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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:* | ILPPT 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 855 - Change the font. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 3:01 AM | | *DATE MODIFIED:* | 8/1/2019 10:00 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:* | ILPPT 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.10 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1819 - Delete text. | | *TOPICS:* | Illustrated series: Enter Slide Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 3:17 AM | | *DATE MODIFIED:* | 8/1/2019 10:02 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:* | ILPPT 1-20 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1146 - Check spelling. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 3:24 AM | | *DATE MODIFIED:* | 8/28/2019 3:22 AM | |

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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:* | ILPPT 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Illustrated series: Print a PowerPoint Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 3:32 AM | | *DATE MODIFIED:* | 8/28/2019 3:23 AM | |

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| 5. You can create a new presentation when PowerPoint is running.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-7 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.1.1 - Create a new presentation. | | *CORPORATE STANDARDS:* | 1347 - Create a blank presentation. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 3:46 AM | | *DATE MODIFIED:* | 8/29/2019 6:59 AM | |

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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:* | ILPPT 1-21 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1340 - Correct a spelling mistake. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 3:50 AM | | *DATE MODIFIED:* | 8/1/2019 10:08 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:* | ILPPT 1-14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 705 - Change a slide layout. | | *TOPICS:* | Illustrated series: Apply a Design Theme | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 3:54 AM | | *DATE MODIFIED:* | 8/1/2019 10:09 PM | |

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| 8. You cannot create a bulleted list in a content placeholder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-13 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.8 - Create bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 526 - Apply bullets to paragraphs. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 10:12 PM | | *DATE MODIFIED:* | 8/1/2019 10:14 PM | |

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| 9. You can format an object even when it is not selected.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-18 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | Illustrated series: Insert and Resize a Picture | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 4:03 AM | | *DATE MODIFIED:* | 8/1/2019 10:20 PM | |

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| 10. You cannot change the levels of items in a list in a content placeholder.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 1714 - Decrease the indent of a list item. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 4:06 AM | | *DATE MODIFIED:* | 8/28/2019 3:28 AM | |

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| 11. When you start PowerPoint, it opens to a blank presentation by default.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.1.1.1 - Open PowerPoint. | | *CORPORATE STANDARDS:* | 4310 - Start PowerPoint. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 5:41 AM | | *DATE MODIFIED:* | 6/24/2020 11:16 PM | |

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| 12. 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:* | ILPPT 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.7.3 - Print in color, grayscale, and black and white. | | *CORPORATE STANDARDS:* | 944 - Change the print color | | *TOPICS:* | Illustrated series: Print a PowerPoint Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:45 AM | | *DATE MODIFIED:* | 8/1/2019 10:26 PM | |

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| 13. You can click the Notes button on the status bar to open the Notes pane in any PowerPoint view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.1.4 - Enter notes on a slide. | | *CORPORATE STANDARDS:* | 4220 - Show or hide the Notes pane. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:48 AM | | *DATE MODIFIED:* | 6/24/2020 11:19 PM | |

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| 14. 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   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 5:55 AM | | *DATE MODIFIED:* | 8/1/2019 10:31 PM | |

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| 15. To open a presentation, you can click File on the ribbon, and then click Open.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.1.2.1 - Open presentations. | | *CORPORATE STANDARDS:* | 3001 - Open a presentation. | | *TOPICS:* | Illustrated series: Plan an Effective Presentation | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:15 AM | | *DATE MODIFIED:* | 8/1/2019 10:36 PM | |

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| 16. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 2405 - Increase the indent of a list item. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 6:18 AM | | *DATE MODIFIED:* | 8/1/2019 10:38 PM | |

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| 17. You use the Zoom slider to smoothly change from a close-up view to a long-shot view of a slide.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.5 - Manage the zoom levels. | | *CORPORATE STANDARDS:* | 4606 - Zoom slides. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/9/2019 10:00 AM | | *DATE MODIFIED:* | 6/24/2020 11:21 PM | |

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| 18. To display another slide in Normal view, you can click its thumbnail in the pane on the left.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2978 - Navigate between slides in Normal view. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/9/2019 10:05 AM | | *DATE MODIFIED:* | 8/9/2019 10:08 AM | |

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| 19. One way to insert a picture on a slide is to click the Pictures button in a content placeholder.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-10 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/9/2019 10:10 AM | | *DATE MODIFIED:* | 8/9/2019 10:13 AM | |

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| 20. You can choose a layout before you insert a slide.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-10 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.4 - Insert specific slide layouts. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/28/2019 4:05 AM | | *DATE MODIFIED:* | 8/28/2019 4:07 AM | |

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| 21. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4364 - Switch to Presenter view. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 2:42 AM | | *DATE MODIFIED:* | 8/23/2019 7:58 AM | |

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| 22. 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:* | ILPPT 1-20 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3651 - Save a presentation with a new name. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:18 AM | | *DATE MODIFIED:* | 8/1/2019 11:17 PM | |

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| 23. An object containing text on a slide is called a text placeholder.   |  |  | | --- | --- | | *ANSWER:* | False - box | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-8 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.1.1 - Insert text on a slide. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | Illustrated series: Enter Slide Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/28/2019 4:03 AM | | *DATE MODIFIED:* | 8/28/2019 4:05 AM | |

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| 24. You can change the theme after you create a presentation.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-14 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.8 - Manage slide themes. | | *CORPORATE STANDARDS:* | 1081 - Change the theme. | | *TOPICS:* | Illustrated series: Apply a Design Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/9/2019 10:18 AM | | *DATE MODIFIED:* | 8/9/2019 10:22 AM | |

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| 25. You can choose the number of slides to print on a notes page.   |  |  | | --- | --- | | *ANSWER:* | False - handout | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-22 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Illustrated series: Print a PowerPoint Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:39 AM | | *DATE MODIFIED:* | 8/1/2019 11:54 PM | |

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| 26. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2917 - Move a slide in Normal view. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:44 AM | | *DATE MODIFIED:* | 8/2/2019 8:04 AM | |

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| 27. 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:* | ILPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2401 - Increase the font size by four points. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:50 AM | | *DATE MODIFIED:* | 8/1/2019 11:57 PM | |

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| 28. To change selected text from 14 points to 24 points, use the \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Font arrow | |  | b. | Change Case button | |  | c. | Type Size arrow | |  | d. | Font Size arrow |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 852 - Change the font size. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:55 AM | | *DATE MODIFIED:* | 6/24/2020 11:24 PM | |

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| 29. 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:* | ILPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 839 - Change the font color. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:00 AM | | *DATE MODIFIED:* | 8/2/2019 12:01 AM | |

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| 30. Which formatting command changes text so it is slanted?   |  |  |  | | --- | --- | --- | |  | a. | Bold | |  | b. | Italic | |  | c. | Underline | |  | d. | Strikethrough |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2758 - Italicize text. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:03 AM | | *DATE MODIFIED:* | 8/2/2019 12:03 AM | |

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| 31. 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:* | ILPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 629 - Bold text. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 8:12 AM | | *DATE MODIFIED:* | 8/2/2019 12:05 AM | |

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| 32. 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:* | ILPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 4416 - Underline text. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 8:26 AM | | *DATE MODIFIED:* | 8/2/2019 12:06 AM | |

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| 33. 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:* | ILPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.7.1 - Print all and part of a presentation. | | *CORPORATE STANDARDS:* | 3187 - Print a presentation. | | *TOPICS:* | Illustrated series: Print a PowerPoint Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:31 AM | | *DATE MODIFIED:* | 8/2/2019 12:08 AM | |

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| 34. 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:* | ILPPT 1-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4584 - View a presentation in grayscale. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:35 AM | | *DATE MODIFIED:* | 8/30/2019 1:53 AM | |

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| 35. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4373 - Switch to Slide Sorter view. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:45 AM | | *DATE MODIFIED:* | 8/2/2019 12:11 AM | |

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| 36. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4354 - Switch to Normal view. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:50 AM | | *DATE MODIFIED:* | 8/2/2019 12:12 AM | |

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| 37. 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:* | ILPPT 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 8 - Accept suggested spelling change. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:45 PM | | *DATE MODIFIED:* | 8/2/2019 12:14 AM | |

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| 38. 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:* | ILPPT 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 2356 - Ignore suggested spelling change. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:57 PM | | *DATE MODIFIED:* | 8/2/2019 12:16 AM | |

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| 39. 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:* | ILPPT 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 3 - Accept all instances of suggested spelling change. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 9:02 PM | | *DATE MODIFIED:* | 8/2/2019 12:17 AM | |

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| 40. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.4 - Insert specific slide layouts. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:05 PM | | *DATE MODIFIED:* | 8/2/2019 12:20 AM | |

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| 41. If a list on a slide has bullets before each item, how do you remove the bullets?   |  |  |  | | --- | --- | --- | |  | a. | Select each bullet, and then press DELETE. | |  | b. | Select the list, and then click the No Bullets button on the Home tab. | |  | c. | Select the list, and then click the Bullets button. | |  | d. | Select the list, and then click the Numbering button on the Home tab to turn the bullets off. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-13 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.8 - Create bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 526 - Apply bullets to paragraphs. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 12:21 AM | | *DATE MODIFIED:* | 8/23/2019 7:49 AM | |

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| 42. 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:* | ILPPT 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | Illustrated series: Insert and Resize a Picture | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:08 PM | | *DATE MODIFIED:* | 8/2/2019 12:30 AM | |

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| 43. 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:* | ILPPT 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3404 - Resize a picture nonproportionally. | | *TOPICS:* | Illustrated series: Insert and Resize a Picture | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 9:11 PM | | *DATE MODIFIED:* | 8/2/2019 12:32 AM | |

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| 44. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2571 - Insert a picture using a content placeholder. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:15 PM | | *DATE MODIFIED:* | 8/2/2019 12:34 AM | |

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| 45. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.4 - Insert specific slide layouts. | | *CORPORATE STANDARDS:* | 2553 - Insert a new slide using a specified layout. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:18 PM | | *DATE MODIFIED:* | 8/2/2019 12:37 AM | |

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| 46. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 1714 - Decrease the indent of a list item. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:49 PM | | *DATE MODIFIED:* | 8/2/2019 12:47 AM | |

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| 47. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.9 - Manage bulleted and numbered lists. | | *CORPORATE STANDARDS:* | 2405 - Increase the indent of a list item. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:52 PM | | *DATE MODIFIED:* | 8/23/2019 7:51 AM | |

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| 48. Which tab on the ribbon contains the themes?   |  |  |  | | --- | --- | --- | |  | a. | Home | |  | b. | Insert | |  | c. | Design | |  | d. | View |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.8 - Manage slide themes. | | *CORPORATE STANDARDS:* | 1081 - Change the theme. | | *TOPICS:* | Illustrated series: Apply a Design Theme | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 9:56 PM | | *DATE MODIFIED:* | 8/2/2019 12:55 AM | |

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| 49. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.5 - Manage the zoom levels. | | *CORPORATE STANDARDS:* | 4606 - Zoom slides. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:58 PM | | *DATE MODIFIED:* | 8/2/2019 12:57 AM | |

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| 50. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.4 - Move slides in different views. | | *CORPORATE STANDARDS:* | 2917 - Move a slide in Normal view. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:01 PM | | *DATE MODIFIED:* | 8/2/2019 1:17 AM | |

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| 51. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.3 - Navigate between slides in different views. | | *CORPORATE STANDARDS:* | 2978 - Navigate between slides in Normal view. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 10:26 PM | | *DATE MODIFIED:* | 8/2/2019 1:18 AM | |

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| 52. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.8.5 - Present a slide show by using presenter view. | | *CORPORATE STANDARDS:* | 4364 - Switch to Presenter view. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:29 PM | | *DATE MODIFIED:* | 8/2/2019 1:20 AM | |

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| 53. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:32 PM | | *DATE MODIFIED:* | 8/2/2019 1:22 AM | |

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| 54. 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:* | ILPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Illustrated series: Print a PowerPoint Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:42 PM | | *DATE MODIFIED:* | 8/2/2019 1:23 AM | |

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| 55. 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:* | ILPPT 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3652 - Save a presentation. | | *TOPICS:* | Illustrated series: Enter Slide Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 10:46 PM | | *DATE MODIFIED:* | 8/2/2019 1:25 AM | |

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| 56. 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:* | ILPPT 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3651 - Save a presentation with a new name. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:49 PM | | *DATE MODIFIED:* | 8/2/2019 1:28 AM | |

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| 57. 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:* | ILPPT 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.1 - Select text. | | *CORPORATE STANDARDS:* | 3775 - Select text. | | *TOPICS:* | Illustrated series: Format Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:53 PM | | *DATE MODIFIED:* | 8/2/2019 1:30 AM | |

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| 58. You can use a \_\_\_\_\_ to insert text or objects such as charts, videos, or pictures.   |  |  |  | | --- | --- | --- | |  | a. | content placeholder | |  | b. | slide layout | |  | c. | selection box | |  | d. | pane |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 10:57 PM | | *DATE MODIFIED:* | 6/24/2020 11:26 PM | |

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| 59. 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:* | ILPPT 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3408 - Resize a picture proportionally. | | *TOPICS:* | Illustrated series: Insert and Resize a Picture | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:46 PM | | *DATE MODIFIED:* | 8/2/2019 1:33 AM | |

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| 60. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.1.4 - Enter notes on a slide. | | *CORPORATE STANDARDS:* | 2070 - Enter slide notes. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:50 PM | | *DATE MODIFIED:* | 8/2/2019 1:34 AM | |

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| 61. 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:* | ILPPT 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 1146 - Check spelling. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:57 PM | | *DATE MODIFIED:* | 8/2/2019 1:36 AM | |

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| 62. The \_\_\_\_\_ lists options for content to print, such as slides, handouts, notes pages, or outline.   |  |  |  | | --- | --- | --- | |  | a. | Print Preview | |  | b. | Print Layout gallery | |  | c. | Printer Properties dialog box | |  | d. | Slide list |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILPPT 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.7.2 - Print slide notes and handouts. | | *CORPORATE STANDARDS:* | 945 - Change the print layout. | | *TOPICS:* | Illustrated series: Print a PowerPoint Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:01 AM | | *DATE MODIFIED:* | 6/24/2020 11:29 PM | |

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| 63. 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:* | ILPPT 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.8 - Manage slide themes. | | *CORPORATE STANDARDS:* | 1058 - Change the theme colors. | | *TOPICS:* | Illustrated series: Apply a Design Theme | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:04 AM | | *DATE MODIFIED:* | 8/2/2019 1:39 AM | |

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| 64. 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:* | ILPPT 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.1.4 - Create a presentation based on a template. | | *CORPORATE STANDARDS:* | 1554 - Create a presentation using a template. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:07 AM | | *DATE MODIFIED:* | 8/2/2019 1:41 AM | |

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| 65. 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:* | ILPPT 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.9.1 - Save a presentation. | | *CORPORATE STANDARDS:* | 3649 - Save a presentation for the first time. | | *TOPICS:* | Illustrated series: Enter Slide Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:10 AM | | *DATE MODIFIED:* | 8/2/2019 1:43 AM | |

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| 66. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.1 - Insert a new blank slide. | | *CORPORATE STANDARDS:* | 2554 - Insert a new slide. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 12:14 AM | | *DATE MODIFIED:* | 8/2/2019 1:45 AM | |

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| 67. 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:* | ILPPT 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.1 - Insert a new blank slide. | | *CORPORATE STANDARDS:* | 2554 - Insert a new slide. | | *TOPICS:* | Illustrated series: Add a New Slide | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 12:19 AM | | *DATE MODIFIED:* | 8/2/2019 1:49 AM | |

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| 68. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4373 - Switch to Slide Sorter view. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:23 AM | | *DATE MODIFIED:* | 8/2/2019 1:54 AM | |

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| 69. 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:* | ILPPT 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.6.2 - Change presentation views. | | *CORPORATE STANDARDS:* | 4354 - Switch to Normal view. | | *TOPICS:* | Illustrated series: Examine the PowerPoint Window | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:35 AM | | *DATE MODIFIED:* | 8/2/2019 1:56 AM | |

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| 70. 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:* | ILPPT 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.2.3 - Create and modify a slide layout. | | *CORPORATE STANDARDS:* | 705 - Change a slide layout. | | *TOPICS:* | Illustrated series: Apply a Design Theme | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 12:45 AM | | *DATE MODIFIED:* | 8/2/2019 2:00 AM | |

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| 71. 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:* | ILPPT 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.3.10 - Copy, cut, and paste text. | | *CORPORATE STANDARDS:* | 1819 - Delete text. | | *TOPICS:* | Illustrated series: Enter Slide Text | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 12:48 AM | | *DATE MODIFIED:* | 8/2/2019 2:02 AM | |

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| 72. 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:* | ILPPT 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.1.1 - Insert text on a slide. | | *CORPORATE STANDARDS:* | 2075 - Enter text in a content placeholder. | | *TOPICS:* | Illustrated series: Enter Slide Text | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 12:51 AM | | *DATE MODIFIED:* | 8/2/2019 2:04 AM | |

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| 73. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.2.8.4 - Present a slide show. | | *CORPORATE STANDARDS:* | 3616 - Run a slide show from the beginning. | | *TOPICS:* | Illustrated series: Compare Presentation Views | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 12:56 AM | | *DATE MODIFIED:* | 8/2/2019 2:05 AM | |

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| 74. 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:* | ILPPT 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.5.1 - Select objects. | | *CORPORATE STANDARDS:* | 3744 - Select all text and objects on a slide. | | *TOPICS:* | Illustrated series: Insert and Resize a Picture | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 1:00 AM | | *DATE MODIFIED:* | 8/2/2019 2:08 AM | |

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| 75. 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:* | ILPPT 1-16 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.5.1.2 - Set transition options. | | *CORPORATE STANDARDS:* | 340 - Advance a slide with a mouse click. | | *TOPICS:* | Illustrated series: Making Changes to Slide Text Content | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/31/2019 1:06 AM | | *DATE MODIFIED:* | 8/30/2019 1:54 AM | |

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| 76. 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:* | ILPPT 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILPPT.BESK.20.3.2.1 - Check spelling. | | *CORPORATE STANDARDS:* | 2351 - Ignore all instances of suggested spelling change. | | *TOPICS:* | Illustrated series: Check Spelling | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:11 AM | | *DATE MODIFIED:* | 8/2/2019 2:18 AM | |