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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:* | SCPPT 1-30 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 855 - Change the font. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:03 PM | | *DATE MODIFIED:* | 7/30/2019 1:13 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:* | SCPPT 1-49 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.10 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1819 - Delete text. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 1:14 PM | | *DATE MODIFIED:* | 7/30/2019 1:16 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:* | SCPPT 1-53 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1146 - Check spelling. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 1:16 PM | | *DATE MODIFIED:* | 7/30/2019 1:19 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:* | SCPPT 1-62 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 1:19 PM | | *DATE MODIFIED:* | 7/30/2019 1:22 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:* | SCPPT 1-3 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1347 - Create a blank presentation. | | *TOPICS:* | Shelly Cashman Series: Starting and Using PowerPoint | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:22 PM | | *DATE MODIFIED:* | 7/30/2019 1:24 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:* | SCPPT 1-14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1340 - Correct a spelling mistake. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:24 PM | | *DATE MODIFIED:* | 7/30/2019 1:29 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:* | SCPPT 1-28 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 705 - Change a slide layout. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:29 PM | | *DATE MODIFIED:* | 7/30/2019 1:32 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:* | SCPPT 1-40 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | Shelly Cashman Series: Resizing Photos and Illustrations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 1:33 PM | | *DATE MODIFIED:* | 7/30/2019 1:36 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:* | SCPPT 1-23 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 1714 - Decrease the indent of a list item. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:36 PM | | *DATE MODIFIED:* | 7/30/2019 1:38 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:* | SCPPT 1-3 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4310 - Start PowerPoint. | | *TOPICS:* | Shelly Cashman Series: Starting and Using PowerPoint | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:39 PM | | *DATE MODIFIED:* | 7/30/2019 1:41 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:* | SCPPT 1-63 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.3 - Print in color, grayscale, and black and white. | | *CORPORATE STANDARDS:* | 944 - Change the print color. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 1:41 PM | | *DATE MODIFIED:* | 7/30/2019 1:43 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:* | SCPPT 1-51 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 2070 - Enter slide notes. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 1:43 PM | | *DATE MODIFIED:* | 7/30/2019 1:45 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:* | SCPPT 1-57 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:48 PM | | *DATE MODIFIED:* | 7/30/2019 1:50 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:* | SCPPT 1-11 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 3001 - Open a presentation. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:51 PM | | *DATE MODIFIED:* | 7/30/2019 1:55 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:* | SCPPT 1-23 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 2405 - Increase the indent of a list item. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 1:59 PM | | *DATE MODIFIED:* | 7/30/2019 2:06 PM | |

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| 16. 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.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-15 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.5 - Manage the zoom levels. | | *CORPORATE STANDARDS:* | 4606 - Zoom slides. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 2:16 PM | | *DATE MODIFIED:* | 7/30/2019 2:19 PM | |

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| 17. To display another slide in Normal view, you can click its thumbnail in the pane on the left.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-57 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2978 - Navigate between slides in Normal view. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 2:22 PM | | *DATE MODIFIED:* | 7/30/2019 2:37 PM | |

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| 18. One way to insert a picture on a slide is to click the Pictures button in a content placeholder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-37 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | Shelly Cashman Series: Inserting, Resizing, and Moving Pictures | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 2:42 PM | | *DATE MODIFIED:* | 7/30/2019 2:48 PM | |

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| 19. You can choose a layout before you insert a slide.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.4 - Move to a specific location in a document. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 2:49 PM | | *DATE MODIFIED:* | 7/30/2019 2:53 PM | |

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| 20. 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:* | SCPPT 1-34 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4364 - Switch to Presenter view. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 2:54 PM | | *DATE MODIFIED:* | 7/30/2019 3:06 PM | |

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| 21. 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:* | SCPPT 1-59 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3651 - Save a presentation with a new name. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 3:07 PM | | *DATE MODIFIED:* | 7/30/2019 3:30 PM | |

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| 22. An object containing text on a slide is called a text placeholder.   |  |  | | --- | --- | | *ANSWER:* | False - box | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-11 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 3:30 PM | | *DATE MODIFIED:* | 7/30/2019 3:32 PM | |

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| 23. You can change the theme after you create a presentation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-32 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.8 - Change workbook themes. | | *CORPORATE STANDARDS:* | 1081 - Change the theme. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 3:33 PM | | *DATE MODIFIED:* | 7/30/2019 3:36 PM | |

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| 24. You can choose the number of slides to print on a notes page.   |  |  | | --- | --- | | *ANSWER:* | False - handout | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-62 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 3:38 PM | | *DATE MODIFIED:* | 7/30/2019 3:40 PM | |

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| 25. 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:* | SCPPT 1-46 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2917 - Move a slide in Normal view. | | *TOPICS:* | Shelly Cashman Series: Resizing Photos and Illustrations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 3:44 PM | | *DATE MODIFIED:* | 7/30/2019 4:13 PM | |

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| 26. 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:* | SCPPT 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2401 - Increase the font size by four points. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 4:14 PM | | *DATE MODIFIED:* | 7/30/2019 4:16 PM | |

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| 27. What unit is text size measure in?   |  |  |  | | --- | --- | --- | |  | a. | inches | |  | b. | millimeters | |  | c. | pixels | |  | d. | points |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 852 - Change the font size. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 4:17 PM | | *DATE MODIFIED:* | 7/30/2019 4:21 PM | |

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| 28. 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:* | SCPPT 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 839 - Change the font color. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:30 PM | | *DATE MODIFIED:* | 7/30/2019 5:32 PM | |

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| 29. Which formatting command changes text so it is slanted?   |  |  |  | | --- | --- | --- | |  | a. | Bold | |  | b. | Italic | |  | c. | Underline | |  | d. | Strikethrough |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2758 - Italicize text. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:33 PM | | *DATE MODIFIED:* | 7/30/2019 5:35 PM | |

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| 30. 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:* | SCPPT 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 629 - Bold text. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 5:35 PM | | *DATE MODIFIED:* | 7/30/2019 5:37 PM | |

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| 31. Which of the following actions would change the format of selected text or a selected text box?   |  |  |  | | --- | --- | --- | |  | a. | Click the Layout button on the Home tab. | |  | b. | Click the Cut button on the Home tab. | |  | c. | Click the Slide Sorter button on the status bar. | |  | d. | Click the Underline button on the Home tab. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 4416 - Underline text. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 5:37 PM | | *DATE MODIFIED:* | 7/30/2019 5:40 PM | |

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| 32. 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:* | SCPPT 1-61 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.1 - Save workbooks in alternative file formats. | | *CORPORATE STANDARDS:* | 3187 - Print a presentation. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:40 PM | | *DATE MODIFIED:* | 7/30/2019 5:42 PM | |

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| 33. 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:* | SCPPT 1-63 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4584 - View a presentation in grayscale. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:42 PM | | *DATE MODIFIED:* | 7/30/2019 5:44 PM | |

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| 34. 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:* | SCPPT 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4373 - Switch to Slide Sorter view. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:45 PM | | *DATE MODIFIED:* | 7/30/2019 5:47 PM | |

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| 35. 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:* | SCPPT 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4354 - Switch to Normal view. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:47 PM | | *DATE MODIFIED:* | 7/30/2019 5:49 PM | |

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| 36. 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:* | SCPPT 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 8 - Accept suggested spelling change. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:49 PM | | *DATE MODIFIED:* | 7/30/2019 5:51 PM | |

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| 37. 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:* | SCPPT 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 2356 - Ignore suggested spelling change. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:51 PM | | *DATE MODIFIED:* | 7/30/2019 5:53 PM | |

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| 38. 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:* | SCPPT 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 3 - Accept all instances of suggested spelling change. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:54 PM | | *DATE MODIFIED:* | 7/30/2019 5:56 PM | |

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| 39. 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:* | SCPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.4 - Move to a specific location in a document. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 5:57 PM | | *DATE MODIFIED:* | 7/30/2019 6:00 PM | |

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| 40. 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:* | SCPPT 1-40 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | Shelly Cashman Series: Resizing Photos and Illustrations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:01 PM | | *DATE MODIFIED:* | 7/30/2019 6:03 PM | |

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| 41. 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:* | SCPPT 1-44 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3404 - Resize a picture nonproportionally. | | *TOPICS:* | Shelly Cashman Series: Resizing Photos and Illustrations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:03 PM | | *DATE MODIFIED:* | 7/30/2019 6:05 PM | |

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| 42. 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:* | SCPPT 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | Shelly Cashman Series: Inserting, Resizing, and Moving Pictures | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:05 PM | | *DATE MODIFIED:* | 7/30/2019 6:08 PM | |

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| 43. 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:* | SCPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.4 - Move to a specific location in a document. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:09 PM | | *DATE MODIFIED:* | 7/30/2019 6:11 PM | |

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| 44. 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:* | SCPPT 1-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 1714 - Decrease the indent of a list item. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:11 PM | | *DATE MODIFIED:* | 7/30/2019 6:13 PM | |

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| 45. 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:* | SCPPT 1-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 2405 - Increase the indent of a list item. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:14 PM | | *DATE MODIFIED:* | 7/30/2019 6:16 PM | |

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| 46. Which tab on the ribbon contains the themes?   |  |  |  | | --- | --- | --- | |  | a. | Home | |  | b. | Insert | |  | c. | Design | |  | d. | View |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-32 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.8 - Change workbook themes. | | *CORPORATE STANDARDS:* | 1081 - Change the theme. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:17 PM | | *DATE MODIFIED:* | 7/30/2019 6:21 PM | |

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| 47. 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:* | SCPPT 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.5 - Manage the zoom levels. | | *CORPORATE STANDARDS:* | 4606 - Zoom slides. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:22 PM | | *DATE MODIFIED:* | 7/30/2019 6:25 PM | |

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| 48. 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:* | SCPPT 1-46 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2917 - Move a slide in Normal view. | | *TOPICS:* | Shelly Cashman Series: Resizing Photos and Illustrations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:26 PM | | *DATE MODIFIED:* | 7/30/2019 6:41 PM | |

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| 49. 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:* | SCPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2978 - Navigate between slides in Normal view. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:41 PM | | *DATE MODIFIED:* | 7/31/2019 7:46 AM | |

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| 50. 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:* | SCPPT 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4364 - Switch to Presenter view. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:44 PM | | *DATE MODIFIED:* | 7/30/2019 6:46 PM | |

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| 51. 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:* | SCPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:47 PM | | *DATE MODIFIED:* | 7/30/2019 6:48 PM | |

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| 52. 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:* | SCPPT 1-62 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:49 PM | | *DATE MODIFIED:* | 7/30/2019 6:51 PM | |

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| 53. 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:* | SCPPT 1-19 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3652 - Save a presentation. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:51 PM | | *DATE MODIFIED:* | 7/30/2019 6:53 PM | |

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| 54. 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:* | SCPPT 1-59 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3651 - Save a presentation with a new name. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:53 PM | | *DATE MODIFIED:* | 7/30/2019 6:55 PM | |

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| 55. 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:* | SCPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.1 - Insert sparklines. | | *CORPORATE STANDARDS:* | 3775 - Select text. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:55 PM | | *DATE MODIFIED:* | 7/30/2019 6:58 PM | |

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| 56. 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:* | SCPPT 1-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | Shelly Cashman Series: Inserting, Resizing, and Moving Pictures | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:59 PM | | *DATE MODIFIED:* | 7/30/2019 7:02 PM | |

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| 57. 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:* | SCPPT 1-40 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | Shelly Cashman Series: Resizing Photos and Illustrations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:02 PM | | *DATE MODIFIED:* | 7/30/2019 7:04 PM | |

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| 58. 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:* | SCPPT 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.4 - Paste data by using special paste options. | | *CORPORATE STANDARDS:* | 2070 - Enter slide notes. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:04 PM | | *DATE MODIFIED:* | 7/30/2019 7:07 PM | |

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| 59. 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:* | SCPPT 1-53 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1146 - Check spelling. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:09 PM | | *DATE MODIFIED:* | 7/30/2019 7:12 PM | |

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| 60. 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:* | SCPPT 1-62 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.7.2 - Save a workbook. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Shelly Cashman Series: Saving and Printing Files | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:12 PM | | *DATE MODIFIED:* | 7/30/2019 7:14 PM | |

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| 61. 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:* | SCPPT 1-50 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.8 - Change workbook themes. | | *CORPORATE STANDARDS:* | 1058 - Change the theme colors. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:15 PM | | *DATE MODIFIED:* | 7/30/2019 7:17 PM | |

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| 62. 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:* | SCPPT 1-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.4 - Create data parts and database properties. | | *CORPORATE STANDARDS:* | 1554 - Create a presentation using a template. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:17 PM | | *DATE MODIFIED:* | 7/30/2019 7:19 PM | |

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| 63. 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:* | SCPPT 1-19 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3649 - Save a presentation for the first time. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:19 PM | | *DATE MODIFIED:* | 7/30/2019 7:21 PM | |

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| 64. 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:* | SCPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 2554 - Insert a new slide. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:22 PM | | *DATE MODIFIED:* | 7/30/2019 7:24 PM | |

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| 65. 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:* | SCPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 2554 - Insert a new slide. | | *TOPICS:* | Shelly Cashman Series: Adding a Slide with a Bulleted List | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:24 PM | | *DATE MODIFIED:* | 7/30/2019 7:27 PM | |

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| 66. If you want to see many slide thumbnails on the screen at the same time, which view should you use?   |  |  |  | | --- | --- | --- | |  | a. | Normal | |  | b. | Outlinec | |  | c. | Slide Show | |  | d. | Slide Sorter |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4373 - Switch to Slide Sorter view. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:28 PM | | *DATE MODIFIED:* | 7/30/2019 7:30 PM | |

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| 67. 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:* | SCPPT 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4354 - Switch to Normal view. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:31 PM | | *DATE MODIFIED:* | 7/30/2019 7:33 PM | |

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| 68. 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:* | SCPPT 1-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 705 - Change a slide layout. | | *TOPICS:* | Shelly Cashman Series: Adding Slides, Changing Slide Layouts, and Changing the Theme | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:33 PM | | *DATE MODIFIED:* | 7/30/2019 7:35 PM | |

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| 69. 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:* | SCPPT 1-49 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.10 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1819 - Delete text. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:35 PM | | *DATE MODIFIED:* | 7/30/2019 7:37 PM | |

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| 70. 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:* | SCPPT 1-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | Shelly Cashman Series: Creating a Title Slide | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:37 PM | | *DATE MODIFIED:* | 7/30/2019 7:39 PM | |

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| 71. 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:* | SCPPT 1-57 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:39 PM | | *DATE MODIFIED:* | 7/30/2019 7:41 PM | |

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| 72. How do you select everything on a slide except objects on the slide background?   |  |  |  | | --- | --- | --- | |  | a. | On the Home tab, click the Select button, and then click Select All. | |  | b. | Triple-click in the center of the slide | |  | c. | Right-click a blank area of the slide, and then click Select All on the menu. | |  | d. | Click the Select All button in the status bar. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.1 - Select objects. | | *CORPORATE STANDARDS:* | 3744 - Select all text and objects on a slide. | | *TOPICS:* | Shelly Cashman Series: Formatting Characters | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:41 PM | | *DATE MODIFIED:* | 7/30/2019 7:43 PM | |

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| 73. 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:* | SCPPT 1-58 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 340 - Advance a slide with a mouse click. | | *TOPICS:* | Shelly Cashman Series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:44 PM | | *DATE MODIFIED:* | 7/30/2019 7:46 PM | |

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| 74. 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:* | SCPPT 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 2351 - Ignore all instances of suggested spelling change. | | *TOPICS:* | SCPPT 1-52 | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:47 PM | | *DATE MODIFIED:* | 7/30/2019 7:49 PM | |