**Microsoft Office PowerPoint 2013**

**True/False Instructions: Circle/Highlight T if the statement is true or F if the statement is false.**

1. Audiences generally focus first on the visual elements displayed on a slide.

T  
F

1. When working with a SmartArt graphic, if you change the size of one shape, the other shapes also may change size to maintain proportions.

T  
F

1. Microsoft Graph has the advanced features found in Microsoft Excel.

T  
F

1. In Excel, numeric and text data are entered in the selected cell, which is the one cell surrounded by a heavy border.

T  
F

1. Developing a presentation incorporating SmartArt, charts, and tables generally requires extra preparation time because you need to gather data from reputable and current sources to incorporate into these visual elements.

T  
F

1. At times, you may desire to draw the viewers’ attention to a particular area of the pie chart. To add this emphasis, you can separate, or explode, one or more slices.

T  
F

1. To begin developing a table, you first must create an empty table and insert it into the slide. You must specify the table’s property, which is the total number of rows and columns.

T  
F

1. To provide space for graphics and text, you can merge two or more cells to create one large cell.

T  
F

1. The SmartArt layouts have a variety of shapes, arrows, and lines to correspond to the major points you want your audience to remember.

T

F

1. The picture icon in the middle of a SmartArt graphic shape indicates that the shape is designed to hold an image.

T

F

1. You quickly can convert small amounts of slide text and pictures into a SmartArt graphic.

T

F

1. When you are developing a chart, PowerPoint opens Microsoft Excel if that software is installed on your system.

T

F

1. The default chart type is a Clustered Bar Chart.

T

F

1. Changes that apply to an entire presentation are displayed in the Presentation Changes section of the Revisions pane, and changes to each individual slide are displayed in the Slide Changes section of this pane.

T  
F

1. The Comments pane displays the reviewer’s name above each comment, and an associated comment marker is displayed on the slide and in the Slide Changes section of the Revisions pane.

T  
F

1. A comment is a description that normally displays as part of a slide show.

T

F

1. As a default, the page number is displayed in the footer.

T  
F

1. You cannot save your slide show annotations to review during or after the presentation.

T

F

1. You can reject a reviewer’s change by clicking the Reject Change button (REVIEW tab | Compare group).

T

F

1. When inserting slides from the Reuse Slides task pane, you can insert individual slides or all slides from the selected presentation.

T

F

1. PowerPoint Viewer is included when you package your presentation so you can show the presentation on another computer that has Microsoft Windows but does not have PowerPoint installed.

T  
F

1. A hyperlink connects one slide to a webpage, another slide, a custom show consisting of specific slides in a presentation, an email address, or a file.

T  
F

1. Hyperlinks are active when you are creating a presentation in Normal, Reading, or Slide Sorter view.

T  
F

1. You can save a slide as an image in order to insert into other programs.

T

F

1. An action button is a particular type of hyperlink that has a built-in function.

T  
F

1. Hyperlinks can only navigate through the current PowerPoint presentation.

T  
F

1. Drawing guides are two straight dotted lines, one horizontal and one vertical, that help you align objects on a slide.

T  
F

1. No visible indicator displays to show that a hidden slide exists.

T  
F

1. PowerPoint does allow you to change or modify the appearance of bullets.

T

F

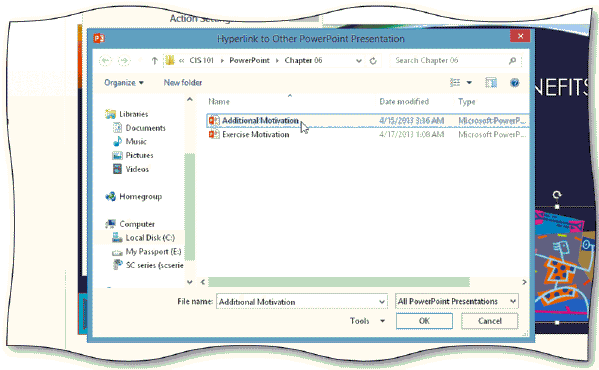
1. Bullet size is measured as a percentage of the text size and can range from 1 to 100 percent.

T  
F

**Multiple Choice Instructions: Circle the best answer.**

1. Graphical elements increase \_\_\_\_\_\_\_.
   1. Mood
   2. Apprehension
   3. Feelings
   4. Visual literacy
2. Graphical elements can be divided into two categories: images and \_\_\_\_\_.
   1. SmartArt
   2. symbols
   3. information graphics
   4. icons
3. Which of the following SmartArt layout types is used to show non-sequential information.
   1. Process
   2. Cycle
   3. List
   4. Matrix
4. Which of the following SmartArt layout types is used to illustrate connections.
   1. Matrix
   2. Relationship
   3. List
   4. Cycle
5. Which of the following SmartArt layout types is used to show proportional relationships with the largest component at the top or bottom.
   1. Pyramid
   2. Cycle
   3. Process
   4. Hierarchy
6. Microsoft Office 2013 includes SmartArt \_\_\_\_\_, which are visual representations of your ideas.
   1. text
   2. lines
   3. charts
   4. graphics
7. A Chart’s legend is created from the \_\_\_\_\_\_\_\_\_\_\_. In the worksheet.
   1. Column labels
   2. Row titles
   3. Merged cells
   4. Cells numeric values
8. With a \_\_\_\_\_ chart, vertical bars compare values over a period of time.
   1. bar
   2. column
   3. line
   4. scatter
9. If you want to move a slice from the top of a chart to the bottom, you would rotate it halfway around the circle, or \_\_\_\_\_ degrees.
   1. 60
   2. 90
   3. 180
   4. 360
10. To clear table formatting, click the \_\_\_\_\_ command at the bottom of the Table Styles gallery (TABLE TOOLS DESIGN tab | Table Styles group).
    1. Clear Table
    2. Erase Table
    3. Delete Table Contents
    4. Remove Table Entries
11. The data in each cell of the table can be aligned \_\_\_\_\_\_\_\_\_\_\_\_.
    1. Vertically only
    2. Horizontally only
    3. Both vertically and horizontally
    4. Neither
12. In the Revisions task pane, comment markers are horizontal \_\_\_\_.
    1. triangles
    2. stars
    3. circles
    4. rectangles
13. Changes that affect the entire presentation are indicated in the \_\_\_\_ section of the Revision pane.
    1. Global Changes
    2. Recent Changes
    3. Presentation Changes
    4. Accepted Changes
14. Changes that affect only the displayed slide are indicated in the Slide changes area of the \_\_\_\_ task pane, as shown in the accompanying figure.
    1. Replacement
    2. Revisions
    3. Reviewers
    4. Notes
15. A review \_\_\_\_\_ occurs when a slide show designer shares a file with multiple reviewers so they can make comments and changes to their copies of the slides and then return the file to the designer.
    1. Diagram
    2. Timeline
    3. Meeting
    4. Cycle
16. The area at the top of a slide is called a(n) \_\_\_\_\_.
    1. Signature
    2. Header
    3. Introduction
    4. Footer
17. A \_\_\_\_ is a description that normally does not display as part of the slide show.
    1. Flag
    2. Comment
    3. Screen tip
    4. Dialog box
18. Tap or click the \_\_\_\_\_ Picture button (FORMAT tab | Adjust group) to remove all formatting from a picture.
    1. Revert
    2. Readjust
    3. Reset
    4. Remove
19. To save a presentation as a PowerPoint show, open Backstage view, display the \_\_\_\_ tab, and then tap or click Change File Type to display the Change File Type section.
    1. File Type
    2. Save As
    3. Export
    4. Change
20. A \_\_\_\_\_ should be at least six characters and contain a combination of letters and numbers. Using both uppercase and lowercase letters is advised.
    1. user name
    2. password
    3. user account
    4. login
21. If you use the Mark as \_\_\_\_\_ command, the presentation becomes a read-only document.
    1. Finished
    2. Locked
    3. Final
    4. Complete
22. A \_\_\_\_\_ outline can help you arrange slide content in multiple levels of major and supporting details.
    1. Final
    2. Timed
    3. Formal
    4. Professional
23. The \_\_\_\_\_ file type is used to transfer formatted documents between applications, even if the programs are running on different platforms, such as Windows and Macintosh.
    1. .rtf
    2. .htm
    3. .doc
    4. .jpeg
24. One method of jumping nonsequentially to slides is by tapping or clicking a \_\_\_\_\_\_\_\_ or an action button on a slide.
    1. Website
    2. Pointer
    3. Margin
    4. Hyperlink
25. When you point to a hyperlink, the pointer becomes the shape of a(n) \_\_\_\_\_\_ to indicate the text or object contains a hyperlink.
    1. Question Mark
    2. Exclamation Point
    3. Hand
    4. Foot
26. Hyperlinks are active only when \_\_\_\_\_\_.

|  |
| --- |
| * 1. you run the presentation |
| * 1. you are creating the presentation in Normal view |
| * 1. you are creating the presentation in Reading view |
| * 1. you are creating the presentation in Slide Sorter view |

1.   
   To open the Hyperlink to Other PowerPoint Presentation dialog box shown in the accompanying figure, you should tap or click Other PowerPoint Presentation in the Hyperlink to list in the \_\_\_\_ Settings dialog box.
   1. Links
   2. Change
   3. Hyperlink
   4. Action
2. A(n) \_\_\_\_ is a particular type of hyperlink that has a built-in function.
   1. Picture
   2. Icon
   3. Action Link
   4. Action Button
3. The center of a slide is \_\_\_\_ on both the vertical and the horizontal rulers.
   1. 0.00
   2. 0.50
   3. 1.00
   4. 1.50
4. When an object is close to a guide, its corner or center \_\_\_\_ precisely on top of the guide.
   1. Snips
   2. Snaps
   3. Jumps
   4. Stops
5. \_\_\_\_ appear automatically when two or more shapes are in spatial alignment with each other.
   1. Drawing guides
   2. Quick guides
   3. Smart guides
   4. Shape guides
6. To evenly space multiple objects horizontally or vertically, you \_\_\_\_them.
   1. Align
   2. Distribute
   3. Arrange
   4. Position
7. The \_\_\_\_ reviews the file for any feature that will not work properly or display on computers running a previous PowerPoint version.
   1. Version Checker
   2. PowerPoint Checker
   3. Compatibility Checker
   4. Feature Checker
8. When you hide a slide in \_\_\_\_ view, a slashed rectangle surrounds the slide number, which indicates the slide is hidden.
   1. Slide Show
   2. Reading
   3. Normal
   4. Slide Sorter