

TEST NAME: **POB Final**
TEST ID: **1447248**
GRADE: **P1**
SUBJECT: **Business**
TEST CATEGORY: **My Classroom**

Student: _____

Class: _____

Date: _____

1. Which ribbon contains the command to change the preset margin settings in a Microsoft Word document?
 - A. Home
 - B. Insert
 - C. Page Layout
 - D. Review

2. In Microsoft Word, what is the name of the group of picture formatting characteristics that includes shadows, reflections, glow, soft edges, bevel, and 3-D rotation?
 - A. Style
 - B. Effects
 - C. Cluster
 - D. Group

3. Which is the shortcut key for accessing Microsoft Office Word Help from the Word window?
 - A. F4
 - B. F1
 - C. F5
 - D. F9

4. Which dialog box provides the user with the ability to replace text as it is typed?
 - A. AutoFormat
 - B. Find & Replace
 - C. AutoCheck
 - D. AutoCorrect

5. Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?
- A. Apply to: drop-down list
 - B. Line Between
 - C. Column Width
 - D. Create Column
6. Which command should you use to cancel a recent command or action?
- A. File tab, Close button
 - B. Shortcut Menu, Cancel command
 - C. Home Ribbon, Clear Formatting button
 - D. Quick Access Toolbar, Undo button
7. Sam wants to organize the data for his research paper. Which method would bring up the dialog box so Sam could define the 20 rows and 4 columns that he knows he needs?
- A. Insert Table
 - B. Draw Table
 - C. Quick Table
 - D. Text to Table
8. In Nathan's parenting class, he has been assigned to diagram his family tree. Which command would be the **most** appropriate for a quick and easy visual representation?
- A. Picture
 - B. Shape
 - C. WordArt
 - D. SmartArt

9. Where is the command to insert a new table into a Microsoft Word document?
- A. Home Ribbon, Tables group
 - B. Insert Ribbon, Tables group
 - C. Home Ribbon, Paragraph group
 - D. Insert Ribbon, Pages group
10. Katelyn is working on a research paper about the marketing reach of social media. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a:
- A. title page.
 - B. works cited page.
 - C. table of contents.
 - D. citation.
11. What are the text and graphics that print at the bottom of every page in a Microsoft Word document called?
- A. Footnote
 - B. Endnote
 - C. Footer
 - D. Closer
12. Alyse uses Word frequently to write memos at her job. She wants all of her documents to show formatting marks by default. Which area in Backstage View should she use?
- A. Change Display Options
 - B. Change Save Options
 - C. Personalize Word
 - D. Customize the Quick Access Toolbar

13. Katelyn is working on a research paper about the marketing reach of social media. What should appear at the beginning of her research paper?
- A. Title Page
 - B. Works Cited Page
 - C. Table of Contents
 - D. Citation
14. Which Editing group command is used to search for and replace specific text in a document?
- A. Select
 - B. Find
 - C. Replace
 - D. Locate
15. Amelia, president of FBLA, is working on her outline for the next meeting agenda. After reviewing the outline she decided that she needs to make the service project section more important than the individual community service activities. Which command would she choose?
- A. Promote
 - B. Demote
 - C. Expand
 - D. Collapse
16. To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used?
- A. Ctrl+S
 - B. Alt+S
 - C. Ctrl+V
 - D. Shift+S

17. Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations?
- A. Format
 - B. Symbols
 - C. Text
 - D. Pages
18. Ann wants to add her name to the Microsoft dictionary. Which section of Backstage View/Options will she use?
- A. Advanced
 - B. Display
 - C. Proofing
 - D. Save
19. How are different Underline styles selected when applying the Underline font format to selected text?
- A. Choose the Underline drop-down arrow on the Home Ribbon to select various Underline styles.
 - B. Right-click underlined text and choose Underline styles from the Shortcut Menu.
 - C. Select the underlined text, then choose Underline styles from the Insert Ribbon.
 - D. Double-click underlined text and choose Underline styles from the Shortcut Menu.
20. Jana wants to navigate to page 35 of her report. What is the quickest way to navigate?
- A. Find
 - B. Go To
 - C. Replace All
 - D. Replace

21. Which ribbon contains the command to create headers in a document?
- A. File
 - B. Home
 - C. Insert
 - D. Page Layout
22. Mrs. Perry has assigned the class to type a report. To display the report as it would appear online, which view should she use?
- A. Read Mode
 - B. Outline
 - C. Print Layout
 - D. Web Layout
23. What is the default paragraph alignment for the Normal style in Microsoft Word?
- A. Right
 - B. Left
 - C. Center
 - D. Justified
24. Angie inserted a picture into a Microsoft Word document. She decided there were portions of the picture she wanted to remove. Which command would be most appropriate to use?
- A. Crop
 - B. Sizing handles
 - C. Wrap Text
 - D. Position

25. What command on the Insert Ribbon creates a preformatted placeholder for text in a document?
- A. WordArt
 - B. Bookmark
 - C. Hyperlink
 - D. Text box
26. On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program?
- A. Bookmark
 - B. Cross-reference
 - C. Hyperlink
 - D. Caption
27. In the Print dialog box, which area provides a user with a list of available printers?
- A. Settings
 - B. Printer
 - C. Printer List
 - D. Printer Selector List
28. What is the command on the Insert Ribbon used to capture and insert a picture of any other open program window?
- A. Picture
 - B. Clip Art
 - C. Shapes
 - D. Screenshot

29. The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use?
- A. Memo
 - B. Business letter
 - C. Newsletter
 - D. Agenda
30. To store a new or existing file with the same name, which button is used?
- A. Exit
 - B. Close
 - C. Save As
 - D. Save
31. Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?
- A. SmartArt
 - B. WordArt
 - C. DrawingArt
 - D. EasyArt
32. On the Title bar, which item enables a user to minimize, maximize, or close the Microsoft Word window?
- A. File tab buttons
 - B. Zoom slider
 - C. Window control buttons
 - D. Word Ribbon tabs

33. The principal wants to send out a monthly update of school activities. Which type of document is the most appropriate to use?
- A. Memo
 - B. Business letter
 - C. Newsletter
 - D. Agenda
34. What is the descriptive text placed below an object called?
- A. Footer
 - B. Endnote
 - C. Footnote
 - D. Caption
35. Kim inserted a rectangular shape into her Word document. She wanted to fill the shape with a Microsoft logo. Which Shape Fill option should she use?
- A. Texture
 - B. Solid Color
 - C. Picture
 - D. Gradient
36. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?
- A. Who is the intended audience?
 - B. Is the template easy to use?
 - C. Will the template have correct calculations and functional macros?
 - D. Will the template have correct spelling, grammar, punctuation, and mechanics?

37. Sam wants to organize the data for his research paper. Which method would allow him to create a table with rows and columns of varying sizes?
- A. Insert Table
 - B. Draw Table
 - C. Quick Table
 - D. Text to Table
38. What is the name assigned to a file when it is saved?
- A. Document name
 - B. Document title
 - C. File name
 - D. File title
39. Lisa wants to adjust the white space around a cell in her table. Which layout feature will she apply?
- A. Cell Alignment
 - B. Text Direction
 - C. Cell Margins
 - D. Distribute Rows
40. Which command on the Insert Ribbon is used to select a part of a program window to insert into a file?
- A. Screen Cutting
 - B. Screenshot Clip
 - C. Screen Clipping
 - D. Screen SnapShot

41. Johanna wants to navigate across columns to the right in her table. Which option should she choose?
- A. Tab
 - B. Enter
 - C. Shift+Tab
 - D. Shift+Enter
42. Mrs. Perry has assigned the class to type a report. To maximize space, which option would one choose to display the content?
- A. Read Mode
 - B. Outline
 - C. Print Layout
 - D. Web Layout
43. Which term defines the appearance and shape of the letters, numbers, and special characters in a document?
- A. Print
 - B. Font
 - C. Scheme
 - D. Format
44. Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table?
- A. Editing
 - B. Cell Size
 - C. Rows and Columns
 - D. Table Styles

45. Angie is designing a band flyer and wants a picture of a drum set to appear behind the text. Which command should she use?
- A. Crop
 - B. Sizing handles
 - C. Wrap Text
 - D. Position
46. Kash is typing a 20-page research paper for his Entrepreneurship Class on the Forms of Business Ownership. What is the document called that organizes all of the heading sections and contains the title page, thesis, introduction, and works cited page?
- A. Master document
 - B. Subdocument
 - C. Outline
 - D. Macro
47. Which of the small, white circles surrounding a graphic allows a user to proportionately resize the graphic?
- A. Left
 - B. Top
 - C. Corner
 - D. Bottom
48. Prior to creating a table of contents using the Table of Contents command, which procedure must be completed in the document?
- A. Apply heading styles to the appropriate headings in the document
 - B. Apply bold formatting to the appropriate headings in the document
 - C. Apply italics formatting to the appropriate headings in the document
 - D. Apply table of contents formatting to the appropriate headings in the document

49. Which command on the Picture Tools Format Ribbon is used to change the way text moves around a selected object?
- A. Position
 - B. Wrap Text
 - C. Align Text
 - D. Text Direction
50. What is the name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph?
- A. Paragraph starter
 - B. Drop cap
 - C. Line starter
 - D. Paragraph capital
51. Coleman uses Word frequently to create newsletters at her job. She wants to make sure that her name is shown as the author for all of her documents. Which area in Backstage View should she use?
- A. Change Display Options
 - B. Change Save Options
 - C. Personalize Word
 - D. Customize the Quick Access Toolbar
52. When creating a reference page for a report, which indentation would be used for the second and succeeding references?
- A. First line indent
 - B. Hanging indent
 - C. Left indent
 - D. Right indent

53. Joan is creating a new mail merge envelope to use in sending a letter to her customers. Which Word feature should she use for a predefined format of the mailing address for each of her customers?
- A. Type New List
 - B. Use Existing List
 - C. Select from Outlook Contacts
 - D. Address Block
54. What is the name of the pane that displays a step-by-step progression that guides a user through the creation of a mail merge?
- A. Mail Merge Task Pane
 - B. Document Merge Task Pane
 - C. Mailings Task Pane
 - D. Merge Task Pane
55. Which feature in Microsoft Word highlights insertions, deletions, or formatting modifications in a document?
- A. Track Changes
 - B. Reviewer
 - C. Mark Entry
 - D. Compare
56. Which command on the Home Ribbon applies a shadow, glow, or reflection to selected text or paragraphs?
- A. Text Effects
 - B. Text Highlight Color
 - C. Shading
 - D. Color

57. Sally wants to select an entire paragraph in her word processing document. If she is currently editing the paragraph, what is the quickest way to select all of it?
- A. Double-Click
 - B. Select All
 - C. Single-Click
 - D. Triple-Click
58. Which window allows a user to see document pages exactly as they will print?
- A. Print Outline
 - B. Document
 - C. Print
 - D. Review
59. Which command is used to find the number of words, characters, paragraphs, or lines in a Microsoft Word document?
- A. Compare
 - B. Review
 - C. Word Count
 - D. Research
60. What type of paragraph indentation forces the first line into a position to the left of the rest of the paragraph?
- A. Left indent
 - B. Right indent
 - C. Hanging indent
 - D. Forced indent

61. Where is column width and spacing controlled in a Microsoft Word document?
- A. Page Setup dialog box on the Page Layout Ribbon
 - B. Paragraph dialog box on the Home Ribbon
 - C. Columns dialog box on the Page Layout Ribbon
 - D. Font dialog box on the Home Ribbon
62. Sara inserted an arrow to point out information in a newsletter. Which object did she use?
- A. Charts
 - B. Shapes
 - C. SmartArt
 - D. WordArt
63. Lois has created a table in her document. She would like to add a blank row between the table headers and the first row of data. Which option should she choose?
- A. Insert
 - B. Delete
 - C. Copy
 - D. Cut
64. What type of break is used to create a new section on the same page as the previous section?
- A. Text
 - B. Line
 - C. Continuous
 - D. Page

65. Sally wants to create a mail merge envelope that places the address of each of her customers in the center of the envelope in a predefined format. Which option should she choose?
- A. Greeting Line
 - B. Address Block
 - C. Insert Merge Field
 - D. Match Fields
66. Sally wants to select the entire document that she is currently editing. What is the quickest way to select the document?
- A. Double-click
 - B. Select All
 - C. Single-click
 - D. Click and drag the mouse
67. What area in Microsoft Word enables users to view document properties and update the properties information at any time while creating a document?
- A. Document Properties Panel
 - B. Advanced Properties
 - C. Word Options dialog box
 - D. File Save as Options Screen
68. Which group on the Home Ribbon contains commands to control the alignment of text in a document?
- A. Font
 - B. Paragraph
 - C. Editing
 - D. Modify

69. What type of template is **most** appropriate for an FBLA Secretary to use to inform FBLA members of monthly club activities?
- A. Chart
 - B. Newsletter
 - C. Letter
 - D. Fax
70. Terrance, secretary of FBLA, is working on his outline for the next meeting agenda. Upon review of his outline, he decided he needs to make the individual fundraising activities less important than the fundraising section. Which command would he choose?
- A. Promote
 - B. Demote
 - C. Expand
 - D. Collapse
71. Sam has a list of names (Last name, First name) in Word that he needs to put into a table and separate the last name from the first. Which option should he use?
- A. Insert Table
 - B. Draw Table
 - C. Quick Table
 - D. Text to Table
72. Table styles may be applied to a table in a Microsoft Word document from which ribbon?
- A. Table Tools Design Ribbon
 - B. Table Tools Format Ribbon
 - C. Table Tools Layout Ribbon
 - D. Table Tools Edit Ribbon

73. Jordan wants to e-mail a view of the entire program window to the Technology Department of the error message that he received when logging onto his computer. What command would he use?
- A. Screenshot
 - B. Screen Clipping
 - C. Picture
 - D. Print Screen
74. Lois has created a table in her document. She would like to divide each cell in the top row of her table into two separate cells. Which option should she choose?
- A. Merge
 - B. Split Cells
 - C. Split Table
 - D. AutoFit
75. Matt wants to have places in his survey template where users can check "Yes" or "No" about their senior week plans. Which tool would he use?
- A. Content Controls
 - B. Macro
 - C. Placeholder
 - D. Text Box
76. Which option indicates that a presentation should wait for a mouse click prior to moving to the next slide?
- A. After
 - B. Duration
 - C. On Mouse Click
 - D. After Mouse Click

77. Kurt is editing a table in his PowerPoint that displays accounting formulas and when to use them. He wants to separate one cell into two. What feature would he use?
- A. Merge
 - B. Split
 - C. Combine
 - D. Delete
78. Kurt is editing a table in his PowerPoint that displays accounting formulas and when to use them. He wants to remove the table style formatting. What feature should he use?
- A. Clear Table
 - B. Delete Table
 - C. Edit Table
 - D. Draw Table
79. Dave wants to print slides 7, 12, and 19-32 of his presentation at the same time. Which print option would allow Dave to enter the slide numbers that he wants to print?
- A. Custom Range
 - B. Print All Slides
 - C. Print Current Slide
 - D. Print Hidden Slides
80. Which pane in Microsoft PowerPoint provides an area for placing reminders to help a presenter during a presentation?
- A. Notes
 - B. Slides
 - C. Outline
 - D. File

81. Mason has set up 5 slides in his new presentation and is ready to enter some text. He wants to enter text without having to think about other PowerPoint elements such as graphics, pictures, sound and animation. He just wants to focus on entering text. The best method for Mason to enter text is to use what feature of Microsoft PowerPoint?
- A. Layout
 - B. Notes Pane
 - C. Outline
 - D. Placeholder
82. Which area in the Print dialog box is used to change the default printer?
- A. Printer Properties
 - B. Printer Status drop-down
 - C. Printer Edit
 - D. Printer Setup command
83. What contains a predefined theme, sample text, and graphics on a slide or slide background to guide users as they develop content?
- A. Template
 - B. Placeholder
 - C. Boilerplate
 - D. Form
84. Which ribbon contains the command for applying Table Styles to a table in a slide?
- A. Insert
 - B. Table Tools, Design
 - C. Table Tools, Layout
 - D. Styles

85. One of Janice's presentation slides has content that is taller than it is wide. Which command on the Design tab would she use to change this?
- A. Background
 - B. Page Setup
 - C. Slide Size
 - D. Themes
86. Holly wants to send a PowerPoint presentation to a group of people in an email. How would she send it?
- A. Send as PDF
 - B. Send as attachment
 - C. Send as a lower version of PowerPoint
 - D. Send as video
87. In her history presentation, Bobbie wants to include her class period on all slides except the first. Which option in the Header and Footer dialog box would she select?
- A. Don't show on title slide
 - B. Apply to All
 - C. Apply
 - D. Date and time
88. Sharon wants to be able to quickly locate the 12th slide in her science presentation. Which option in the Header and Footer dialog box would she select?
- A. Date and time, Update automatically
 - B. Date and time, Fixed
 - C. Slide number
 - D. Footer

89. Mr. Jones is creating handouts for his MSITA class presentations. What feature in the Header and Footer dialog box would allow him to add the class name to the top?
- A. Date and time
 - B. Header
 - C. Page number
 - D. Footer
90. Keshawn has never used Microsoft PowerPoint before. He discovered a way to put his most commonly used commands together at the top of his screen for easy access. What is this customizable feature of PowerPoint?
- A. Quick Access Toolbar
 - B. Tabs
 - C. Status Bar
 - D. Title Bar
91. What is the name of the area that contains the zoom control and PowerPoint view buttons?
- A. Status Bar
 - B. Title Bar
 - C. Scroll Bar
 - D. Slides Pane
92. Which group on the Home Ribbon contains commands to create new slides in a presentation?
- A. Paragraph
 - B. Slides
 - C. Drawing
 - D. Editing

93. In the Microsoft PowerPoint View Ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane?
- A. Normal
 - B. Slide Sorter
 - C. Notes Page
 - D. Reading
94. Ashley wants to make a printed copy of her presentation exactly as shown to her audience. Which print option should she use?
- A. Full Page Slides
 - B. Notes Pages
 - C. Outline
 - D. Handouts
95. Pam is using the Outline View in PowerPoint. She would like to reposition slide 2 to become slide 6. Which command should she use?
- A. Collapse
 - B. Collapse All
 - C. Demote
 - D. Move Down
96. Gregory is making a presentation to encourage fellow students to join the prom committee. He would like to emphasize the date of the first meeting by making it bold. Which would include options for accomplishing this?
- A. Font
 - B. Font Effects
 - C. Font Size
 - D. Font Style

97. What are movements from one slide to another during a presentation called?
- A. Animations
 - B. Transitions
 - C. Simulations
 - D. Emphasis
98. Katherine has included audio in her Career Management presentation. She does not want the sound clip icon to display during her slideshow. What option does she select on the Audio Tools Playback tab?
- A. Start on Click
 - B. Hide During Show
 - C. Loop until Stopped
 - D. Rewind after Playing
99. Mrs. Perry wants to graphically compare the number of employees with associate, bachelor's, master's, and doctorate degrees. Which SmartArt graphic should she use?
- A. List
 - B. Cycle
 - C. Hierarchy
 - D. Pyramid
100. When creating a custom slide show, which dialog box enables a user to select individual slides to include in the custom slide show?
- A. Choose Slide
 - B. Add Slide
 - C. Format Slide Show
 - D. Define Custom Show

101. Mason has set up 5 slides in his new presentation and is ready to enter some text that he does not want his audience to see. This text will be a reference for him and is hidden during the presentation. The place Mason will insert important key points that he wishes to cover during the presentation is located where?
- A. Layout
 - B. Notes Pane
 - C. Outline
 - D. Placeholder
102. Mark is customizing his AP US History PowerPoint on the Vietnam War. He wants to add visual interest to his jet fighters on slide seven and have the fighters to fly in on the slide. Which tab would he choose to complete this customization?
- A. Transition
 - B. Slide Show
 - C. Design
 - D. Animation
103. Daphne is working on an FBLA membership table and wants to make it easier to distinguish between rows. What feature would she apply to the rows in her presentation?
- A. Banded Columns
 - B. Header Column
 - C. Banded Rows
 - D. Header Row
104. Tanya wants to apply the same animations from slide 3 to slide 5. Which would she use to complete this task?
- A. Animation Painter
 - B. Reorder Animation
 - C. Add Animation
 - D. Animation Pane

105. Which term refers to a predetermined way of organizing objects on a slide including title text and other content?
- A. Design
 - B. Scheme
 - C. Layout
 - D. Plan
106. Mr. Jones has a very lengthy MSITA class presentation; he has decided to share handouts with the class. What feature in the Header and Footer dialog box will help keep the pages in order?
- A. Date and time
 - B. Header
 - C. Page number
 - D. Footer
107. In her history presentation, Bobbie wants to include her class period in the footer only on the current slide. Which option in the Header and Footer dialog box would she select?
- A. Don't show on title slide
 - B. Apply to All
 - C. Apply
 - D. Date and time
108. Evan completed his accounting PowerPoint and decided that his animations on slide 3 need to be switched to create a more audience friendly presentation. Which animation feature should he choose to complete this change?
- A. Trigger
 - B. Reorder Animation
 - C. Duration
 - D. Effect Options

109. Janice would like to number the slides in her presentation. Which command on the Insert tab would be **best** suited for this task?
- A. Background
 - B. Header and Footer
 - C. Slide Orientation
 - D. Themes
110. Which ribbon contains the command to hide a slide so that it does not show during the full-screen Slide Show?
- A. Home
 - B. Design
 - C. Slide Show
 - D. Transitions
111. Travis wants to give his audience a sheet to follow along and make notes during his presentation that includes representations of each slide. Travis should utilize which feature of PowerPoint?
- A. Handouts
 - B. Slides
 - C. Speaker notes
 - D. Outline
112. Trey is creating a PowerPoint for his chemistry class. He wants to make sure all the slides have a similar visual appeal. Which tab would he choose to ensure that all slides have a single theme?
- A. Transition
 - B. Slide Show
 - C. Design
 - D. Animation

113. Beau needs to align a chart in a PowerPoint. Which tab would he use?
- A. Chart Tools, Design
 - B. Layout
 - C. Chart Tools, Format
 - D. View
114. What area in the window contains the Quick Access Toolbar, filename, and window control buttons?
- A. Status Bar
 - B. Title Bar
 - C. Scroll Bar
 - D. Slides Pane
115. As the newly elected president of FBLA, Mindy is creating a presentation to be used at the next meeting. She is finished with the slide she is working on and wants to insert another one in the default arrangement. In Slide Pane, Mindy can right-click the current slide and click which option?
- A. Delete Slide
 - B. Duplicate Slide
 - C. Layout
 - D. New Slide
116. Maria adds text to a bulleted list on slide 5 of her presentation. On the text that she adds, she does not want a bullet. Using commands on the Home tab, how does she remove the bullet that automatically appears?
- A. Numbering
 - B. Bullets
 - C. Decrease List Level
 - D. Increase List Level

117. In Microsoft PowerPoint, where is the command located to undo the last action?
- A. Home Ribbon
 - B. File tab
 - C. Quick Access Toolbar
 - D. Shortcut menu
118. Which type of text may be formatted to print at the top of every page?
- A. Notes
 - B. References
 - C. Header
 - D. Caption
119. Which Microsoft PowerPoint pane shows the current slide as it will appear during the slide show?
- A. Note
 - B. Slide
 - C. Outline
 - D. File
120. Linda is using Microsoft PowerPoint for the very first time. While looking at her default screen, she notices that all of the elements are set in tabs. What is the combination of the tabs and commands called?
- A. Group
 - B. Ribbon
 - C. ScreenTips
 - D. Window

121. When saving a presentation that will be exported to Microsoft Word, which file type should be selected?
- A. .pptx
 - B. .ppt
 - C. .rtf
 - D. .doc
122. Which frame may be applied after inserting pictures into Microsoft PowerPoint?
- A. Feathering
 - B. Enclosure
 - C. Edging
 - D. Border
123. Tammy is preparing to give a presentation. She would like to view information that will remind her what to say to her audience but they will not see. Which view should she print?
- A. Normal
 - B. Notes pages
 - C. Slide Sorter
 - D. Slide Show
124. Sheila is using the Outline View in PowerPoint. She would like to view the detailed content of all of her slides. Which command should she use?
- A. Expand
 - B. Expand All
 - C. Promote
 - D. Move Up

125. Which effect adds interest to a slide show and focuses audience attention on important points by adding entrances, emphasis, motion paths, or exits to text or objects?
- A. Transition
 - B. Animation
 - C. Dynamic
 - D. SmartArt
126. Fred wants to give his FBLA presentation a designer-quality look—a look that includes one or more slide layouts with coordinating colors, a matching background, fonts, and effects. Fred will want to apply which PowerPoint feature to his presentation?
- A. Color
 - B. Font
 - C. Effects
 - D. Theme
127. Tanya has a picture on slide 6 of her presentation that has an entrance animation; she would also like for it to have an exit animation. Which would she apply to cause this to happen?
- A. Trigger
 - B. Reorder Animation
 - C. Add Animation
 - D. Animation Pane
128. Which includes illustrations, photographs, videos, and audio stored in collections for easy access?
- A. Images
 - B. Styles
 - C. Clip Art
 - D. Themes

129. What appears on a slide to indicate there is a note or remark about the slide and the initials of the person who made the note?
- A. Comment
 - B. Remark
 - C. Statement
 - D. Reference
130. John wants to insert a chart into a slide on his PowerPoint. Which group on the Insert tab would he use?
- A. Images
 - B. Illustrations
 - C. Links
 - D. Media
131. Which command is used to test animations on a slide before delivering the presentation?
- A. Rehearse
 - B. Preview
 - C. Test
 - D. Review
132. Which command is used to specify the length of the transition effect for each slide in a presentation?
- A. Rehearse
 - B. Preview
 - C. Timing
 - D. Duration

133. Gregory is making a presentation to encourage fellow students to join the prom committee. For emphasis, he wants to include a strikethrough of last year's theme and all caps for the current year's theme. Which of the following would include options for accomplishing this?
- A. Font
 - B. Font Effects
 - C. Font Size
 - D. Font Style
134. Fred wants to give his FBLA presentation about the upcoming membership drive an intense look. Fred should use which PowerPoint feature that includes pre-programmed settings that specify degrees of intensity for fills, lines, and special effects such as shadows and bevels?
- A. Color
 - B. Font
 - C. Effects
 - D. Theme
135. Which text alignment command aligns text with both the left and right margins of a slide and adds space between words as needed?
- A. Left
 - B. Right
 - C. Center
 - D. Justify
136. Which ribbon contains the command to create a link to a new location?
- A. Home
 - B. Insert
 - C. Transitions
 - D. Slide Show

137. Keisha does not want the text on slide 3 to run out of the text box and she wants the text box to remain the same size. How can she prevent this?
- A. Change text alignment
 - B. Resize the text box
 - C. Do not Autofit
 - D. Shrink text on overflow
138. The thickness of the line around a picture frame is called:
- A. line size.
 - B. line height.
 - C. line weight.
 - D. line mass.
139. David wants to quickly change the font color of the bulleted items on slides 2, 3, and 7 of his biology presentation. In which pane would he most easily accomplish this task?
- A. Slides Pane
 - B. Outline View
 - C. Notes Pane
 - D. Slide Sorter
140. In Microsoft PowerPoint, what command is used to save an existing presentation with a new name or in a new location?
- A. Exit
 - B. Close
 - C. Save
 - D. Save As

141. Which feature allows the user to create graphical lists and process diagrams easily and quickly?
- A. SmartArt
 - B. WordArt
 - C. Clip Art
 - D. Pictures
142. Matt wants to show the percentage of students who have passed the PowerPoint Microsoft Office Specialist Certification out of all the students who have earned certifications. Which type of chart should he use?
- A. Column
 - B. Line
 - C. Pie
 - D. Bar
143. What command on the Home Ribbon enables a user to change the design of a slide after it has been inserted into a presentation?
- A. New Slide
 - B. Reset
 - C. Arrange
 - D. Layout
144. T.J., the drum major for the band, designed a PowerPoint for homecoming which animates how each section of the band will be introduced on the field. He wants to reverse the order of the entrance of drums and french horns on slide seven. Which feature would he choose to complete this order change?
- A. Trigger
 - B. Duration
 - C. Animation Pane
 - D. Effect Options

145. Bill is creating a presentation for his Art I class using his yearbook pictures since kindergarten. Since the pictures are taller than wide, he will need to change his slides to which in the Slide Size Setup dialog box?
- A. Portrait Orientation
 - B. Landscape Orientation
 - C. Automatic Orientation
 - D. Width and Height
146. What feature automatically revises typing errors based upon information contained in the Microsoft Office standard dictionary?
- A. Autofix
 - B. AutoCorrect
 - C. AutoSpell
 - D. AutoText
147. The CEO of Microsoft wants to show the repeating process of how many times they launched a new version of Office using a SmartArt graphic. What SmartArt layout would they use?
- A. List
 - B. Cycle
 - C. Hierarchy
 - D. Pyramid
148. Amelia has selected the chart in her PowerPoint and needs to change the chart type. Which tab would she use?
- A. Chart Tools, Design
 - B. Layout
 - C. Chart Tools, Format
 - D. View

149. Which command is used to remove any unwanted parts of a picture in a slide?
- A. Crop
 - B. Cut
 - C. Draw
 - D. Amend
150. Sharon wants to include her name on each slide in her science presentation. Where in the Header and Footer dialog box would she type her name?
- A. Date and time, Update automatically
 - B. Date and time, Fixed
 - C. Slide number
 - D. Footer