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
   **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
   **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
   **DATE MODIFIED:** 4/10/2016 8:18 PM

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

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

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

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

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

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

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

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

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

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

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

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

---

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

---
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

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

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

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

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

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

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

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

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

19. A Quick Format is a set of formatting options, including line style, fill color, and effects.

ANSWER: False - Style

POINTS: 1

REFERENCES: Insert and Modify Shapes
PowerPoint 32

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

PREFACE NAME: B5-14417

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

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

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

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

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

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

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

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

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

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

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

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

24. Other than the Slide pane, where can you enter slide text?
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:** Enter Text in Outline View

**QUESTION TYPE:** Multiple Choice

**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

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

**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

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

**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
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

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

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
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

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

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

34. A ____ graphic is a professional-quality diagram that visually illustrates text.
PowerPoint 2016 - Module 2: Modifying a Presentation

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

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

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
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

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
PowerPoint 2016 - Module 2: Modifying a Presentation

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  
   Insert and Modify Shapes  
   PowerPoint 32  
   Insert and Modify Shapes  
   PowerPoint 33

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

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
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

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

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
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

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

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

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

   LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

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

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

   LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

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

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

   POINTS:    1
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
PowerPoint 2016 - Module 2: Modifying a Presentation

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

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

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

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

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

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
PowerPoint 2016 - Module 2: Modifying a Presentation

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.16.304 - Modify a shape's style
   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.16.312 - Align and group shapes
   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
58. Some SmartArt graphic layouts are limited by the number of ________________ they can accommodate.

**ANSWER:** shapes

**POINTS:** 1

**REFERENCES:** Convert Text to SmartArt

**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

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

**ANSWER:** rotate handle

**POINTS:** 1

**REFERENCES:** Insert and Modify Shapes

**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

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

**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

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

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.
PowerPoint 2016 - Module 2: Modifying a Presentation

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

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

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

DATE MODIFIED: 2/26/2016 7:22 PM
PowerPoint 2016 - Module 2: Modifying a Presentation

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

**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

**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

**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
PowerPoint 2016 - Module 2: Modifying a Presentation

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, 1st or 3rd. 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, H2O and CO2. 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.
a. Group command
b. Align command
c. Mini toolbar
d. Bring to Front command
e. ruler

REFERENCES: Format Text
PowerPoint 28
Rearrange and Merge Shapes
PowerPoint 2016 - Module 2: Modifying a Presentation

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

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
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PowerPoint 2016 - Module 2: Modifying a Presentation