Microsoft® PowerPoint 2010 Test
Chapters 1–3 (Part #1)

I agree to work independent and without help or assisting my fellow students. If I am caught cheating, I will accept the punishment deemed appropriate by Professor Sims and guidelines set forth by the Business Technology Department which includes but not limited to, a zero on the test for both parties.

_________________________________
Student Signature

1. When PowerPoint displays a new presentation, the user is presented with one slide, the __________ slide.
   A) Title  B) Theme  C) Style  D) normal

2. A PowerPoint presentation is made up of one or more __________ that can contain text, pictures, tables, charts, and other objects.
   A) themes  B) styles  C) views  D) slides

3. A __________ is a box on a slide with dashed or dotted borders that holds titles and body text, or other content such as charts, tables, or pictures.
   A) theme  B) style  C) placeholder  D) level

4. A set of unified design elements that provides a look for a presentation by applying colors, fonts, and effects is called a(n)
   A) alignment.  B) placeholder.  C) level.  D) theme.

5. __________ is the process of changing the contents of a slide or adding slides to or deleting slides from the presentation.
   A) Formatting  B) Editing  C) Leveling  D) Paging

6. The __________ appears above the selected picture and provides a way to rotate the image.
   A) alignment  B) sizing handle  C) picture handle  D) rotation handle

7. A __________ is text that prints at the top of each sheet of slide handouts or notes pages.
   A) footer  B) note  C) header  D) level
8. A _________ is text that displays at the bottom of every slide or that prints at the bottom of each sheet of slide handouts or notes pages.
   A) footer  B) note  C) header  D) level

9. The horizontal placement of text within a placeholder is called
   A) editing.  B) text leveling.  C) text alignment.  D) text transition.

10. Changing bulleted and numbered list styles on a slide is an example of
    A) clipping.  B) scaling.  C) formatting.  D) editing.

11. The _________ feature reduces the size of a picture by removing vertical or horizontal edges.
    A) Clip  B) Crop  C) Remove  D) move

12. An object that allows you to position text anywhere on the slide is called a
    A) text box.  B) clip.  C) thumbnail.  D) handle.

13. Lines, arrows, stars, banners, ovals, and rectangles are examples of _________ that are used to illustrate an idea, a process, or a workflow.
    A) Clips  B) Shapes  C) Crops  D) headers

14. _________ are a set of coordinating colors that are applied to the backgrounds, objects, and text in a presentation.
    A) Background styles  B) Fill colors  C) Legends  D) Theme colors

15. A(n) _________ is a sound or visual effect added to an object or text on a slide.
    A) data marker  B) animation  C) video  D) legend

16. Animations that bring a slide element onto the screen are called

17. A(n) _________ is used to move an object off the screen.
18. __________ controls the speed of an animation.
   A) Time       B) Length       C) Display       D) Duration

19. You __________ a video to make it shorter.
   A) clip       B) trim       C) crop       D) splice

20. PowerPoint's __________ command adjusts the height of the rows in a table so they are all equal.
   A) Format Rows       B) Even Rows       C) Distribute Rows       D) Size Rows

21. A chart that is created in PowerPoint is stored as __________ that is incorporated into the PowerPoint file.
   A) a Word document       B) an Excel worksheet       C) a graphic file       D) an Access database

22. The view in which all of the slides in your presentation display in miniature is
   A) slide sorter view       B) normal view       C) reading view       D) your view

23. 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) The view       D) Reading view

24. In Normal view, the pane that displays a large image of the active slide is the
   A) Slide pane       B) Slide/Outline pane       C) Notes pane       D) Window pane

25. The __________ provides an introduction to the topic covered in the presentation.
   A) Layout       B) title slide       C) footer       D) black slide