

Test Your Knowledge

1. In Normal view, the pane that displays a large image of the active slide is the:
 - A. Slide pane
 - B. Slides/Outline pane
 - C. Notes pane
2. In Normal view, the pane that displays below the Slide pane is the:
 - A. Slide Sorter pane
 - B. Slides/Outline pane
 - C. Notes pane
3. The buttons in the lower right corner that control the look of the presentation window are the:
 - A. Normal buttons
 - B. View buttons
 - C. Thumbnails buttons
4. The process of modifying a presentation by adding and deleting slides or changing the contents of individual slides is referred to as:
 - A. editing
 - B. formatting
 - C. aligning
5. The arrangement of elements, such as title and subtitle text, lists, pictures, tables, charts, shapes, and movies, on a PowerPoint slide is referred to as:
 - A. theme modification
 - B. editing
 - C. layout

6. Text that prints at the top of a sheet of slide handouts or notes pages is a:
 - A. header
 - B. footer
 - C. page number
7. Text that displays at the bottom of every slide or that prints at the bottom of a sheet of slide handouts or notes pages is the:
 - A. header
 - B. footer
 - C. page number
8. The command that locates all occurrences of specific text and substitutes it with alternative text is:
 - A. Replace
 - B. Find
 - C. Edit
9. The view in which all of the slides in your presentation display as miniature images is:
 - A. Slide Sorter view
 - B. Normal view
 - C. Reading view
10. A view similar to Slide Show view but that also displays the title bar, status bar, and taskbar is:
 - A. Slide Sorter view
 - B. Normal view
 - C. Reading view
11. A printout that contains the slide image on the top half of the page and notes that you have created in the Notes pane on the lower half of the page is a:
 - A. handout
 - B. notes page
 - C. slide

12. The color of the numbers or bullet symbols in a list is determined by the:
 - A. slide layout
 - B. presentation theme
 - C. gallery
13. When you point to an image in the Clip Art pane, the screen element that displays the keywords and information about the size of the image is the:
 - A. ScreenTip
 - B. navigation bar
 - C. menu
14. The pointer that indicates that you can draw a shape on a slide is the:
 - A. move pointer
 - B. arrow pointer
 - C. crosshair pointer
15. To horizontally or vertically position selected objects on a slide relative to each other, use the:
 - A. Align tools
 - B. Distribute tools
 - C. Crop tools
16. A setting used to align selected objects is:
 - A. Align to Page
 - B. Align to Margins
 - C. Align to Slide
17. The command that removes unwanted portions of a picture so that the picture does not appear as a self-contained rectangle is:
 - A. Shape Height
 - B. Picture Adjust
 - C. Remove Background

18. The SmartArt type that shows steps in a process or timeline is:
- A. Radial
 - B. Process
 - C. List
19. The SmartArt type that shows a continual process is:
- A. Hierarchy
 - B. Radial
 - C. Cycle
20. The SmartArt type with which you can show a decision tree or create an organization chart is:
- A. Matrix
 - B. Pyramid
 - C. Hierarchy