIFIED:* | 8/3/2019 12:36 AM | |

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| 32. If a word is marked as misspelled, which of the following changes all instances of that word to the correct spelling on all the slides in the presentation?   |  |  |  | | --- | --- | --- | |  | a. | Change | |  | b. | Change All | |  | c. | Ignore | |  | d. | Add |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 3 - Accept all instances of suggested spelling change. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:36 AM | | *DATE MODIFIED:* | 8/3/2019 12:39 AM | |

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| 33. How do you change the layout of a slide?   |  |  |  | | --- | --- | --- | |  | a. | Select the placeholders on the slide, and then drag them to new positions on the slide. | |  | b. | Click the Layout button on the Home tab, and then click the layout you want to use. | |  | c. | Click the New button arrow on the Home tab, and then click the layout you want to use. | |  | d. | Double-click the thumbnail in the Thumbnails pane/Slides tab, then click the layout you want to use. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.4 - Insert specific slide layouts. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:39 AM | | *DATE MODIFIED:* | 8/3/2019 12:41 AM | |

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| 34. How do you resize a picture proportionally so that the image does not get distorted?   |  |  |  | | --- | --- | --- | |  | a. | Drag the picture all the way to the bottom of the slide and then let go quickly so that the picture resizes automatically. | |  | b. | Drag one of the sizing handles on the side of the picture. | |  | c. | Drag one of the corner sizing handles. | |  | d. | Double-click the picture, and then click OK in the dialog box that opens. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | New Perspectives Series: Resizing and Moving Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:45 AM | | *DATE MODIFIED:* | 8/3/2019 12:47 AM | |

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| 35. A picture on the title slide in Jacob's presentation is too large for the space. To change its size, he dragged the sizing handle on the right side of the picture. Now the picture looks distorted. What went wrong?   |  |  |  | | --- | --- | --- | |  | a. | When a picture is on the title slide, you cannot change its size proportionally. | |  | b. | Because he dragged a side sizing handle instead of a corner sizing handle, the image changed in one direction but not the other. | |  | c. | He changed only the picture's width without changing its height, but unfortunately, there is no way to avoid this result. | |  | d. | He forgot to drag either the sizing handle on the top or bottom edge by the same amount. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3404 - Resize a picture nonproportionally. | | *TOPICS:* | New Perspectives Series: Resizing and Moving Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:47 AM | | *DATE MODIFIED:* | 8/3/2019 12:49 AM | |

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| 36. If a slide contains a content placeholder, what happens to the content placeholder if you insert a photo using the Pictures button on the Insert tab?   |  |  |  | | --- | --- | --- | |  | a. | The content placeholder stays on the slide behind the picture. | |  | b. | The content placeholder is moved so that it is next to the picture. | |  | c. | The content placeholder is replaced by the picture. | |  | d. | The content placeholder disappears while the picture is selected, but reappears when the picture is no longer selected. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-40 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | New Perspectives Series: Inserting Picture and Adding Alt Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:50 AM | | *DATE MODIFIED:* | 8/3/2019 12:52 AM | |

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| 37. Which of the following layouts is best for the slide that contains the title of the presentation?   |  |  |  | | --- | --- | --- | |  | a. | Title and Content | |  | b. | Title Slide | |  | c. | Text and Content | |  | d. | Blank |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.4 - Insert specific slide layouts. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:52 AM | | *DATE MODIFIED:* | 8/3/2019 12:54 AM | |

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| 38. Which key or keys do you press to change a second-level item in a list to a first-level item?   |  |  |  | | --- | --- | --- | |  | a. | SPACEBAR | |  | b. | TAB | |  | c. | SHIFT | |  | d. | SHIFT+TAB |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 1714 - Decrease the indent of a list item. | | *TOPICS:* | New Perspectives Series: Creating Lists | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:55 AM | | *DATE MODIFIED:* | 8/3/2019 12:57 AM | |

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| 39. Which key or keys do you press to indent a first-level item in a list so it becomes a second-level item?   |  |  |  | | --- | --- | --- | |  | a. | SPACEBAR | |  | b. | TAB | |  | c. | SHIFT | |  | d. | SHIFT+TAB |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 2405 - Increase the indent of a list item. | | *TOPICS:* | New Perspectives Series: Creating Lists | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:57 AM | | *DATE MODIFIED:* | 8/3/2019 1:00 AM | |

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| 40. Which tab on the ribbon contains the themes?   |  |  |  | | --- | --- | --- | |  | a. | Home | |  | b. | Insert | |  | c. | Design | |  | d. | View |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.8 - Manage slide themes. | | *CORPORATE STANDARDS:* | 1081 - Change the theme. | | *TOPICS:* | New Perspectives Series: Changing the Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 1:01 AM | | *DATE MODIFIED:* | 8/3/2019 1:05 AM | |

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| 41. Which button do you click on the status bar to resize the displayed slide so that it fits in the large pane in Normal view?   |  |  |  | | --- | --- | --- | |  | a. | Fit slide to current window | |  | b. | Normal | |  | c. | Zoom Out | |  | d. | Zoom In |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.5 - Manage the zoom levels. | | *CORPORATE STANDARDS:* | 4606 - Zoom slides. | | *TOPICS:* | New Perspectives Series: Session 1.1 Visual Overview : The PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:05 AM | | *DATE MODIFIED:* | 8/3/2019 1:08 AM | |

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| 42. Which of the following views does not let you change the order of slides in a presentation?   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | Outline | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2917 - Move a slide in Normal view. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:08 AM | | *DATE MODIFIED:* | 8/3/2019 1:20 AM | |

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| 43. Which of the following is not one of the ways you can switch from one slide to another in Normal view?   |  |  |  | | --- | --- | --- | |  | a. | Click the thumbnail of the slide you want to switch to in the pane on the left. | |  | b. | Click the Next Slide button at the bottom of the vertical scroll bar. | |  | c. | Click the Previous Slide button at the bottom of the vertical scroll bar. | |  | d. | Click the View tab, and then click the button that corresponds to the slide number you want to switch to. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2978 - Navigate between slides in Normal view. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:21 AM | | *DATE MODIFIED:* | 8/3/2019 1:25 AM | |

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| 44. When you have a second monitor attached to your computer, which view provides you with additional tools, such as a timer, to help you as you give your presentation?   |  |  |  | | --- | --- | --- | |  | a. | Slide Show view | |  | b. | Presenter view | |  | c. | Reading view | |  | d. | Timer view |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-61 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4364 - Switch to Presenter view. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 1:26 AM | | *DATE MODIFIED:* | 8/3/2019 1:28 AM | |

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| 45. If the slide that is displayed in Normal view is Slide 6, which button do you click if you want to run the slide show from the beginning?   |  |  |  | | --- | --- | --- | |  | a. | Start From Beginning button on the Quick Access Toolbar | |  | b. | Slide Show button on the status bar | |  | c. | Start from Slide 1 button on the status bar | |  | d. | From Current Slide button on the View tab |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-60 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:29 AM | | *DATE MODIFIED:* | 8/3/2019 1:31 AM | |

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| 46. Kiaan wants to give people who attend his presentation a printed copy of the slides. Instead of printing one slide on each piece of paper, he wants to print six slides on each piece of paper. Which setting should he select on the Print tab in Backstage view to do this?   |  |  |  | | --- | --- | --- | |  | a. | Full Page Slides | |  | b. | Notes Pages | |  | c. | Outline | |  | d. | Handouts |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-65 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:31 AM | | *DATE MODIFIED:* | 8/3/2019 1:34 AM | |

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| 47. If you have already named and saved your presentation at least once, what happens when you click the Save button on the Quick Access Toolbar?   |  |  |  | | --- | --- | --- | |  | a. | A dialog box opens asking where you would like to save the file. | |  | b. | The Save As screen in Backstage view appears. | |  | c. | The changes you made since the last time you saved the file are saved. | |  | d. | Nothing happens because you need to click the Save button twice. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3652 - Save a presentation. | | *TOPICS:* | New Perspectives Series: Saving and Editing a Presentation | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:35 AM | | *DATE MODIFIED:* | 8/3/2019 1:38 AM | |

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| 48. Cody opened a presentation named October Sales. Then he saved the October Sales presentation with the new name November Sales. What happened to the October Sales presentation?   |  |  |  | | --- | --- | --- | |  | a. | Nothing; the October Sales presentation is still available. | |  | b. | The October Sales presentation was replaced with the November Sales presentation and is no longer available. | |  | c. | The October Sales presentation is still open and will display any changes Cody makes to the November Sales presentation. | |  | d. | The October Sales presentation is still available, but Cody can no longer make changes to it. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3651 - Save a presentation with a new name. | | *TOPICS:* | New Perspectives Series: Opening a Presentation and Saving It with a New Name | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:39 AM | | *DATE MODIFIED:* | 8/3/2019 1:41 AM | |

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| 49. If you want to format one word in a text box as bold, what do you need to do before you click the Bold button on the Home tab?   |  |  |  | | --- | --- | --- | |  | a. | Click anywhere in the word so the insertion point appears in the word. | |  | b. | Move the pointer on top of the word. | |  | c. | Select the word. | |  | d. | Click to the left of the word. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.1 - Select text. | | *CORPORATE STANDARDS:* | 3775 - Select text. | | *TOPICS:* | New Perspectives Series: Formatting Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:42 AM | | *DATE MODIFIED:* | 8/3/2019 1:44 AM | |

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| 50. If you use the Pictures button in a content placeholder to insert a picture on a slide, and the picture that you insert is smaller than the content placeholder, what happens after you insert it?   |  |  |  | | --- | --- | --- | |  | a. | The picture replaces the content placeholder, but the picture does not change size to match the size of the content placeholder. | |  | b. | The picture replaces the content placeholder and changes size so that it completely fills the space where the content placeholder was. | |  | c. | A dialog box opens warning you that the picture is not the same size as the placeholder therefore you need to resize the picture in an image editing program or app. | |  | d. | The picture is inserted, but it completely fills the slide. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-40 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | New Perspectives Series: Inserting Picture and Adding Alt Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:44 AM | | *DATE MODIFIED:* | 8/3/2019 1:48 AM | |

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| 51. What are the small squares that appear in the corners and in the middle of the sides of a selected object's border called?   |  |  |  | | --- | --- | --- | |  | a. | Magnification handles | |  | b. | Sizing handles | |  | c. | Zoom handles | |  | d. | Object handles |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | New Perspectives Series: Resizing and Moving Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 1:48 AM | | *DATE MODIFIED:* | 8/3/2019 1:52 AM | |

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| 52. If you want to add a note to a slide to remind you to mention a fact that is related to the slide, where do you place the note?   |  |  |  | | --- | --- | --- | |  | a. | Reading pane | |  | b. | Normal pane | |  | c. | Notes pane | |  | d. | Thumbnails pane |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-54 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.1.4 - Enter notes on a slide. | | *CORPORATE STANDARDS:* | 2070 - Enter slide notes. | | *TOPICS:* | New Perspectives Series: Adding Speaker Notes | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 1:53 AM | | *DATE MODIFIED:* | 8/3/2019 1:56 AM | |

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| 53. When a word is marked as misspelled, how does it look different from correctly spelled words?   |  |  |  | | --- | --- | --- | |  | a. | It flashes on and off on the screen. | |  | b. | It does not look different from correctly spelled words. | |  | c. | Its font color changes to red. | |  | d. | A wavy, red line appears underneath it. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1146 - Check spelling. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 1:56 AM | | *DATE MODIFIED:* | 8/3/2019 1:58 AM | |

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| 54. Which of the following Print settings prints each slide at the top of the paper with blank lines below the slide?   |  |  |  | | --- | --- | --- | |  | a. | Full Page Slides | |  | b. | Notes Pages | |  | c. | Outline | |  | d. | Handouts |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-65 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | New Perspectives Series: Printing a Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:59 AM | | *DATE MODIFIED:* | 8/3/2019 2:02 AM | |

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| 55. Which of the following do you select to change the set of colors used in a theme?   |  |  |  | | --- | --- | --- | |  | a. | a different color palette | |  | b. | a link to online color palettes | |  | c. | a new slide background | |  | d. | a different design |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.8 - Manage slide themes. | | *CORPORATE STANDARDS:* | 1058 - Change the theme colors. | | *TOPICS:* | New Perspectives Series: Changing the Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:27 AM | | *DATE MODIFIED:* | 8/3/2019 2:29 AM | |

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| 56. Which of the following is a presentation that has a theme applied and also contains text, graphics, and placeholders to help you create your presentation?   |  |  |  | | --- | --- | --- | |  | a. | placeholder | |  | b. | template | |  | c. | theme | |  | d. | variant |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.1.4 - Create a presentation based on a template. | | *CORPORATE STANDARDS:* | 1554 - Create a presentation using a template. | | *TOPICS:* | New Perspectives Series: Planning a Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 2:30 AM | | *DATE MODIFIED:* | 8/3/2019 2:33 AM | |

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| 57. Maura created a new, blank presentation and added a title to the title slide. She wants to save it before she continues working on it. What happens when she clicks the Save button?   |  |  |  | | --- | --- | --- | |  | a. | A dialog box opens asking where you would like to save the file. | |  | b. | The Save As screen in Backstage view appears. | |  | c. | The changes you made since the last time you saved the file are saved. | |  | d. | Nothing happens because you need to click the Save button twice. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3649 - Save a presentation for the first time. | | *TOPICS:* | New Perspectives Series: Saving and Editing a Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:34 AM | | *DATE MODIFIED:* | 8/3/2019 2:36 AM | |

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| 58. If the current slide has the Two Content layout applied, what happens when you click the New Slide button on the Home tab?   |  |  |  | | --- | --- | --- | |  | a. | A new slide is created with the Two Content layout applied. | |  | b. | A new slide is created with the default Title and Content layout applied. | |  | c. | A new slide is created with the Blank layout applied so that you can choose which layout you want to use. | |  | d. | A dialog box opens asking you to select the layout you want to use. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.1 - Insert a new blank slide. | | *CORPORATE STANDARDS:* | 2554 - Insert a new slide. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:37 AM | | *DATE MODIFIED:* | 8/3/2019 2:39 AM | |

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| 59. When the title slide is the current slide, what happens when you click the New Slide button?   |  |  |  | | --- | --- | --- | |  | a. | A new slide with the Title Slide layout is added after the title slide. | |  | b. | A new slide with the Title and Content layout is added after the title slide. | |  | c. | A dialog box opens asking you to select the layout for the new slide that will be added. | |  | d. | A new slide with the Blank layout is added after the title slide, and then a dialog box opens asking if you want to keep or change the layout. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.1 - Insert a new blank slide. | | *CORPORATE STANDARDS:* | 2554 - Insert a new slide. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:40 AM | | *DATE MODIFIED:* | 8/3/2019 2:42 AM | |

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| 60. If you want to see many slide thumbnails on the screen at the same time, which view should you use?   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | Outline | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-25 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4373 - Switch to Slide Sorter view. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:43 AM | | *DATE MODIFIED:* | 8/3/2019 2:45 AM | |

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| 61. Which view is the best view to use if you want to add a picture to a slide?   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | Outline | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4354 - Switch to Normal view. | | *TOPICS:* | New Perspectives Series: Adding Speaker Notes | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:46 AM | | *DATE MODIFIED:* | 8/3/2019 2:48 AM | |

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| 62. A slide in Olivia's presentation has the Title and Content layout applied. The bulleted list on the slide contains 14 items and each item is only one or two words, so Olivia thinks the Two Content layout would work better than the Title and Content layout. How does she change the slide's layout?   |  |  |  | | --- | --- | --- | |  | a. | On the Home tab, click the New Slide button arrow, and then click Two Content. | |  | b. | On the Home tab, click the Layout button, and then click Two Content. | |  | c. | On the Insert tab, click the New Layout button. | |  | d. | On the Home tab, click the Reset button. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 705 - Change a slide layout. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:49 AM | | *DATE MODIFIED:* | 8/3/2019 2:51 AM | |

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| 63. If you type the wrong character, which key can you press the remove the incorrect character?   |  |  |  | | --- | --- | --- | |  | a. | SPACEBAR | |  | b. | HOME | |  | c. | BACKSPACE | |  | d. | END |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.3.10 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1819 - Delete text. | | *TOPICS:* | New Perspectives Series: Moving and Copying | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:52 AM | | *DATE MODIFIED:* | 8/3/2019 3:05 AM | |

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| 64. After you enter text in a placeholder, what does the placeholder become?   |  |  |  | | --- | --- | --- | |  | a. | block | |  | b. | frame | |  | c. | object | |  | d. | text box |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.1.1 - Insert text on a slide. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | New Perspectives Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 3:06 AM | | *DATE MODIFIED:* | 8/3/2019 3:09 AM | |

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| 65. Which view displays each slide so it fills the entire screen?   |  |  |  | | --- | --- | --- | |  | a. | Slide Show | |  | b. | Slide Sorter | |  | c. | Normal | |  | d. | Notes Page |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-60 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 3:09 AM | | *DATE MODIFIED:* | 8/3/2019 3:12 AM | |

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| 66. Which of the following methods causes the next slide to be displayed during a slide show? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Click the left mouse button. | |  | b. | Click the right mouse button. | |  | c. | Press SPACEBAR. | |  | d. | Press ESC. |  |  |  | | --- | --- | | *ANSWER:* | a, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-59 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.5.1.2 - Set transition options. | | *CORPORATE STANDARDS:* | 340 - Advance a slide with a mouse click. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:14 AM | | *DATE MODIFIED:* | 8/3/2019 3:18 AM | |

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| 67. David Trueheart's last name  is marked as misspelled on slides in his presentation. His name appears on several slides. When he uses the Spelling command and his last name appears in the Spelling pane, which of the following commands is the best choice for resolving this?   |  |  |  | | --- | --- | --- | |  | a. | Change | |  | b. | Change All | |  | c. | Ignore | |  | d. | Ignore All |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 2351 - Ignore all instances of suggested spelling change. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 3:19 AM | | *DATE MODIFIED:* | 8/3/2019 3:23 AM | |

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| 68. SmartArt consists of the graphic and which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Text pane | |  | b. | Shape pane | |  | c. | Layout pane | |  | d. | Style pane |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.6.1 - Create SmartArt. | | *CORPORATE STANDARDS:* | 1272 - Convert text to SmartArt. | | *TOPICS:* | New Perspectives Series: Converting a List to a SmartArt Graphic | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:33 AM | | *DATE MODIFIED:* | 8/3/2019 3:37 AM | |

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| 69. To make your presentation more interesting, you should consider converting lists to which of the following?   |  |  |  | | --- | --- | --- | |  | a. | Tables | |  | b. | Complete paragraphs | |  | c. | Slides | |  | d. | SmartArt graphic |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.6.1 - Create SmartArt. | | *CORPORATE STANDARDS:* | 1272 - Convert text to SmartArt. | | *TOPICS:* | New Perspectives Series: Converting a List to a SmartArt Graphic | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 3:38 AM | | *DATE MODIFIED:* | 8/3/2019 3:41 AM | |

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| 70. Hannah wants to improve the graphics in her presentation but maintain the presentation's professional appearance. One slide contains three bulleted words: Phase 1, Phase 2, and Phase 3. Which of the following actions will allow her to keep this same information but make it a graphic?   |  |  |  | | --- | --- | --- | |  | a. | Increase the font size of the list items. | |  | b. | Add more detail by adding second-level items. | |  | c. | Convert the list to a SmartArt graphic. | |  | d. | Change the theme variant. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.6.1 - Create SmartArt. | | *CORPORATE STANDARDS:* | 1272 - Convert text to SmartArt. | | *TOPICS:* | New Perspectives Series: Converting a List to a SmartArt Graphic | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:51 AM | | *DATE MODIFIED:* | 8/3/2019 3:57 AM | |

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| 71. One of the slides in Noah's presentation contains a SmartArt graphic that contains text in a circular shape. Noah wants to change the graphic so that it looks more like a list than a circle. Which of the following actions should he take?   |  |  |  | | --- | --- | --- | |  | a. | Apply a SmartArt style. | |  | b. | Replace the SmartArt graphic with a bulleted list. | |  | c. | Change the SmartArt layout. | |  | d. | Resize the SmartArt graphic proportionally. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-43 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.6.4 - Format SmartArt. | | *CORPORATE STANDARDS:* | 872 - Change the layout of SmartArt. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:58 AM | | *DATE MODIFIED:* | 8/3/2019 4:01 AM | |

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| 72. Which of the following can you use to help you align objects on a slide? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Gridlines spaced one inch apart on a slide. | |  | b. | Smart Guides that appears when you drag an object. | |  | c. | Guides that you can show on a slide. | |  | d. | The ruler that you can show on a slide. |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-45 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.5 - Arrange an object in a presentation. | | *CORPORATE STANDARDS:* | 2951 - Move an object using gridlines. | | *TOPICS:* | New Perspectives Series: Resizing and Moving Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 4:25 AM | | *DATE MODIFIED:* | 8/3/2019 4:29 AM | |

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| 73. After reviewing her presentation, Tamara decides that one of the slides repeats information that is presented more clearly on another slide, so she wants to delete this slide. Which of the following views should she switch to in order to do this? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Normal view | |  | b. | Notes Page view | |  | c. | Slide Sorter view | |  | d. | Slide Show view |  |  |  | | --- | --- | | *ANSWER:* | a, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-25 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.7 - Remove slides and slide formatting. | | *CORPORATE STANDARDS:* | 1783 - Delete a slide. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 4:33 AM | | *DATE MODIFIED:* | 8/3/2019 4:38 AM | |

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| 74. The view that displays slides as thumbnails arranged in a grid and in which you can rearrange slides is called Reading view.   |  |  | | --- | --- | | *ANSWER:* | False - Slide Sorter | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-26 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2919 - Move a slide in Slide Sorter view. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:04 AM | | *DATE MODIFIED:* | 8/4/2019 1:07 AM | |

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| 75. You can hide a portion of a picture you don’t want to be seen by cutting it.   |  |  | | --- | --- | | *ANSWER:* | False - cropping | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-41 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 1648 - Crop a picture. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:09 AM | | *DATE MODIFIED:* | 8/4/2019 1:12 AM | |

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| 76. Kyle inserted a photo of a dog on a slide. In the photo, the dog is on the right, and an empty street is on the left. What can Kyle do to remove the part of the photo that contains the empty street?   |  |  |  | | --- | --- | --- | |  | a. | Resize the photo by dragging the sizing handle on the left side of the photo. | |  | b. | Increase the brightness of the photo so that the empty street seems to disappear. | |  | c. | Apply a different style to the photo. | |  | d. | Crop the photo. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 1648 - Crop a picture. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:13 AM | | *DATE MODIFIED:* | 8/4/2019 1:16 AM | |

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| 77. Inez is planning a cruise for her family’s upcoming reunion. She wants to show family members pictures of the different cabins that are available, so she adds them to slides in a presentation. One of the images shows two views of the same room combined into one picture. Inez thinks this is confusing. Which of the following actions can she take to address this?   |  |  |  | | --- | --- | --- | |  | a. | Cover the unwanted area of the picture with crop marks. | |  | b. | Crop the unwanted area of the picture using the Crop command. | |  | c. | Crop the unwanted area of the picture using the Beveled Matte, White picture style. | |  | d. | Cover the unwanted area of the picture with a shape. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-41 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 1648 - Crop a picture. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 1:17 AM | | *DATE MODIFIED:* | 8/4/2019 1:19 AM | |

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| 78. Raj needs to rearrange the slides in his presentation. Which of the following views would be the best one to use?   |  |  |  | | --- | --- | --- | |  | a. | Reading | |  | b. | Notes Page | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-26 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2919 - Move a slide in Slide Sorter view. | | *TOPICS:* | New Perspectives Series: Manipulating Slides | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 1:19 AM | | *DATE MODIFIED:* | 8/4/2019 1:21 AM | |

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| 79. If you need to move an object on a slide a very small distance to the left, which of the following actions is the best method for accomplishing this?   |  |  |  | | --- | --- | --- | |  | a. | Press LEFT ARROW. | |  | b. | Press CTRL+LEFT ARROW. | |  | c. | Drag the picture to the left. | |  | d. | Press SHIFT+ALT+LEFT ARROW. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.6 - Arrange objects around each other. | | *CORPORATE STANDARDS:* | 2910 - Move a picture. | | *TOPICS:* | New Perspectives Series: Resizing and Moving Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:27 AM | | *DATE MODIFIED:* | 8/4/2019 1:29 AM | |

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| 80. You can crop a photo to a specific size, but not to a specific shape.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-40 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 1644 - Crop a picture to a shape. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:31 AM | | *DATE MODIFIED:* | 8/4/2019 1:32 AM | |

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| 81. File comments are information about the file saved along with the file, such as the author’s name and the date the file was created.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-55 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.7 - Set file properties. | | *CORPORATE STANDARDS:* | 2013 - Edit document properties. | | *TOPICS:* | New Perspectives Series: Editing Common File Properties | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:32 AM | | *DATE MODIFIED:* | 8/4/2019 1:34 AM | |

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| 82. A file trait is identifying information about a file such as the author's name, the date you create the file, or key words that helps others understand, identify, and locate the file.   |  |  | | --- | --- | | *ANSWER:* | False - property | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-55 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.7 - Set file properties. | | *CORPORATE STANDARDS:* | 2013 - Edit document properties. | | *TOPICS:* | New Perspectives Series: Editing Common File Properties | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:34 AM | | *DATE MODIFIED:* | 8/4/2019 1:36 AM | |

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| 83. What is information such as the author’s name, a keyword, or the title, that helps others understand, identify, and locate the file called?   |  |  |  | | --- | --- | --- | |  | a. | File data | |  | b. | Presentation details | |  | c. | File properties | |  | d. | Presentation information |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-55 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.7 - Set file properties. | | *CORPORATE STANDARDS:* | 2013 - Edit document properties. | | *TOPICS:* | New Perspectives Series: Editing Common File Properties | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:41 AM | | *DATE MODIFIED:* | 8/4/2019 1:43 AM | |

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| 84. During her presentation, several members of Casey's audience raised their hands to ask questions. During the exchange of questions and answers, Casey decided that the slide on the screen behind her was more of a distraction than a visual aid. Which of the following actions will pause the slide show and hide the current slide? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | She can switch to Slide Sorter view, select the slide that had been displayed, and then use the Hide Slide command to hide that slide. | |  | b. | She can press B to display a blank black slide. | |  | c. | In Slide Show view, she can click the More options button on the toolbar in the lower-left corner of the slide and then click Black Screen. | |  | d. | In Presenter view, she can click the Black or unblack button on the toolbar below the slide. |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-35 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4186 - Show or hide a black slide in Presenter view. | | *TOPICS:* | New Perspectives Series: Use Slide Show Commands | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:46 AM | | *DATE MODIFIED:* | 8/4/2019 1:57 AM | |

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| 85. How can you crop a photo? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Crop to remove the picture background. | |  | b. | Crop to any size you want. | |  | c. | Crop to a shape. | |  | d. | Crop to a preset ratio. |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-40 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 1644 - Crop a picture to a shape. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:59 AM | | *DATE MODIFIED:* | 8/4/2019 2:01 AM | |

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| 86. You can advance through a slide show in Reading view in the same manner as in Slide Show view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-62 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2980 - Navigate between slides in Reading view. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 2:41 AM | | *DATE MODIFIED:* | 8/4/2019 2:42 AM | |

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| 87. Which view displays the slides so they almost fill the screen but also includes a few commands for controlling the slide show on the status bar?   |  |  |  | | --- | --- | --- | |  | a. | Normal view | |  | b. | Outline view | |  | c. | Slide Sorter view | |  | d. | Reading view |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-62 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4368 - Switch to Reading view. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 2:49 AM | | *DATE MODIFIED:* | 8/4/2019 2:51 AM | |

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| 88. Compression options are available under the Compress Picture command in the Picture Tools Format tab.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-48 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.5.10 - Compress objects. | | *CORPORATE STANDARDS:* | 1242 - Compress a picture. | | *TOPICS:* | New Perspectives Series: Compressing Pictures | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:20 AM | | *DATE MODIFIED:* | 8/4/2019 3:23 AM | |

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| 89. One can get the Notes Page view by clicking on View tab > Presentation Views > Notes Page.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-54 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4356 - Switch to Notes Page view. | | *TOPICS:* | New Perspectives Series: Working with Presentation Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:26 AM | | *DATE MODIFIED:* | 8/4/2019 3:27 AM | |

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| 90. To display all slides in Presenter View, click Slide Show tab > Use Presenter View checkbox > Select the monitor to display Presenter View on > F5.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-59 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 1846 - Display all slides in Presenter view. | | *TOPICS:* | New Perspectives Series: Running a Slide Show | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:27 AM | | *DATE MODIFIED:* | 8/4/2019 3:29 AM | |

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| 91. To show your speakers notes, click the notes button in PowerPoint at the bottom of the slide window.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-54 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4356 - Switch to Notes Page view. | | *TOPICS:* | New Perspectives Series: Adding Speaker Notes | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:32 AM | | *DATE MODIFIED:* | 8/4/2019 3:34 AM | |

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| 92. To remove a hyperlink, right click on it and click on Remove Hyperlink.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-19 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 3275 - Remove a hyperlink. | | *TOPICS:* | New Perspectives Series: Creating Lists | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 4:01 AM | | *DATE MODIFIED:* | 8/4/2019 4:03 AM | |

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| 93. The Fit to slide button on the taskbar changes the size of the slide in Normal view so that the slide fits in the window.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-2 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.5 - Manage the zoom levels. | | *CORPORATE STANDARDS:* | 4606 - Zoom slides. | | *TOPICS:* | New Perspectives Series: Session 1.1 Visual Overview : The PowerPoint Window | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/7/2019 1:49 AM | | *DATE MODIFIED:* | 8/7/2019 1:51 AM | |

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| 94. To display another slide in Normal view, you can click its thumbnail in the pane on the left.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-56 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2978 - Navigate between slides in Normal view. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's:Apply | | *DATE CREATED:* | 8/7/2019 1:53 AM | | *DATE MODIFIED:* | 8/7/2019 1:54 AM | |

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| 95. One way to insert a picture on a slide is to click the Pictures button in a content placeholder.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-40 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | New Perspectives Series: Inserting Picture and Adding Alt Text | | *KEYWORDS:* | Bloom's:Apply | | *DATE CREATED:* | 8/7/2019 2:06 AM | | *DATE MODIFIED:* | 8/7/2019 2:10 AM | |

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| 96. You can choose a layout before you insert a slide.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.4 - Insert specific slide layouts. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | New Perspectives Series: Adding New Slides | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/7/2019 2:15 AM | | *DATE MODIFIED:* | 8/7/2019 2:17 AM | |

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| 97. You can change the theme after you create a presentation.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-28 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.2.2.8 - Manage slide themes. | | *CORPORATE STANDARDS:* | 1081 - Change the theme. | | *TOPICS:* | New Perspectives Series: Changing the Theme | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/7/2019 2:18 AM | | *DATE MODIFIED:* | 8/7/2019 2:20 AM | |

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| 98. One way to insert pictures is to use the Pictures button on the Insert tab.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-43 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.4.3 - Insert pictures. | | *CORPORATE STANDARDS:* | 2572 - Insert a picture without using a content placeholder. | | *TOPICS:* | New Perspectives Series: Cropping Pictures | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/7/2019 2:30 AM | | *DATE MODIFIED:* | 8/7/2019 2:34 AM | |

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| 99. If you want help finding a synonym for a word on a slide, you can use the thesaurus in PowerPoint.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-57 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.2.2 - Find synonyms. | | *CORPORATE STANDARDS:* | 4575 - Use the Thesaurus. | | *TOPICS:* | New Perspectives Series: Checking Spelling | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/7/2019 3:03 AM | | *DATE MODIFIED:* | 8/7/2019 3:05 AM | |

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| 100. One way to make a list on a slide more interesting is to convert the list to a SmartArt graphic.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 1-51 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPPPT.CARE.20.3.6.1 - Create SmartArt. | | *CORPORATE STANDARDS:* | 1272 - Convert text to SmartArt. | | *TOPICS:* | New Perspectives Series: Converting a List to a SmartArt Graphic | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/25/2019 10:26 PM | | *DATE MODIFIED:* | 8/25/2019 10:31 PM | |