

## PowerPoint 2016 - Module 2: Modifying a Presentation

1. In the Outline pane, a highlighted slide icon next to the slide number indicates that the slide is selected.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Enter Text in Outline View  
PowerPoint 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view

DATE CREATED: 2/26/2016 7:22 PM

DATE MODIFIED: 2/26/2016 7:22 PM

2. It is impossible open a PowerPoint 97-2007 presentation in PowerPoint 2016.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Enter Text in Outline View  
PowerPoint 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide

DATE CREATED: 2/26/2016 7:22 PM

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3. Pressing [Shift][Enter] while the cursor is in the text object creates a new slide with the same layout as the previous slide.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Enter Text in Outline View  
PowerPoint 26

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide

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4. The Quick Access Toolbar contains basic text-formatting commands, such as bold and italic, and appears when you select text using the mouse.

- a. True
- b. False

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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ANSWER: False

POINTS: 1

REFERENCES: Format Text  
PowerPoint 28

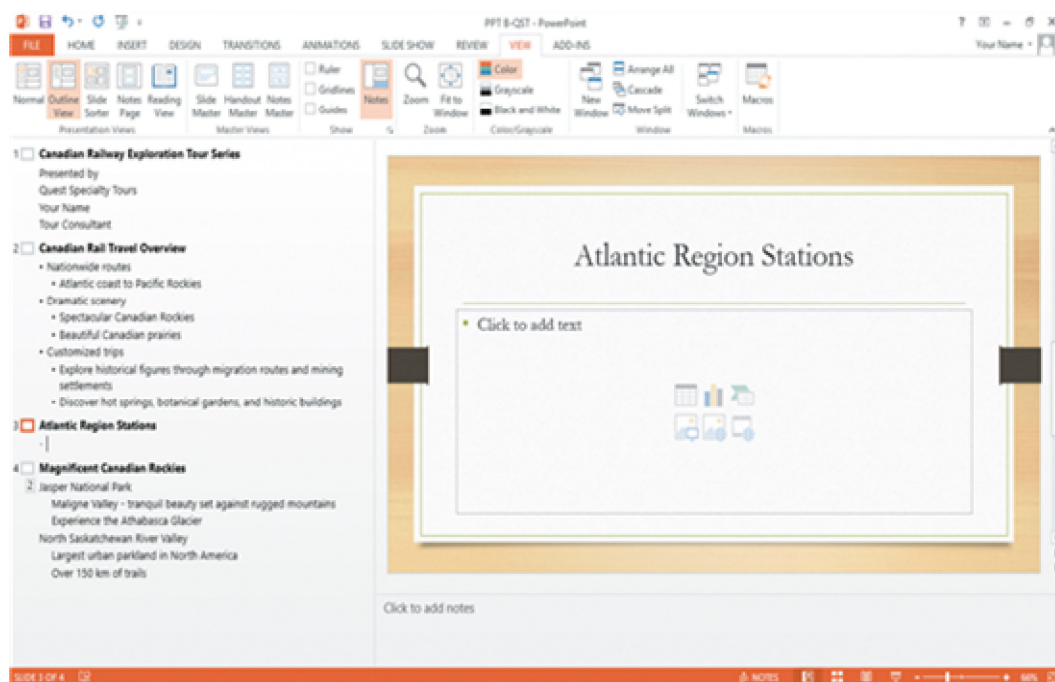
QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics

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5. In the accompanying figure, slide 4 is selected in the slide pane.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Enter Text in Outline View  
PowerPoint 26  
Enter Text in Outline View  
PowerPoint 27

QUESTION TYPE: True / False

HAS VARIABLES: False

PREFACE NAME: B1-26459

LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view

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6. In the accompanying figure, slide 1 has 3 second-level bullets.

- a. True
- b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Enter Text in Outline View  
PowerPoint 26  
Enter Text in Outline View  
PowerPoint 27

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**PREFACE NAME:** B1-26459

**LEARNING OBJECTIVES:** BESK.OFIN.16.297 - Enter text in Outline view

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7. In the accompanying figure, it is possible to convert the last bullet in slide 4 to become the 5th slide.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Enter Text in Outline View  
PowerPoint 26:  
Enter Text in Outline View  
PowerPoint 27

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**PREFACE NAME:** B1-26459

**LEARNING OBJECTIVES:** BESK.OFIN.16.298 - Create a new slide

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8. In the accompanying figure, slide 3 has only 1 content placeholder.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Enter Text in Outline View  
PowerPoint 26  
Enter Text in Outline View  
PowerPoint 27

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**PREFACE NAME:** B1-26459

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**LEARNING OBJECTIVES:** BESK.OFIN.16.298 - Create a new slide

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9. When you are working in Outline view, a new slide is created when you press [Shift][Tab].

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Enter Text in Outline View  
PowerPoint 26  
Enter Text in Outline View  
PowerPoint 27

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.298 - Create a new slide

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10. There are nine basic categories of SmartArt graphics that illustrate text differently.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Convert Text to SmartArt  
PowerPoint 30

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.300 - Create a SmartArt graphic

**DATE CREATED:** 2/26/2016 7:22 PM

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11. In PowerPoint, it is possible to combine several shapes together to make a more complex figure.

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Rearrange and Merge Shapes  
PowerPoint 34

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.301 - Combine shapes together

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12. Merging shapes, which combines multiple shapes together, provides you the potential to create a variety of unique geometric shapes that are not available in the Shapes gallery.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Rearrange and Merge Shapes  
PowerPoint 34

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.301 - Combine shapes together

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13. Design styles are organized into sections; the top group offers suggestions for the best match for the document, and the bottom group shows you all of the possible 3-D styles that are available. \_\_\_\_\_

*ANSWER:* False - SmartArt

*POINTS:* 1

*REFERENCES:* Convert Text to SmartArt  
PowerPoint 30

*QUESTION TYPE:* Modified True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.300 - Create a SmartArt graphic

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14. A SmartArt Theme is a preset combination of simple and 3-D formatting options that follows the presentation theme.

*ANSWER:* False - Style

*POINTS:* 1

*REFERENCES:* Convert Text to SmartArt  
PowerPoint 30

*QUESTION TYPE:* Modified True / False

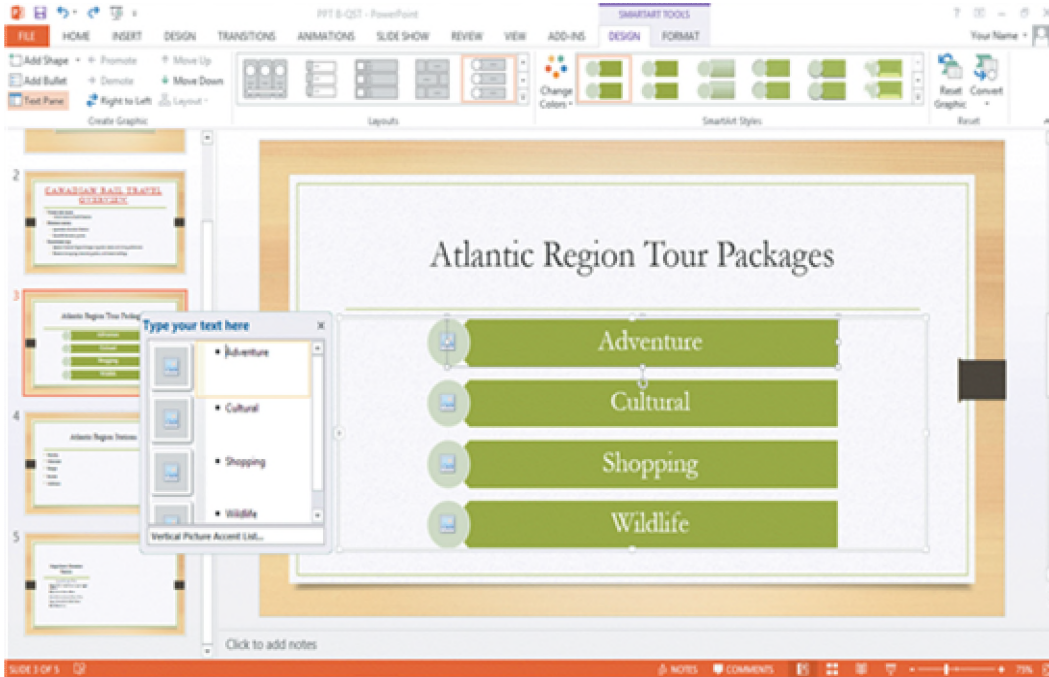
*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.300 - Create a SmartArt graphic

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15. As seen in the accompanying figure, a SmartArt graphic consists of two parts: the SmartArt graphic itself and a(n) Text pane.

ANSWER: True

POINTS: 1

REFERENCES: Convert Text to SmartArt  
PowerPoint 31

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

PREFACE NAME: B5-14417

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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16. The accompanying figure shows text converted into a(n) Clip Art graphic.

ANSWER: False - SmartArt

POINTS: 1

REFERENCES: Convert Text to SmartArt  
PowerPoint 31

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

PREFACE NAME: B5-14417

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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17. In the accompanying figure, the box that says “Type your text here” is called a(n) text pane.

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**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Convert Text to SmartArt  
PowerPoint 31  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**PREFACE NAME:** B5-14417  
**LEARNING OBJECTIVES:** BESK.OFIN.16.300 - Create a SmartArt graphic  
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18. As seen in the accompanying figure, when you insert a SmartArt graphic, a new SMARTART TOOLS DISPLAY tab opens on the Ribbon. \_\_\_\_\_

**ANSWER:** False - DESIGN  
**POINTS:** 1  
**REFERENCES:** Convert Text to SmartArt  
PowerPoint 31  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**PREFACE NAME:** B5-14417  
**LEARNING OBJECTIVES:** BESK.OFIN.16.302 - Modify the SmartArt design  
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19. A Quick Format is a set of formatting options, including line style, fill color, and effects. \_\_\_\_\_

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**ANSWER:** False - Style  
**POINTS:** 1  
**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.303 - Create a shape  
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20. If you press [Tab] as you drag to create a shape, the shape maintains even proportions. \_\_\_\_\_

**ANSWER:** False - Shift  
**POINTS:** 1  
**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False

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**LEARNING OBJECTIVES:** BESK.OFIN.16.303 - Create a shape

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21. Smart Guides help you position objects relative to each other and determine equal distances between objects.

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**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Rearrange and Merge Shapes  
PowerPoint 34

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.301 - Combine shapes together

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22. The Format Shape pane allows you to change the size of a shape, as well as the rotation, scale, and position of a shape on the slide. \_\_\_\_\_

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Rearrange and Merge Shapes  
PowerPoint 35

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.301 - Combine shapes together

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23. Which key do you press to create a new bullet?

- a. Tab      b. Enter
- c. Shift    d. Insert

**ANSWER:** b

**POINTS:** 1

**REFERENCES:** Enter Text in Outline View  
PowerPoint 26

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.297 - Enter text in Outline view

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24. Other than the Slide pane, where can you enter slide text?

- a. Slide view              b. Notes pane
- c. Slide Sorter view    d. Outline view



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*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* Enter Text in Outline View  
PowerPoint 26  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.297 - Enter text in Outline view  
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25. The \_\_\_\_ toolbar is convenient to use for formatting text when the HOME tab is closed.  
a. Quick Access    b. Mini  
c. Modify    d. Office

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* Format Text  
PowerPoint 28  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics  
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26. The Font Color gallery includes Theme Colors and the \_\_\_\_ Colors.  
a. Basic    b. Complimentary  
c. Primary    d. Standard

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* Format Text  
PowerPoint 28  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics  
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*DATE MODIFIED:* 2/26/2016 7:22 PM

27. To select an unselected text object, press [\_\_\_\_], click the text object, and then release [\_\_\_\_].  
a. Tab    b. Enter  
c. F3    d. Shift

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* Format Text  
PowerPoint 28

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*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics  
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28. As you move the pointer over font names in the font list, the text on the slide displays a \_\_\_\_ of the different font choices.

- a. Thumbnail
- b. Live Thumbnail
- c. Preview
- d. Live Preview

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Format Text  
PowerPoint 28

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

29. The Font Color button is on the \_\_\_\_ tab.

- a. FORMAT
- b. HOME
- c. INSERT
- d. DESIGN

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Format Text  
PowerPoint 28

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics  
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*DATE MODIFIED:* 2/26/2016 7:22 PM

30. You can use the \_\_\_\_ command to replace one font for another in a presentation.

- a. Edit
- b. Swap
- c. Replace
- d. Font

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Format Text  
PowerPoint 29

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics

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31. To replace specific text in a presentation, click the \_\_\_\_ tab on the Ribbon, then click the Replace button in the Editing group.

- a. FORMAT      b. HOME
- c. EDIT        d. DESIGN

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Format Text  
PowerPoint 29

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics

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32. A SmartArt graphic consists of two parts: the SmartArt graphic itself and a(n) \_\_\_\_ pane.

- a. Text        b. Editing
- c. Writing    d. Bullet

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Convert Text to SmartArt  
PowerPoint 30

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.300 - Create a SmartArt graphic

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33. You can radically change how a SmartArt graphic looks by applying a SmartArt \_\_\_\_.

- a. Style        b. Theme
- c. Design      d. Border

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Convert Text to SmartArt  
PowerPoint 30

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.302 - Modify the SmartArt design

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34. A \_\_\_\_ graphic is a professional-quality diagram that visually illustrates text.

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- a. bitmap      b. clip art  
c. SmartArt    d. theme

ANSWER: c

POINTS: 1

REFERENCES: Convert Text to SmartArt  
PowerPoint 30

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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35. The Convert to SmartArt Graphic button is in the \_\_\_\_ group.

- a. Design      b. Illustrations  
c. Paragraph   d. Slides

ANSWER: c

POINTS: 1

REFERENCES: Convert Text to SmartArt  
PowerPoint 30

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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36. Instead of changing individual attributes, you can apply a Quick Style to a \_\_\_\_.

- a. SmartArt graphic    b. text box  
c. shape                d. slide

ANSWER: c

POINTS: 1

REFERENCES: Insert and Modify Shapes  
PowerPoint 30

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style

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37. Pressing [Shift] as you drag to create a shape maintains the shape's \_\_\_\_ as you change its size.

- a. proportions            b. style  
c. placement on the slide   d. alignment

ANSWER: a

POINTS: 1

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**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.304 - Modify a shape's style

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38. Some objects have an adjustment handle that can be moved to change the \_\_\_\_ of the object.

- a. widest area
- b. tallest area
- c. least prominent feature
- d. most prominent feature

**ANSWER:** d

**POINTS:** 1

**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32

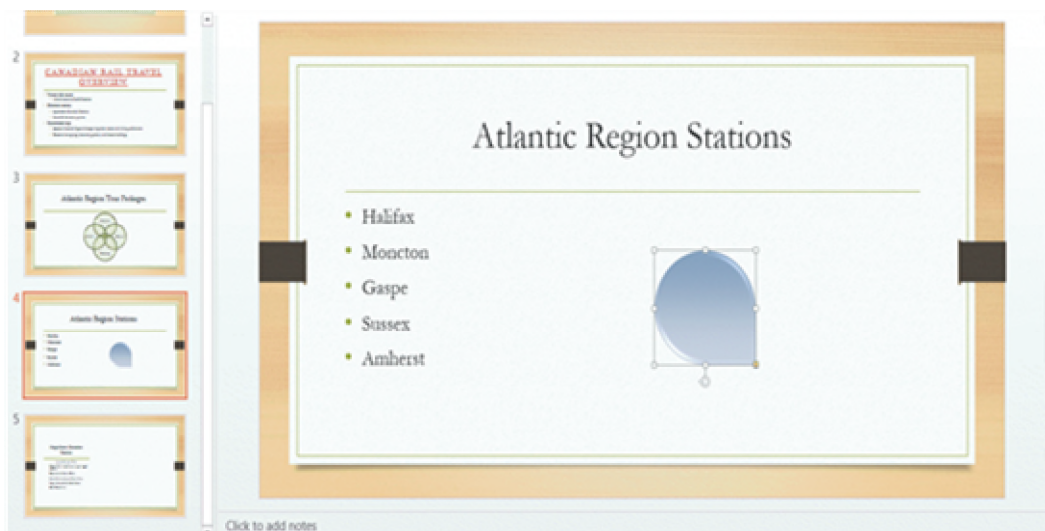
**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.304 - Modify a shape's style

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39. In the accompanying figure, the small vertical line that is sticking down from the rectangular graphic is the \_\_\_\_.

- a. adjustment handle
- b. rotate handle
- c. Convert to SmartArt Graphic button
- d. resize handle

**ANSWER:** b

**POINTS:** 1

**REFERENCES:** Insert and Modify Shapes  
PowerPoint 33

**QUESTION TYPE:** Multiple Choice

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*HAS VARIABLES:* False  
*PREFACE NAME:* B8-15775  
*LEARNING OBJECTIVES:* BESK.OFIN.16.304 - Modify a shape's style  
*DATE CREATED:* 2/26/2016 7:22 PM  
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40. In the accompanying figure, the yellow circle in the lower-right corner of the rectangular graphic is a(n) \_\_\_\_.

- a. sizing handle
- b. resizing handle
- c. adjustment handle
- d. rotate handle

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* Insert and Modify Shapes  
PowerPoint 32  
Insert and Modify Shapes  
PowerPoint 33

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*PREFACE NAME:* B8-15775  
*LEARNING OBJECTIVES:* BESK.OFIN.16.304 - Modify a shape's style  
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41. To move an object to the bottom of the stack, click the Send Backward arrow and then click Send to Back in the Arrange group on the DRAWING TOOLS \_\_\_\_ tab.

- a. DESIGN
- b. FORMAT
- c. GROUPING
- d. STACKING

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* Rearrange and Merge Shapes  
PowerPoint 34

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.305 - Reorder shapes  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

42. In the PowerPoint rulers, the current location of the cursor is identified by a small \_\_\_\_ in the ruler.

- a. adjustment handle
- b. bullet
- c. dashed blue line
- d. dotted red line

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* Edit and Duplicate Shapes  
PowerPoint 36

*QUESTION TYPE:* Multiple Choice

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*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.306 - Modify shape size and design

*DATE CREATED:* 2/26/2016 7:22 PM

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43. You can copy a selected shape by holding down the \_\_\_\_ key and then dragging the shape.

- a. [Ctrl]      b. [Esc]
- c. [Alt]      d. [Tab]

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Edit and Duplicate Shapes  
PowerPoint 36

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.307 - Duplicate shapes

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44. A shape color's red, green, and blue (RGB) values are also known as its \_\_\_\_.

- a. loci              b. tints
- c. coordinates    d. hues

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Insert and Modify Shapes  
PowerPoint 33

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.308 - Modify shape's style

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45. You can press and hold \_\_\_\_ to turn off the snap-to-grid feature while dragging objects on a slide.

- a. [Alt]      b. [Shift]
- c. [Ctrl]    d. [Enter]

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Edit and Duplicate Shapes  
PowerPoint 36

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.306 - Modify shape size and design

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46. If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its \_\_\_\_ points.

- a. form      b. edit
- c. clip      d. art

ANSWER:                      b

POINTS:                      1

REFERENCES:              Edit and Duplicate Shapes  
PowerPoint 37

QUESTION TYPE:          Multiple Choice

HAS VARIABLES:          False

LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design

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47. The \_\_\_\_ commands found on the Align list evenly space objects horizontally or vertically relative to each other or the slide.

- a. Arrange      b. Align
- c. Distribute   d. Space

ANSWER:                      c

POINTS:                      1

REFERENCES:              Align and Group Objects  
PowerPoint 38

QUESTION TYPE:          Multiple Choice

HAS VARIABLES:          False

LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

DATE CREATED:            2/26/2016 7:22 PM

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48. The Align commands are in the \_\_\_\_ group.

- a. Objects      b. Arrange
- c. Position     d. Drawing Tools

ANSWER:                      b

POINTS:                      1

REFERENCES:              Align and Group Objects  
PowerPoint 38

QUESTION TYPE:          Multiple Choice

HAS VARIABLES:          False

LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

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49. The PowerPoint guides appear as dotted lines on a slide and usually intersect at the \_\_\_\_ of a slide.

- a. 1-inch mark      b. center
- c. bottom            d. top



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*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* Align and Group Objects  
PowerPoint 38  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.310 - Move shapes using guides  
*DATE CREATED:* 2/26/2016 7:22 PM  
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50. The Header and Footer dialog box has which of the following tabs?

- a. Notes and Handouts      b. Reading
- c. Outline                      d. Options

*ANSWER:* a  
*POINTS:* 1  
*REFERENCES:* Add Slide Footers  
PowerPoint 40  
Add Slide Footers  
PowerPoint 41  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.311 - Add footer text to slides  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

51. To create superscript text in PowerPoint, select the text, number, or symbol, and then press \_\_\_\_ at the same time.

- a. [Ctrl][Shift][+]      b. [Alt][Shift][&]
- c. [Ctrl][Shift][S]      d. [Ctrl][Shift][&]

*ANSWER:* a  
*POINTS:* 1  
*REFERENCES:* Add Slide Footers  
PowerPoint 41  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.311 - Add footer text to slides  
*DATE CREATED:* 2/26/2016 7:22 PM  
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### Case-Based Critical Thinking Questions

#### Case 1

Hannah has been hired as a graphics consultant for a company that is struggling with PowerPoint 2016. They are looking for ways to improve their graphics but maintain a professional appearance to their presentations.

52. Hannah looks at the first slide, which shows three bulleted words: Phase 1, Phase 2, and Phase 3. She decides that she

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can keep this same information but make it more interesting by \_\_\_\_.

- a. changing the font size
- b. converting the bulleted text into a SmartArt graphic
- c. adding more detail by writing subbullets
- d. changing the theme colors of the presentation

ANSWER: b

POINTS: 1

REFERENCES: Convert Text to SmartArt  
PowerPoint 30

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: case 2-1-26768

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 7:22 PM

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53. The next slide has three gray arrows pointing to the right. To evenly space the three arrows horizontally and relative to each other, Hannah selects the three arrows, and then applies the \_\_\_\_ command.

- a. Distribute Horizontally
- b. Align Horizontally
- c. Align and Distribute
- d. Arrange Horizontally

ANSWER: a

POINTS: 1

REFERENCES: Align and Group Objects  
PowerPoint 38

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: case 2-1-26768

LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

TOPICS: Critical Thinking

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54. Hannah would also like to add a special effect to the arrows to improve their appearance, so she clicks the \_\_\_\_.

- a. More button on the WordArt Styles group to view Quick Styles
- b. Edit Shape list arrow on the Format tab
- c. More button in the Shape Styles group to view Quick Styles
- d. Convert to SmartArt graphic button in the Paragraph group

ANSWER: c

POINTS: 1

REFERENCES: Insert and Modify Shapes  
PowerPoint 32

QUESTION TYPE: Multiple Choice

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*HAS VARIABLES:* False  
*PREFACE NAME:* case 2-1-26768  
*LEARNING OBJECTIVES:* BESK.OFIN.16.304 - Modify a shape's style  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/26/2016 7:22 PM  
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55. To secure the arrows' positions and to move them easily, Hannah \_\_\_\_ them.

- a. aligns
- b. groups
- c. locks
- d. stacks

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* Align and Group Objects  
PowerPoint 38

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*PREFACE NAME:* case 2-1-26768  
*LEARNING OBJECTIVES:* BESK.OFIN.16.312 - Align and group shapes  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

56. Hannah displays the two guides on the slide and creates an additional guide by \_\_\_\_.

- a. right-clicking the slide, then clicking New Guide
- b. pressing [Ctrl], then dragging an existing guide
- c. right-clicking an existing guide, then dragging the new guide to a new location
- d. clicking the New Guide button on the View tab on the Ribbon

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* Align and Group Objects  
PowerPoint 38  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*PREFACE NAME:* case 2-1-26768  
*LEARNING OBJECTIVES:* BESK.OFIN.16.310 - Move shapes using guides  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

57. To show or hide the Mini toolbar, click the \_\_\_\_\_ tab on the Ribbon, click Options, and then click the Show Mini Toolbar on selection check box.

*ANSWER:* FILE  
*POINTS:* 1

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**REFERENCES:** Format Text  
PowerPoint 28:  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.299 - Modify text characteristics  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

58. Some SmartArt graphic layouts are limited by the number of \_\_\_\_\_ they can accommodate.

**ANSWER:** shapes  
**POINTS:** 1  
**REFERENCES:** Convert Text to SmartArt  
PowerPoint 31  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.302 - Modify the SmartArt design  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

59. A(n) \_\_\_\_\_ allows you to manually rotate a shape.

**ANSWER:** rotate handle  
**POINTS:** 1  
**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.304 - Modify a shape's style  
**DATE CREATED:** 2/26/2016 7:22 PM  
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60. The \_\_\_\_\_ handle is a small yellow diamond used for changing the most prominent feature of an object.

**ANSWER:** adjustment  
**POINTS:** 1  
**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.304 - Modify a shape's style  
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61. Every object on a slide, whether it is a text object, a shape, a chart, a picture, or any other object, is \_\_\_\_\_ on the slide in the order it was created.

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*ANSWER:* stacked  
*POINTS:* 1  
*REFERENCES:* Rearrange and Merge Shapes  
PowerPoint 34  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.305 - Reorder shapes  
*DATE CREATED:* 2/26/2016 7:22 PM  
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62. To add a new guide to the slide, press \_\_\_\_\_, and then drag an existing guide.

*ANSWER:* [Ctrl]  
*POINTS:* 1  
*REFERENCES:* Align and Group Objects  
PowerPoint 38  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.310 - Move shapes using guides  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

63. To evenly space objects horizontally or vertically relative to each other or to the slide is to \_\_\_\_\_ them.

*ANSWER:* distribute  
*POINTS:* 1  
*REFERENCES:* Align and Group Objects  
PowerPoint 38  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.309 - Distribute shapes  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

64. The placement of footer text objects on a slide is dependent upon the presentation \_\_\_\_\_.

*ANSWER:* theme  
*POINTS:* 1  
*REFERENCES:* Add Slide Footers  
PowerPoint 40  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* BESK.OFIN.16.311 - Add footer text to slides  
*DATE CREATED:* 2/26/2016 7:22 PM  
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65. If you want a specific date—such as the original date that the presentation was created—to appear every time you view or print the presentation, click the \_\_\_\_\_ date option button in the Header and Footer dialog box.

**ANSWER:** Fixed

**POINTS:** 1

**REFERENCES:** Add Slide Footers  
PowerPoint 40

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.311 - Add footer text to slides

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

66. There are three types of footer text: Date and time, \_\_\_\_\_, and Footer.

**ANSWER:** Slide number

**POINTS:** 1

**REFERENCES:** Add Slide Footers  
PowerPoint 40

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.311 - Add footer text to slides

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

67. What is the most efficient way to replace a specific word or a font in PowerPoint?

**ANSWER:** As you review your presentation, you may decide to replace certain text or fonts throughout the entire presentation using the Replace command. Text can be a word, phrase, or sentence. To replace specific text, click the HOME tab on the Ribbon, then click the Replace button in the Editing group. In the Replace dialog box, enter the text you want to replace, then enter the text you want to use as its replacement. You can also use the Replace command to replace one font for another. Simply click the Replace button list arrow in the Editing group, then click Replace Fonts to open the Replace Font dialog box.

**POINTS:** 1

**REFERENCES:** Format Text  
PowerPoint 29

**QUESTION TYPE:** Essay

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** BESK.OFIN.16.299 - Modify text characteristics

**TOPICS:** Critical Thinking

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

68. Explain how to edit the points of a shape.

**ANSWER:** If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its edit points. To display a shape's edit points, select the shape you want to modify, click the DRAWING TOOLS FORMAT tab on the Ribbon, click the Edit Shape button in

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the Insert Shapes group, then click Edit Points. Black edit points appear on the shape. To change the form of a shape, drag a black edit point. When you click a black edit point white square edit points appear on either side of the black edit point, which allow you to change the curvature of a line between two black edit points. When you are finished with your custom shape, you can save it as picture and reuse it in other presentations or other files. To save the shape as a picture, right-click the shape, then click Save as Picture.

**POINTS:** 1  
**REFERENCES:** Edit and Duplicate Shapes  
 PowerPoint 37  
**QUESTION TYPE:** Essay  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.306 - Modify shape size and design  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

69. Describe how to create superscript and subscript text in PowerPoint.

**ANSWER:** Superscript or subscript text is a number, figure, symbol, or letters that appears smaller than other text and is positioned above or below the normal line of text. A common superscript in the English language is the sign indicator next to number, such as, 1<sup>st</sup> or 3<sup>rd</sup>. Other examples of superscripts are the trademark symbol™ and the copyright symbol©. To create superscript text in PowerPoint, select the text, number, or symbol, then press [CTRL] [SHIFT] [+] at the same time. Probably the most familiar subscript text are the numerals in chemical compounds and formulas, for example, H<sub>2</sub>O and CO<sub>2</sub>. To create subscript text, select the text, number, or symbol, then press [CTRL] [=] at the same time. To change superscript or subscript text back to normal text, select the text, then press [CTRL] [Spacebar].

**POINTS:** 1  
**REFERENCES:** Add Slide Footers  
 PowerPoint 40  
**QUESTION TYPE:** Essay  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** BESK.OFIN.16.311 - Add footer text to slides  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

Match each term below with the statement that best defines it.

- Group command
- Align command
- Mini toolbar
- Bring to Front command
- ruler

**REFERENCES:** Format Text  
 PowerPoint 28  
 Rearrange and Merge Shapes

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PowerPoint 35  
Edit and Duplicate Shapes  
PowerPoint 36  
Align and Group Objects  
PowerPoint 38

*QUESTION TYPE:* Matching

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.299 - Modify text characteristics  
BESK.OFIN.16.305 - Reorder shapes  
BESK.OFIN.16.306 - Modify shape size and design  
BESK.OFIN.16.312 - Align and group shapes

*DATE CREATED:* 2/26/2016 7:22 PM

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70. Displays the computer's measurement system

*ANSWER:* e

*POINTS:* 1

71. Makes it easy to move objects

*ANSWER:* a

*POINTS:* 1

72. Is sometimes transparent

*ANSWER:* c

*POINTS:* 1

73. Moves items in a stack

*ANSWER:* d

*POINTS:* 1

74. Snaps objects to a grid of evenly spaced vertical and horizontal lines

*ANSWER:* b

*POINTS:* 1

75. If you choose to distribute objects relative to each other, PowerPoint will evenly divide the empty space among all the selected objects.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Align and Group Objects  
PowerPoint 38

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/10/2016 9:20 PM

*DATE MODIFIED:* 4/10/2016 9:23 PM



Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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