TEST NAME: **POB Final** TEST ID: **1447248**

GRADE: P1

SUBJECT: Business

 ${\sf TEST\ CATEGORY:}\, \textbf{My\ Classroom}$

Stu	ıden	t:	
Cla	ass:		
Da	te:		
1.		/hich ribbon contains the command to change the preset margin settings a Microsoft Word document?	
	A	Home	
	B.	Insert	
	C.	Page Layout	
	D.	Review	
2.	cha	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.		nich is the shortcut key for accessing Microsoft Office Word Help from e Word window?	
	A	F4	
	B.	F1	
	C.	F5	
	D.	F9	
4.		nich dialog box provides the user with the ability to replace text as it is ped?	
	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
 - Works eleca rage
 - 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

	C.	Insert		
	D.	Page Layout		
22.	2. 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.		hat is the default paragraph alignment for the Normal style in Microsoft ord?		
	A.	Right		
	B.	Left		
	C.	Center		
	D.	Justified		
24.	the	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		
F	POB	Final	Pag sch	

^{21.} Which ribbon contains the command to create headers in a document?

^A File

B. Home

^{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				

- 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
- 34. What is the descriptive text placed below an object called?
 - A Footer

D. Agenda

- 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				

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?

D. Format

A Editing

B. Cell Size

D. Table Styles

C. Rows and Columns

- ^{45.} Angle 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
 - 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
- 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

D. Fax

- 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
- ^{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. Reading

- 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

- 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
- 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

D. Plan

- 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

- 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
- 110. Which ribbon contains the command to hide a slide so that it does not show during the full-screen Slide Show?
 - A Home

D. Themes

- 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

- Beau needs to align a chart in a PowerPoint. Which tab would he use?A Chart Tools, DesignB. Layout
 - 114. What area in the window contains the Quick Access Toolbar, filename, and window control buttons?
 - A Status Bar

C. Chart Tools, Format

B. Title Bar

D. View

- 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

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?

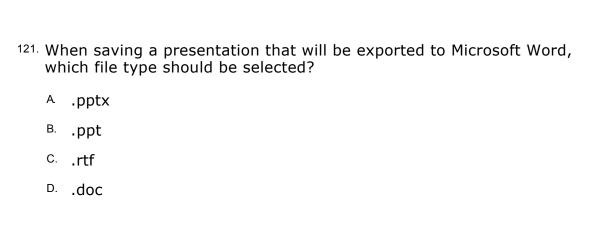
- A Notes
- B. References
- C. Header
- D. Caption

119. Which Microsoft PowerPoint pane shows the current slide as it will appear during the slide show?

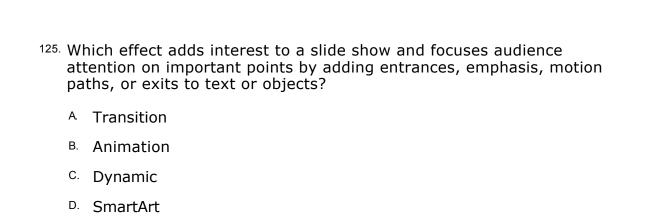
- A Note
- B. Slide
- C. Outline
- D. File

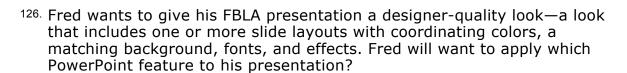
120. Linda is using Microsoft PowerPoint for the very first time. While looking at her default screen, she notices that all of the elements are set in tabs. What is the combination of the tabs and commands called?

- A Group
- B. Ribbon
- c. ScreenTips
- D. Window



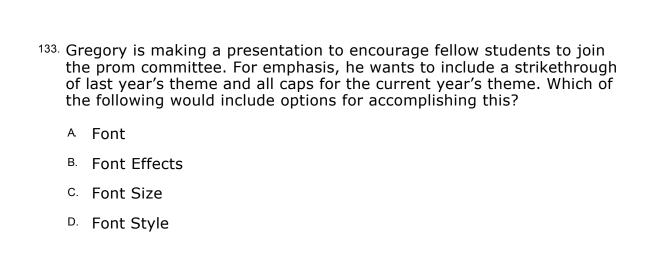
- 122. Which frame may be applied after inserting pictures into Microsoft PowerPoint?
 - A Feathering
 - B. Enclosure
 - C. Edging
 - D. Border
- 123. Tammy is preparing to give a presentation. She would like to view information that will remind her what to say to her audience but they will not see. 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

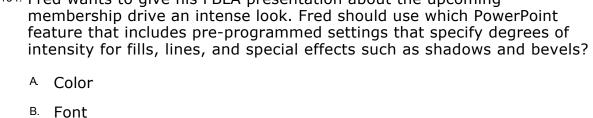




- A Color
- B. Font
- c. Effects
- D. Theme
- 127. Tanya has a picture on slide 6 of her presentation that has an entrance animation; she would also like for it to have an exit animation. Which would she apply to cause this to happen?
 - ^A Trigger
 - **B.** Reorder Animation
 - C. Add Animation
 - D. 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.		nn wants to insert a chart into a slide on his PowerPoint. Which group 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.		nich command is used to specify the length of the transition effect for ch slide in a presentation?	
	A.	Rehearse	
	B.	Preview	
	C.	Timing	
	D.	Duration	



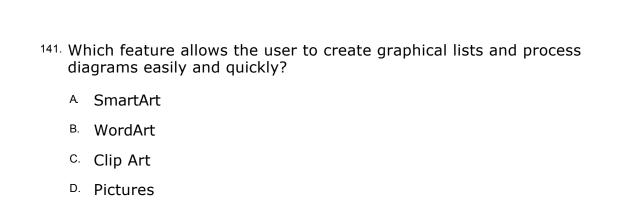


- C. Effects D. Theme
- 135. Which text alignment command aligns text with both the left and right

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



- 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

- 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