Illustrated Microsoft Office 365 and PowerPoint 2016 Introductory 1st edition Beskeen Solutions Manual

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Module 2
Modifying a Presentation

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Module 2: Modifying a Presentation

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Merged shape	10. d	16. b
2. SmartArt graphic	11. b	17. c
3. Footer; Footer text	12. f	18. d
4. Vertical guide	13. a	19. b
5. Sizing handle	14. c	20. a
6. Horizontal guide	15. e	21. c
7. Mini Toolbar		22. a
8. Rotate handle		
9. Ruler		

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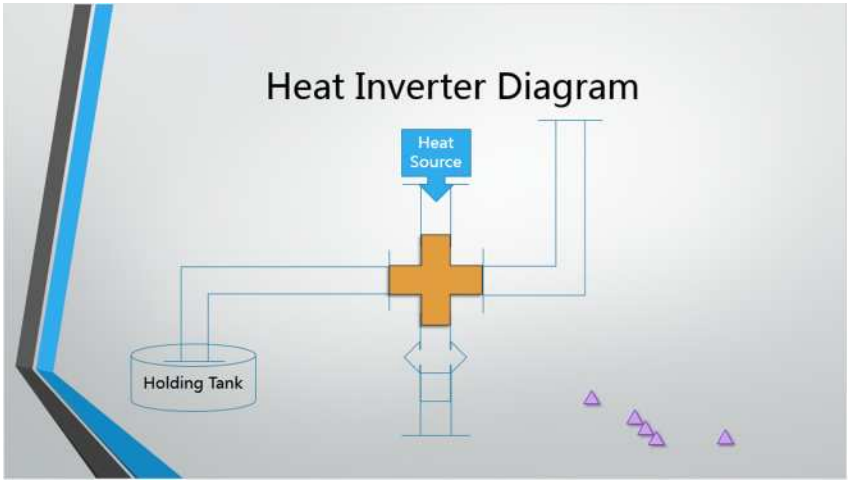
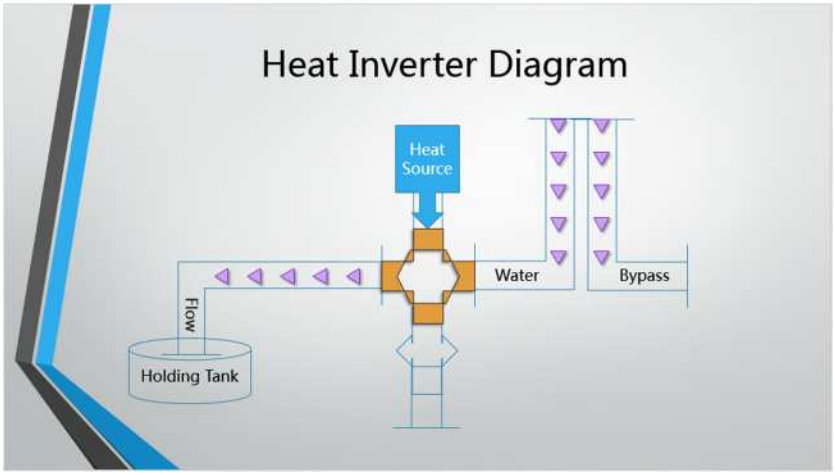
Skills Review

Data Filename: ***PPT 2-2.pptx***
Solution Filename: ***PPT 2-Inverter.pptx***

Steps 1b – 1d: Students begin with a data file which they are asked to modify by first creating a new slide, entering the text and then moving a slide to a new position.
Steps 2a – 2e: Students do some basic formatting with the Mini Toolbar
Steps 3a – 3f: Text on Slide 4 is converted to a SmartArt graphic. Make sure students end up using the Accent Process layout graphic with the Intense Effect style applied to the graphic.
Steps 4a – 4f: Insert, modify, and position a plus shape on Slide 3. The slide should look similar to the following figure (Figure 2-19 in the book):



Steps 5a – 5g: Resize the text object on Slide 3, then insert a 1-inch hexagon shape to merge with the plus shape. Use the Send to Back command to achieve the correct look of the shape.
Steps 6a – 6f: Make a copy of the elbow shape on Side 3, then rotate the copied shape using the Flip Horizontal command. Type text in three shapes, then resize an arrow shape.
Steps 7a – 7g: Add guides to the slide, move the vertical guide left until 3.42 appears, select the five small triangles on the slide. Align and distribute the small triangles, rotate and group the triangles. Duplicate the grouped triangles twice then position as shown in the following figure (Figure 2-20 in the book):



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Steps 8a – 8j: Apply footer text, except to Slide 1, to every slide in the presentation. Apply a fixed date, page number and class name to the Notes and Handouts pages.

Independent Challenges

Because students will solve the independent challenges in different ways, it is important to stress there is not just one correct solution. The following are examples of possible solutions for the Independent Challenges in Module 2 of this book.

Independent Challenge 1

Data Filename: ***PPT 2-3.pptx***
Solution Filename: ***PPT 2-Arts.pptx***

Students start out with a data file and modify it by adding specific text to the Commitment to Excellence slide. Make sure students have applied the Ion theme and have applied the Trapezoid List SmartArt graphic to the text on Slide 5 along with the Polished SmartArt Style. The figure below shows Slide 5 from the solution presentation provided.

Independent Challenge 2

Data Filename: ***PPT 2-4.pptx***
Solution Filename: ***PPT 2-Broker.pptx***

Students start out with a data file and modify it by aligning shapes on slide 3, as detailed in Steps c and d. Verify that students have applied the Facet theme to the presentation. Students should format the shapes on Slide 3 using the instructions in Steps e, f, and g, including merging 2 shapes together. Make sure that students have inserted footer information and have spell-checked the document. The figure below shows Slide 4 from the solution presentation provided (Figure 2-21 in the book).

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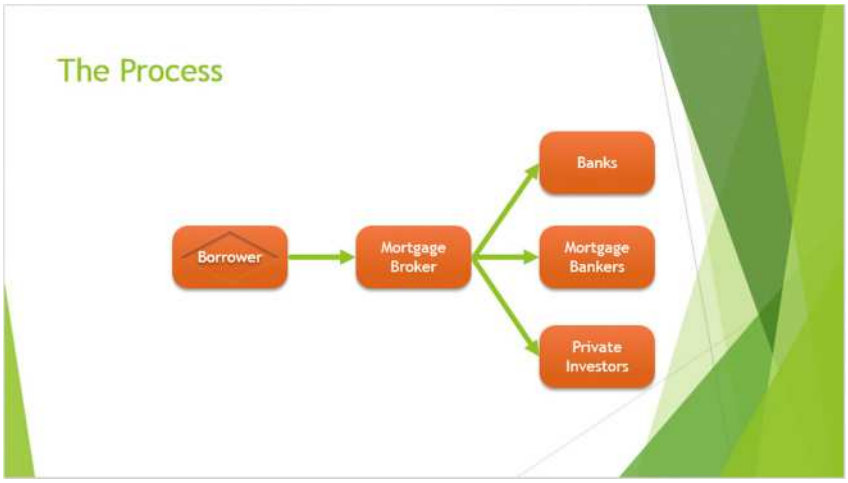
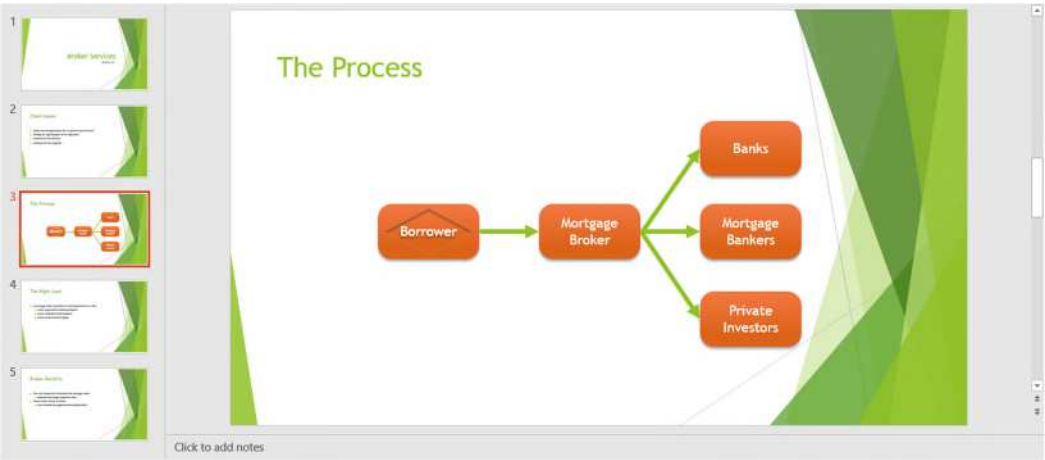


Independent Challenge 3

Data Filename: ***Create new***
Solution Filename: ***PPT 2-Southern.pptx***

In this Independent Challenge, students are asked to start a new project. They are given a specific theme (Wood Type) and a specific title and subtitle, detailed in Step b. Next, students are asked to add five more slides and are given titles only. They must supply their own text based on the subject matter presented in the introduction. Verify that on at least one slide, students have converted text to a SmartArt graphic and have applied the Inset Effect SmartArt Style. Also, verify that students have created and merged 2 two shapes together. The figure below shows a slide from the solution presentation provided.



Independent Challenge 4: Explore

Data Filename: ***PPT 2-5.pptx***
Solution Filename: ***PPT 2-Basset.pptx***

In this Independent Challenge, students are given a data file and asked to modify it by adding a new slide with the information outlined in Step b. Make sure students have applied the Retrospect theme and have carried out the text formatting outlined in Steps d, e, and f. Finally,

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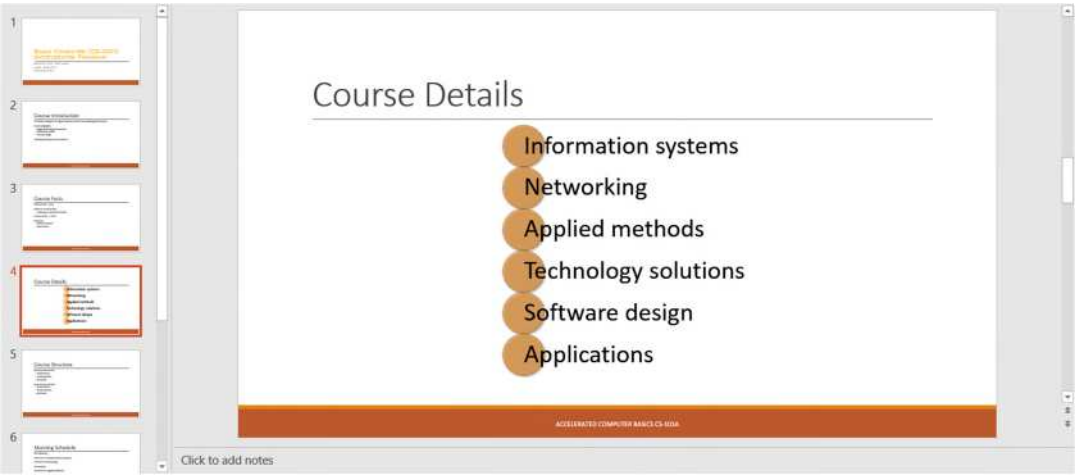
on Slide 4, students are asked to change the text to a SmartArt graphic and apply a SmartArt Style of their choice. The figure below shows a slide from the solution presentation provided.



Visual Workshop

Data Filename: ***Create new***
Solution Filename: ***PPT 2-Nebraska Trade.pptx***

The student presentation should look like figures below (Figures 2-22 and 2-23 in the book). The SmartArt graphic layout is the Diverging Radial layout (Cycle group) with the (3D) Inset SmartArt Style applied to it. The notes and handouts should include the student's name in the footer.

Top 5 Export Markets
Malaysia
South Korea
Mexico
United States
Australia
Thailand
Click to add notes

PowerPoint Module 2: Modifying a Presentation

A Guide to this Instructor's Manual:
We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same heading in **blue** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources CD also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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Module Objectives

After completing this module, you will be able to:

- Enter text in Outline view
- Format text
- Convert text to SmartArt
- Insert and modify shapes
- Rearrange and merge shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide footers

PowerPoint 26: Enter Text in Outline View

LEARNING OUTCOMES

- Enter text in Outline view
- Create a new slide

LECTURE NOTES

- Demonstrate how to type in the Outline view.

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- Explain that typing in the Outline view is useful if you are eager to enter text in a presentation because you can enter the text and worry about the format and design later.
- Demonstrate how to create a new slide and how to indent in the Outline view to create bullets.
- Also show how easy it is to reorder the slides by dragging the slide icon up or down.

TEACHER TIP
Students may need help when setting indents for bulleted lists. Make sure each student is comfortable with promoting and demoting bullets in the Outline view using [Tab] and [Shift][Tab].

CLASSROOM ACTIVITIES

1. Lab Activity: Assign students the task of creating five new slides in Outline view. Each new slide should have one bullet. (Students can type days of the week, colors, course names, family names, etc. to create text on each slide.) Ask students to rearrange the order of slides by dragging the slide icon in the Outline view up or down.

2. Class Discussion: Discuss Outline view. When do students think they would use Outline view? Explain that typing in the Outline view is useful for entering text quickly. Demonstrate how to insert an outline from Word into PowerPoint. Discuss the benefits and disadvantages of entering text using Outline view vs. inserting an outline created in Word.

PowerPoint 28: Format Text

LEARNING OUTCOMES

- Modify text characteristics

LECTURE NOTES

- Focus on the importance of formatting text to emphasize a message.
- Demonstrate how to select text and then choose options in the group on the HOME tab.
- Explain that the Mini toolbar provides quick access to some of the most common formatting options on the Ribbon.
- Review the difference between selecting a text box and selecting text inside a text box.
- List ways to distinguish text boxes from each other by changing the font color, adding a shadow, or changing the case.

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TEACHER TIP
The 'Replacing text and fonts' box on page PowerPoint 29 discusses how to replace text and fonts. Review different fonts with students to show how different a page can look depending on the font. Which fonts seem more formal? Which seem more casual? Which seem more artistic? Discuss when different types of fonts should be used and remind students not to overdue the use of too many fonts on a slide or in a presentation as overuse of fonts can be distracting.

CLASSROOM ACTIVITIES

1. Lab Activity: Create a slide with text on it, and then select the text. Use the Mini toolbar to change the font, font size, font color, alignment, and any other options you wish. Format a second line of type using the same settings but this time use the corresponding buttons on the HOME tab of the Ribbon. Add a fill color and fill border to the text box using buttons on the FORMAT tab. Write a brief paragraph explaining when you might use the Mini toolbar and when you might use the HOME tab to format text. Also discuss why you think the commands for formatting the text box aren't on the Mini toolbar.

2. Critical Thinking: Imagine if PowerPoint had a Mini toolbar for formatting text boxes (not the text inside the box, just the box itself). If you were a software designer, what features would you add to a Mini toolbar for manipulating text boxes? (Answers may include things such as 1) copy and paste the text box; 2) move the text box; 3) resize the text box; 4) rotate the text box; and so on.)

PowerPoint 30: Convert Text to SmartArt

LEARNING OUTCOMES

- Create a SmartArt graphic
- Modify the SmartArt design

LECTURE NOTES

- Define a SmartArt graphic as a professional-quality diagram that visually illustrates text.
- Explain that SmartArt is used when you want dynamic results that you cannot get with formatting alone.
- Describe the eight categories of SmartArt graphics by clicking a text placeholder, clicking the Convert to SmartArt button.
- Demonstrate how you can convert existing text to SmartArt or start a new SmartArt graphic from scratch.
- Explain to students that they can radically change how the SmartArt graphic looks by applying a SmartArt Style. A SmartArt Style is a preset combination of simple and 3-D formatting options that follows the presentation theme.

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TEACHER TIP
Students will love SmartArt and be tempted to apply it to text, but they may overlook the need to apply SmartArt to the appropriate types of text. For example, remind students while looking at the SmartArt categories that if they want to choose, say, the Basic Timeline style, the text that they are applying that style to should involve some sort of timeline. Otherwise, the resulting SmartArt graphic will not make sense.

CLASSROOM ACTIVITIES

1. Work with SmartArt: Choose a SmartArt graphic with room for four text entries. Click a blank text placeholder, click Convert to SmartArt click a category, then choose a style, read its description, then click OK. Enter appropriate text in the text placeholders of the SmartArt graphic that would make sense. (For example, if a student chooses a process-oriented SmartArt graphic, he/she could type: 1) Sort clothes, 2) Put clothes in washing machine, 3) Add laundry soap, 4) Press Start button on washer.)

2. Quick Quiz
    1. When you want to enter text in a SmartArt graphic, you can enter it in the graphic or in the _____. (Answer: Text pane)
    2. Click the Convert button in the _____ group, then click Convert to Text to revert the SmartArt graphic to a standard text object. (Answer: Reset)
    3. A SmartArt _____is a preset combination of simple and 3-D formatting options that follows the presentation theme. (Answer: Style)

PowerPoint 32: Insert and Modify Shapes

LEARNING OUTCOMES

- Create a shape
- Modify a shape's style

LECTURE NOTES

- Show students that they can create simple shapes using the Shapes button in the Drawing group.
- Shapes can be simple or complex by creating multiple shapes and arranging them as necessary.
- Demonstrate how you can modify shapes using the Shape Styles group on the DRAWING TOOLS FORMAT tab.
- Define a Quick Style as a set of formatting options, including line style, fill color, and effects that you can apply to a shape.
- Refer to FIGURE 2-7 when pointing out the rotate handle and refer to FIGURE 2-8 when pointing out the adjustment handle.
- Demonstrate the ways that you can edit a shape by rotating it, changing its size, or reshaping it using its adjustment handle. Point out the yellow adjustment handle and the green rotate handle on a selected shape.

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TEACHER TIP
Demonstrate the effect of using [Shift] as follows:
- Show students that by pressing [Shift] while dragging the Oval or Rectangle tool, they can create a perfect circle or a perfect square, respectively.
- Show students that by pressing [Shift] while dragging a shape, they can drag along the same vertical or horizontal axis in order to ensure proper placement.
- Show students that by pressing [Shift][Ctrl] while dragging a shape, they can copy it as well as drag it along the same vertical or horizontal axis in order to duplicate the object on the same axis.

CLASSROOM ACTIVITIES

1. Lab Activity: Create shapes using objects from the Shapes gallery in the Drawing group on the HOME tab. Practice applying Quick Styles to shapes. Your completed project should have five shapes, each formatted differently. Beneath each shape, describe how this shape or object could be used along with text in a PowerPoint presentation. For example, a callout shape could be used to show what someone is thinking. To create your descriptions of each shape, click the INSERT tab on the Ribbon, then click the Text Box button in the Text group to make text boxes on the slide.

2. Classroom Activity: Ask students to create a large circle on a slide. Next, have them add different colored shapes inside the circle that represent the different areas of their life (such as family, friends, soccer, etc.). Ask them to make each shape a different color and to place text inside the shape indicating what it represents. Ask them to add as many shapes as they like (the more the better), resizing them as necessary to get them all to fit. Have students work with a partner to critique their shape creations in terms of visually getting across their message. What does the shape say to the viewer? Is the message clear? What could they do to improve the shapes creation?

PowerPoint 34: Rearrange and Merge Shapes

LEARNING OUTCOMES:
- Reorder shapes
- Combine shapes together

LECTURE NOTES
- Explain to students that every object on a slide is placed on the slide in the order it was created. This means that objects can be moved up or down in the stacking order.
- Demonstrate how to open and use the Selection pane to change the stacking order of objects on a slide.
- Explain to students that they can merge shapes to create a variety of unique geometric shapes that are not available in the Shapes gallery.

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TEACHER TIP
Remind students that every object, word, link on their slides must support the message of the slide and the presentation. Caution students about cluttering their slides with too many unique shapes. Point out that they should not create unique objects just because they can but rather when a unique object will enhance and support the message of the presentation. Explain that sometimes such artwork can be distracting to the viewer and take away from the message of the presentation.

CLASSROOM ACTIVITIES

1. Class discussion: Demonstrate how to open the Selection pane. Discuss the different features of the Selection pane, including the ability to hide and unhide selected objects, change the order of the objects, the difference between the various layering objects such as Bring Forward and Bring to Front, and how to drag an object to change the stacking order.

2. Lab Activity: Invite students to create a variety of shapes on one slide. Have them practice moving the shapes around the slide, placing them on top of one another, then using the Selection pane to reorder the shapes. How do their images change? When would they use this feature? Why is it helpful to be able to rearrange the order of objects? Then have students practice merging two of shapes and experimenting with the various merge options. How does the merge shape differ depending on which shape is selected? How do the different merge shape options affect the merged object?

PowerPoint 36: Edit and Duplicate Shapes

LEARNING OUTCOMES

- Modify shape size and design
- Duplicate shapes

LECTURE NOTES

- Show students how you can duplicate a shape by first copying it and then pasting it.
- Demonstrate also how to duplicate a shape by pressing [Ctrl] while dragging it.
- Demonstrate how to use gridlines to help align objects on the slide.
- Discuss the snap-to-grid feature and why it is helpful, then demonstrate how to temporarily turn this feature off by pressing and hold [Alt} while dragging an object.

TEACHER TIP
Help keep gridlines and ruler guides straight for students by showing them the trick of right-clicking a slide, then clicking Grid and Guides to open the Grid and Guides dialog box. Point out to students that using the settings in this dialog box, they can choose to snap items to the gridlines or not, they can change the spacing of the grid settings, they can display drawings on the screen, and they display smart guides when shapes are aligned. Point out that the changes in settings can be saved as the default.

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CLASSROOM ACTIVITIES

1. Class Discussion: Demonstrate how to toggle these features on and off by checking the check box next to each feature in the Show group on the VIEW tab: Ruler, Gridlines, and Guides. Discuss the purpose of each of these features. Ask students when they might use each of these features and when they might want to toggle them off.

2. Lab Activity: Have students check the settings in the Grid and Guides dialog box to be sure snap to gridlines option is active. Then, have students create a shape and then duplicate it by using Copy and Paste or by [Ctrl]-dragging the shape. Next, create a different shape. Format the three shapes with three different colors. Have students practice placing the objects on their slides using the ruler and the gridlines. Have them turn off the snap to gridlines feature. How does that change their ability to place the object? When would using the snap to gridline feature be useful? When would it create problems?

PowerPoint 38: Align and Group Objects

LEARNING OUTCOMES

- Move shapes using guides
- Align and group shapes

LECTURE NOTES

- Teach students the importance of aligning, distributing, and grouping objects in order to ensure professional looking slides.
- Define aligning objects as lining up objects by their tops, bottoms, centers, or left or right sides.
- Define distributing objects as inserting an equal amount of space between them vertically or horizontally, relative to each other or to the slide.
- Point out the Align command on the Arrange group.
- Demonstrate how to group two or more objects, and explain how grouping objects secures the alignment and distribution applied to objects.

TEACHER TIP
Create three objects on a slide. Demonstrate how to align the objects vertically and horizontally, then demonstrate how to distribute the objects, both relative to each other and relative to the slide edge. Be sure students under the difference between aligning and distributing objects.

CLASSROOM ACTIVITIES

1. Critical Thinking: There are two ways to distribute objects in PowerPoint: relative to each other and relative to the slide edge. Ask students to think through when they would use each method of distributing objects. If they were working for Microsoft developing the PowerPoint software, what would be a third way that they would invent for distributing objects?

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2. Lab Activity: Ask students to start out with a blank slide and create a dart board. They can start out using the Oval tool. Tell students that their dartboards should include at least five circles, each with a different fill color assigned to it. Circles should be perfectly aligned by their center points, and they should be stacked from smallest to largest. Then have students create one dart object below the dart board. Have students duplicate the dart object at least two times, then have them align and distribute the dart objects along the bottom of the slide.

PowerPoint 40: Add Slide Footers

LEARNING OUTCOMES

- Add footer text to slides

LECTURE NOTES

- Show students what headers and footers are and give examples of each, including page numbers, dates, company names, names of presentations, and so on.
- Point out that on slides you can only add footers.
- Demonstrate how to include a header and/or footer using the Header and Footer dialog box.
- Explain that you can also create headers and footers for notes and handouts. These headers and footers are visible when you print notes pages, handouts, and the outline.

TEACHER TIP
Spend time discussing the Header and Footer dialog box shown in FIGURE 2-15. Point out the options on each tab, especially the Don't show on title slide check box. Discuss when they might want to include each option, such as the date and time, the slide number, or having the date update automatically.

CLASSROOM ACTIVITIES

1. Lab Activity: Create a short presentation of at least four slides using the skills you have learned so far in this module. Your presentation should include text, at least one SmartArt graphic, and several shapes that are aligned and distributed. Create a footer on each slide called "My First Presentation." Also, include your name and the date in the footer. Do not have the date update automatically.

2. Critical Thinking: In the Header and Footer dialog box, you can have a date that updates each time the presentation is opened or you can choose a fixed date. What are some examples of when you would need to use both types of dates in a presentation?

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End of Module Material

- Concepts Review – Includes screen identification, multiple choice, and matching questions.
- Skills Review – Provides additional hands-on exercises that mirror the progressive style of the lesson material.
- Independent Challenges 1, 2, and 3 – Case projects that require critical thinking and application of the modules kills. The Independent Challenges increase in difficulty, with the first being the easiest (with the most step-by-step detailed instructions). Independent Challenges 2 and 3 become increasingly more open ended.
- Independent Challenge 4: Explore – Using a real world focus to apply the module skills, students create documents that will benefit their everyday lives.
- Visual Workshop – A practical, self-graded capstone project that requires independent problem solving.

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Name:_____ Class:_____ Date:_____

Productivity App: Productivity Apps for School and Work

1. OneNote will not function at all without an Internet connection.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: PA-2
Syncing a Notebook to the Cloud
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:21 PM
DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Converting Handwriting to Text
PA-3
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:26 PM
DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: PA-4
Recording a Lecture
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:27 PM
DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Sway
PA-6

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Productivity App: Productivity Apps for School and Work

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:35 PM
DATE MODIFIED: 4/26/2016 7:38 PM

5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:38 PM
DATE MODIFIED: 4/26/2016 7:46 PM

6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:46 PM
DATE MODIFIED: 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Introduction to Office
PA-10
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:48 PM
DATE MODIFIED: 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:50 PM
DATE MODIFIED: 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:51 PM
DATE MODIFIED: 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:52 PM
DATE MODIFIED: 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: True / False
HAS VARIABLES: False

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12. Microsoft Edge will allow users to save webpages, but they cannot be written on.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:56 PM
DATE MODIFIED: 4/26/2016 7:57 PM

13. Each OneNote notebook is divided into sections, also called Section Tabs. _____

ANSWER: True
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:57 PM
DATE MODIFIED: 4/26/2016 7:59 PM

14. It is possible, through OneNote, to draw directly on the screen using drawing tools. _____

ANSWER: True
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 7:59 PM
DATE MODIFIED: 4/26/2016 7:59 PM

15. OneNote only allows one type of project to be stored at a time. _____

ANSWER: False -
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:01 PM
DATE MODIFIED: 4/26/2016 8:03 PM

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16. A Sway site can be shared on Microsoft-approved devices only. _____

ANSWER: False -
POINTS: 1
REFERENCES: PA-6
Introduction to Sway
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:03 PM
DATE MODIFIED: 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. _____

ANSWER: False -
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:05 PM
DATE MODIFIED: 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. _____

ANSWER: True
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:07 PM
DATE MODIFIED: 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. _____

ANSWER: True
POINTS: 1
REFERENCES: Adding Office Mix to PowerPoint
PA-10
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:08 PM
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20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _____

ANSWER: False -

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POINTS: 1
REFERENCES: PA-10
Adding Office Mix to PowerPoint
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:10 PM
DATE MODIFIED: 4/26/2016 8:11 PM

21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation. _____

ANSWER: True
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:12 PM
DATE MODIFIED: 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. _____
ANSWER: False -
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:13 PM
DATE MODIFIED: 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. _____
ANSWER: True
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:15 PM
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24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. _____

ANSWER: True
POINTS: 1

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REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:16 PM
DATE MODIFIED: 4/26/2016 8:17 PM

25. Microsoft OneNote is a _____ app for your academic and professional life.
    a. spreadsheet
    b. notetaking
    c. database
    d. gaming

ANSWER: b
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:17 PM
DATE MODIFIED: 4/26/2016 8:23 PM

26. OneNote is divided into sections similar to that of a
    a. spiral notebook.
    b. map
    c. compass
    d. desktop

ANSWER: a
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:56 PM
DATE MODIFIED: 4/26/2016 8:58 PM

27. The Microsoft OneNote mobile app
    a. was subcontracted for Microsoft by Google.
    b. runs a full version of OneNote 2016.
    c. is a lightweight version of OneNote 2016.
    d. syncs with all Apple products.

ANSWER: c
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud

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PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:59 PM
DATE MODIFIED: 4/26/2016 9:01 PM

28. OneNote creates a Drawing Canvas, which is
    a. a container for shapes and lines.
    b. a personal assistant.
    c. a storyline for interactive video content
    d. .a teleprompter.

ANSWER: a
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud
PA-2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:07 PM
DATE MODIFIED: 4/27/2016 3:14 PM

29. Microsoft Sway utilizes Responsive Design, which means
    a. the software responds to hackers and other threats responsively.
    b. what you create becomes the exclusive property of Microsoft.
    c. your content only works with Microsoft-approved products.
    d. your content adapts perfectly to any screen size.

ANSWER: d
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:14 PM
DATE MODIFIED: 4/27/2016 3:16 PM

30. In Sway, each storyline can include
    a. text, images, and videos.
    b. databases, word-processor documents, and spreadsheets.
    c. games, productivity apps, and home-office applications.
    d. other Sways.

ANSWER: a
POINTS: 1
REFERENCES: Creating a Sway presentation
PA-6

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:16 PM
DATE MODIFIED: 4/27/2016 3:20 PM

31. To add content to Sway from search results, you
    a. purchase varying data plans from Microsoft.
    b. left-click on the content once.
    c. drag the content right into Sway.
    d. press ALT-F4.

ANSWER: c
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:20 PM
DATE MODIFIED: 4/27/2016 3:23 PM

32. To share a presentation through Office Mix,
    a. users hold up their devices so that others can look at it.
    b. Presentations cannot be shared through Office Mix.
    c. a data projector is required.
    d. a link is shared with friends and colleagues.

ANSWER: d
POINTS: 1
REFERENCES: Sharing an office Mix Presentation
PA-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:23 PM
DATE MODIFIED: 4/27/2016 3:24 PM

33. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.
    a. digital assistant
    b. TelePrompTer
    c. calculator
    d. spreadsheet

ANSWER: a
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:25 PM
DATE MODIFIED: 4/27/2016 3:26 PM

34. In a Screen Recording, Office Mix
    a. often crashes any computer running it.
    b. offers helpful suggestions to search queries.
    c. filters out any spam that may distract a user from a presentation.
    d. captures everything that happens in a selected part of the screen, to be added to a presentation.

ANSWER: d
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 3:27 PM
DATE MODIFIED: 4/27/2016 3:28 PM

35. To share an Office Mix presentation,
    a. let a friend or colleage take a picture of it.
    b. upload it to your personal Office Mix dashboard.
    c. send the device via snail mail to whomever you want to present it to.
    d. sharing Office Mix presentations is currently unavailable.

ANSWER: b
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:25 PM
DATE MODIFIED: 4/27/2016 5:25 PM

36. Microsoft Edge
    a. has been discontinued in favor of an enhanced version of Internet Explorer.
    b. is a cutting-edge word processing program.
    c. is the default web browser for Windows 10, designed to replace Internet Explorer.
    d. allows users to make high quality presentations to friends or colleagues.

ANSWER: c
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Multiple Choice

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37. Consider the Hub in Microsoft Edge as
    a. similar to using Office Mix.
    b. a complete replacement for Microsoft Office.
    c. a nuisance, to be ignored at all costs.
    d. one-stop access to all the things you collect on the Web.

ANSWER: d
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:28 PM
DATE MODIFIED: 4/27/2016 5:29 PM

38. When Cortana is on in Microsoft Edge, it acts as a(n)
    a. personal assistant.
    b. template to draw on a web page with.
    c. array of tools to make quality presentations.
    d. place to store text, images, and videos.

ANSWER: a
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:30 PM
DATE MODIFIED: 4/27/2016 5:39 PM

39. Microsoft OneNote replaces physical _____, _____, and _____ with a searchable, digital notebook.
    a. notebooks
    b. binders
    c. paper notes
    d. computers

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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40. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
    a. stay organized
    b. share notes
    c. work with others on projects
    d. let others do your work for you.

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:43 PM
DATE MODIFIED: 4/27/2016 5:44 PM

41. Each OneNote notebook contains _____, _____, and _____.
    a. sections
    b. pages
    c. other notebooks
    d. complete apps

ANSWER: a, b, c
POINTS: 1
REFERENCES: Creating a OneNote Notebook
PA-2
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:45 PM
DATE MODIFIED: 4/27/2016 5:45 PM

42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
    a. text
    b. images
    c. videos
    d. social media

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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43. With Sway, you can (select all that apply)
    a. Drag content from the search results right into the Storyline.
    b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
    c. have your computer make Sways for you automatically.
    d. legally use copyrighted material free of charge.

ANSWER: a, b
POINTS: 1
REFERENCES: Adding Content to Build a Story
PA-7
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:48 PM
DATE MODIFIED: 4/27/2016 5:50 PM

44. In sharing a Sway site, you can (select all that apply)
    a. share a Sway with only yourself
    b. post the Sway on Docs.com.
    c. send friends a link to the Sway site
    d. share a Sway site by way of social media, such as Facebook and Twitter.

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Sharing a Sway
PA-8
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:50 PM
DATE MODIFIED: 4/27/2016 5:52 PM

45. Using Office Mix, you can (select all that apply)
    a. record yourself on video.
    b. capture still and moving images on your desktop.
    c. insert interactive elements sucha as quizzes and live webpages directly into PowerPoint slides.
    d. post presentations to OneDrive, but only one viewer at a time can watch them.

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Multiple Response
HAS VARIABLES: False

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46. Office Mix can support which types of user-created quizzes? (select all that apply)
    a. short answer
    b. true/false
    c. multiple choice
    d. multiple response

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:54 PM
DATE MODIFIED: 4/27/2016 5:56 PM

47. Office Mix will run on which types of operating systems/devices? (select all that apply)
    a. PCs
    b. Macs
    c. iOS devices
    d. Android devices

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:56 PM
DATE MODIFIED: 4/27/2016 5:58 PM

48. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)
    a. write on webpages
    b. read webpages without advertisements and other distractions
    c. search for information using a virtual personal assistant
    d. work seamlessly in real time with colleagues worldwide

ANSWER: a, b, c
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
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49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)
    a. defining words
    b. finding the weather
    c. suggesting coupons for shopping
    d. updating stock market information

ANSWER: a, b, c, d
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:00 PM
DATE MODIFIED: 4/27/2016 6:01 PM

50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)
    a. insert typed notes
    b. draw on the page with only a fingertip
    c. copy a screen image
    d. draw on the screen, but not save the page or the drawing

ANSWER: a, b, c
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:05 PM
DATE MODIFIED: 4/27/2016 6:08 PM

51. OneNote is _____.

ANSWER: A note-taking app for your academic and professional life.
POINTS: 1
REFERENCES: Introduction to OneNote 2016
PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:08 PM
DATE MODIFIED: 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at _____.

ANSWER: www.cengagebrain.com.
POINTS: 1
REFERENCES: Creating a OneNote Notebook

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PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:10 PM
DATE MODIFIED: 4/27/2016 6:11 PM

53. Beyond simple typed notes, OneNote _____.
ANSWER: stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.
POINTS: 1
REFERENCES: Taking Notes
PA-3
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:12 PM
DATE MODIFIED: 4/27/2016 6:14 PM

54. If a notebook contains sensitive material, you can _____.
ANSWER: password-protect some or all of the notebook so that only certain people can open it.
POINTS: 1
REFERENCES: Recording a Lecture
PA-4
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:14 PM
DATE MODIFIED: 4/27/2016 6:17 PM

55. When you draw on a page, OneNote creates a_____.
ANSWER: drawing canvas, which is a container for shapes and lines.
POINTS: 1
REFERENCES: Taking Notes
PA-3
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:17 PM
DATE MODIFIED: 4/27/2016 6:18 PM

56. OneNote saves your notes _____.
ANSWER: every time you make a change in a notebook.
POINTS: 1
REFERENCES: Syncing a Notebook to the Cloud
PA-2
QUESTION TYPE: Completion
HAS VARIABLES: False

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DATE MODIFIED: 4/27/2016 6:21 PM

57. A Sway site organizes text, images, and video into a _____.
ANSWER: responsive design, which means your content adapts perfectly to any screen size.
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:22 PM
DATE MODIFIED: 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or
ANSWER: card
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:23 PM
DATE MODIFIED: 4/27/2016 6:24 PM

59. To add pictures, videos, or documents in a Sway, select a card in the left pane and _____.
ANSWER: select the Insert Content button.
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:24 PM
DATE MODIFIED: 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including _____.
ANSWER: color palettes, font choices, animation emphasis effects, and style templates.
POINTS: 1
REFERENCES: Designing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
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61. Use the _____ button to display your finished Sway presentation as a website.

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ANSWER: Play
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:27 PM
DATE MODIFIED: 4/27/2016 6:28 PM

62. As the author, you can edit a published Sway site by clicking the_____.
ANSWER: Edit button
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:28 PM
DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a _____
ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:30 PM
DATE MODIFIED: 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix _____.
ANSWER: provides a link you can share with friends and colleagues.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:31 PM
DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is _____.
ANSWER: a short segment of audio, such as music, or video.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

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QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:33 PM
DATE MODIFIED: 4/27/2016 6:34 PM

66. Office Mix creates video clips in two ways: _____.
ANSWER: by recording live action on a webcam and by capturing screen images and movements.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:34 PM
DATE MODIFIED: 4/27/2016 6:36 PM

67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to _____.
ANSWER: add quizzes, live webpages, and apps.
POINTS: 1
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:38 PM
DATE MODIFIED: 4/27/2016 6:40 PM

68. When you complete your work with Office Mix, _____.
ANSWER: upload the presentation to your personal Office Mix dashboard.
POINTS: 1
REFERENCES: Sharing an Office Mix Presentation
PA-12
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:40 PM
DATE MODIFIED: 4/27/2016 6:41 PM

69. Microsoft Edge is _____.
ANSWER: the name of the new Web browser built into Windows 10.
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:41 PM
DATE MODIFIED: 4/27/2016 6:43 PM

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Productivity App: Productivity Apps for School and Work

70. Microsoft Edge allows you to _____.
ANSWER: search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.
POINTS: 1
REFERENCES: Introduction to Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:43 PM
DATE MODIFIED: 4/27/2016 6:44 PM

71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: _____.
ANSWER: to promote interaction with the web and share its contents with colleagues.
POINTS: 1
REFERENCES: Locating Information with Cortana
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:44 PM
DATE MODIFIED: 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which _____.
ANSWER: is available for most news and research sites, to eliminate distracting advertisements.
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:46 PM
DATE MODIFIED: 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as _____.
ANSWER: providing one-stop access to all the things you collect on the web.
POINTS: 1
REFERENCES: Browsing the Web with Microsoft Edge
PA-14
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:47 PM
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74. One of the most impressive Microsoft Edge features are the Web Note tools, _____.
ANSWER: which you use to write on a webpage or to highlight text.

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Productivity App: Productivity Apps for School and Work

POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:49 PM
DATE MODIFIED: 4/27/2016 6:50 PM

75. You can share inked pages with others using Microsoft Edge by _____.
ANSWER: using the Share Web Note button.
POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:50 PM
DATE MODIFIED: 4/27/2016 6:52 PM

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1

Your Name

Rapid City Center for the Arts

2020 SEASON PRESENTATION

RAPID CITY, SOUTH DAKOTA

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A Little History

- Center for the Arts Details:
  - Foundation established in 1928
    - Founded by Edgar Hayes
  - Facilities
    - 20th Century America Theater
      - Indoor main theater; seats 2000
    - Higley Outdoor Theater
      - Classic open-air performance theater; seats 1200

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2020 Season

- Spring Musical
  - "The Birch Files" (March & April)
- Summer Series
  - "The Parade" (July)
  - "The Hit List" (August)
  - "Roses are Blue" (September)
- Fall Musical
  - "Penny Serenade" (November)

In the Community

- Hosted 12 charity events
  - City parks district
  - Historical Center of South Dakota
  - Local school events
  - Veterans of Foreign Wars
  - Disabled veterans

Commitment to Excellence

5

Your Name

Basic Computer (CS-1001) Accelerated Program

BASSET CITY COLLEGE

JANE BURKETT

INSTRUCTOR

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Course Introduction

CS-101A is designed for upper division students and working professionals

Course highlights

- Applied technology and methods
- Information systems
- Software design

Teaching techniques and methods

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Course Facts

Prerequisites - none

40 hours of instruction

- 5 Saturdays: 3 in Oct and 2 in Nov

Course credit – 2 units

Fee Rates

- $220 non-student
- $160 student

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Course Details

- Information systems
- Networking
- Applied methods
- Technology solutions
- Software design
- Applications

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Course Structure

Unit structure in Oct:

- 20 min lecture
- 10 min exercises
- 40 min lab

Unit structure in Nov:

- 15 min lecture
- 15 min exercises
- 40 min lab

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Morning Schedule

8:00 Opening

8:10 Unit 1: Unix/Information Systems

9:20 Unit 2: Networking

10:30 Break

10:40 Unit 3: Applied Methods

11:50 Lunch

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Afternoon Schedule

12:35 Unit 4: Technology Solutions

1:45 Unit 5: Software Design

2:55 Break

3:05 Unit 6: Applications

4:30 End

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Course Testing/Grading

Testing

- Systems Quiz (100pts)
- Final Exam: Integrated project (400pts)

Grading

- Non-students: credit/no credit only
- CS majors required to pass with 75%+
- Grades posted by Dec 5

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Broker Services

J Barrett Inc.

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Client Issues

- Banks and mortgage banks don’t represent your interests
- Finding the right program at the right price
- Guaranteed loan delivery
- Hundreds of loan programs

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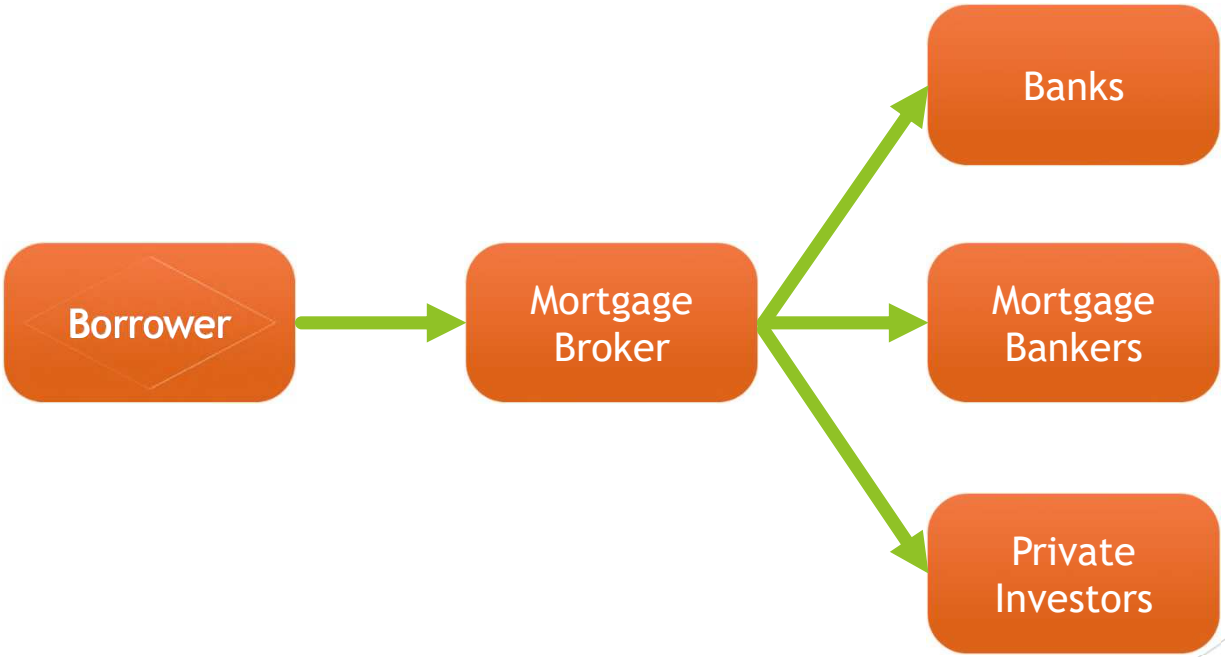
The Process


Borrower
Mortgage Broker
Banks
Mortgage Bankers
Private Investors

The Right Loan

- A mortgage broker specializes in matching borrower to loan
  - Access to government assistance programs
  - Access to hundreds of loan programs
  - Access to private investor groups

Broker Benefits

- Fees are competitive with banks and mortgage banks
  - Wholesale loan savings is passed to client
- Knows credit criteria of lender
  - Use of standard loan application for multiple lenders

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HJ3-450 Desalinization Inverter

Hillburn Technologies, Inc.

JJ Peterman

Product Development Manager

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Model HJ3-450

- Desalinization Specs
  - Minimum water flow required – 35 gpm
  - Bipolar electrodes to produce chlorine
  - Water temperature limits
  - Use at timed intervals
  - Automatically reverses cell electrode blades for cleaning
- Power Center
  - Built-in AC converter
    - Low-voltage DC current
  - Meets IECG requirements
  - Contains cell transformer, fuse, and connector
  - Works when main pump is running
  - Separate power supply

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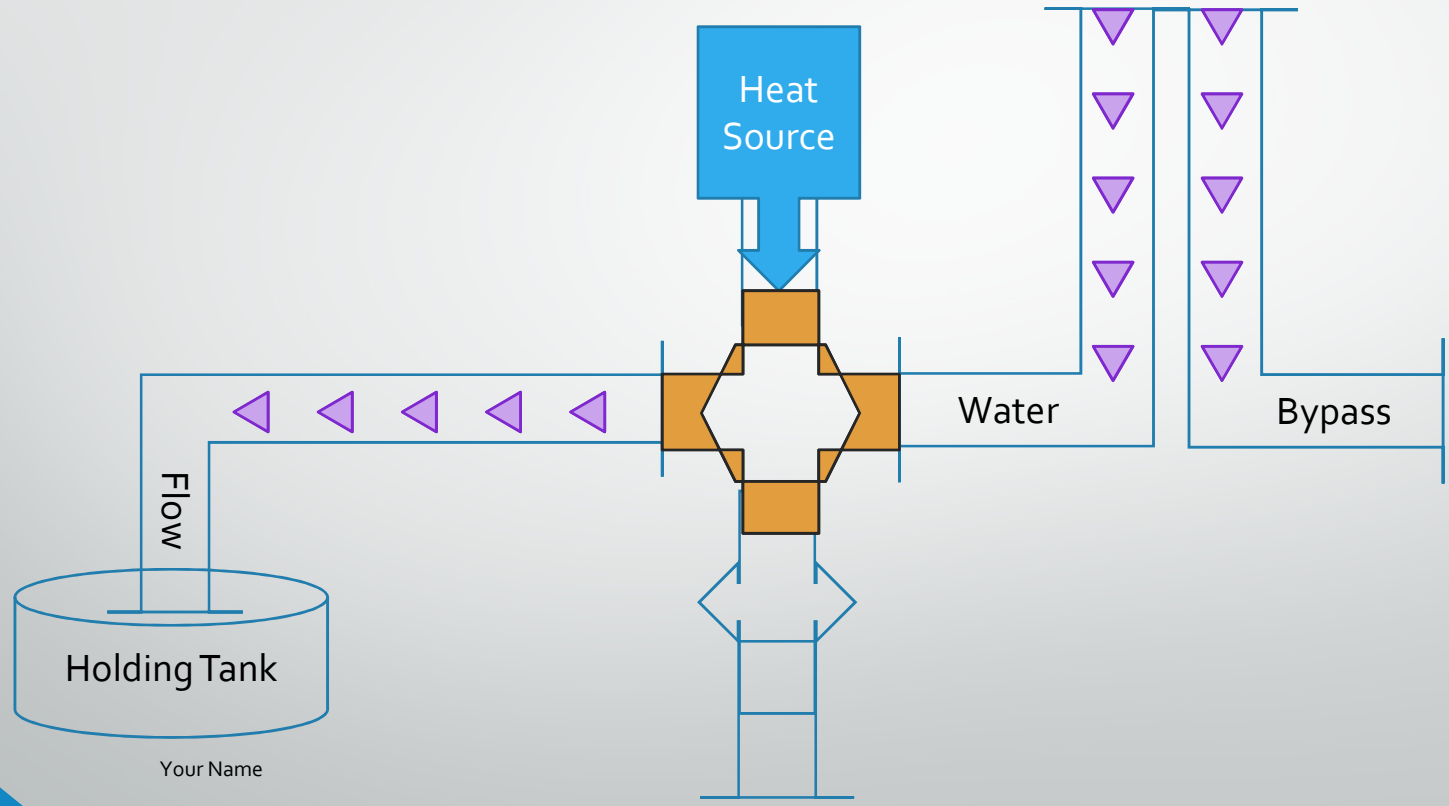
Heat Inverter Diagram



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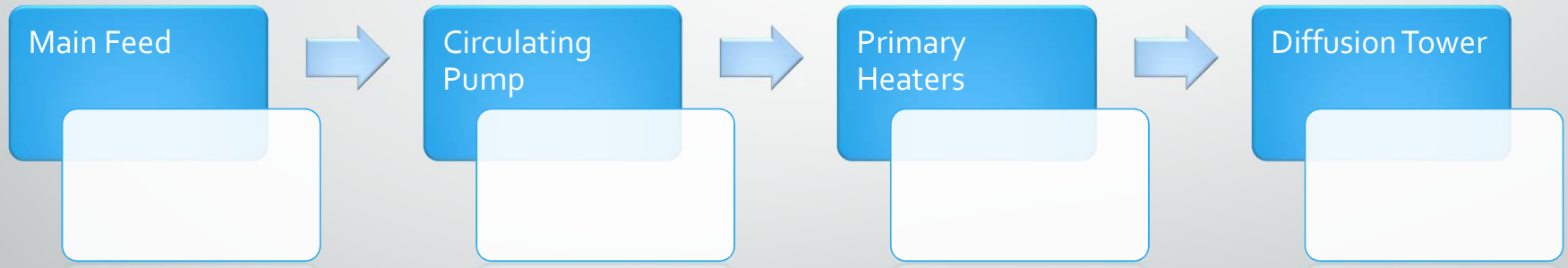
Diffusion Desalinization



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Nebraska Agriculture Trade Analysis

Special agricultural committee

Today's date

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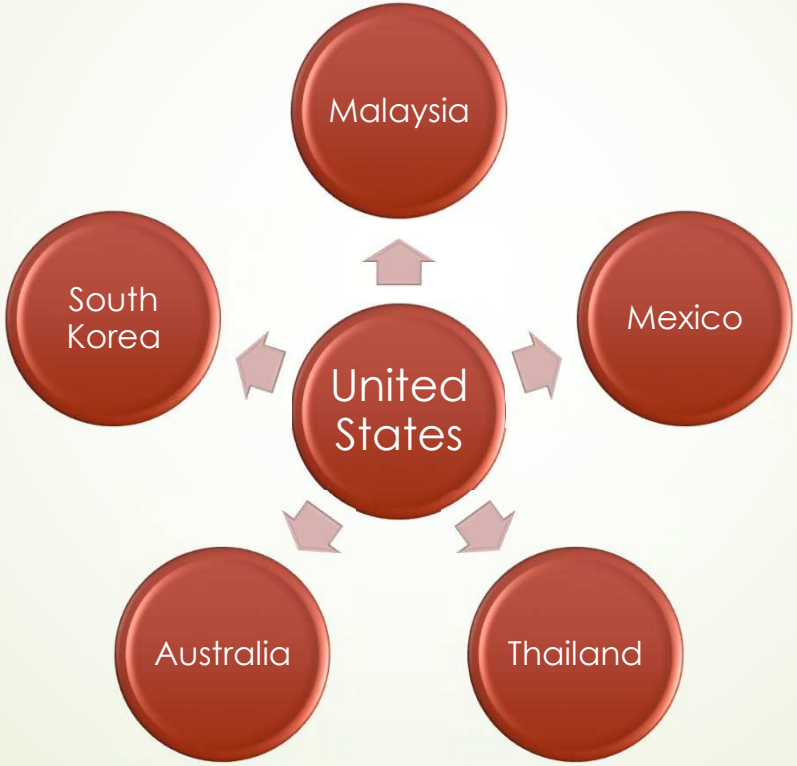
Basic Trade Facts

- Total agriculture exports surpassed $3.9 billion this year
  - 6.7% increase over last year
- Top agricultural exports
  - Soybeans and products – $1.5 billion
  - Feed grains - $340 million

Top 5 Export Markets



Community Development Projects Kenya Africa

Presented by

Reason2Go

Marketing Dept.

Your Name

Striving Toward a Sustainable Future

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Priority Projects

- Well water production
  - Water supply limited in quantity and quality
- Sustainable farming methods
- Reforestation methods
- Community health education

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Water: Developmental Essentials

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Water: The Strategic Commodity

- Economic efficiency
- Social fairness
- Sustainability
- Population demands

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Unique Travel Experience

- Adventurous travel destinations
  - Serve others in desperate need
  - Satisfaction of helping your fellow man

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A PLAN FOR GROWTH

Southern Whole Foods

1

Your Name

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TRENDS

- Demand has grown 200% in 5 years
- Sales up proportionately
- Profit pressures due to competition
- Need exponential growth

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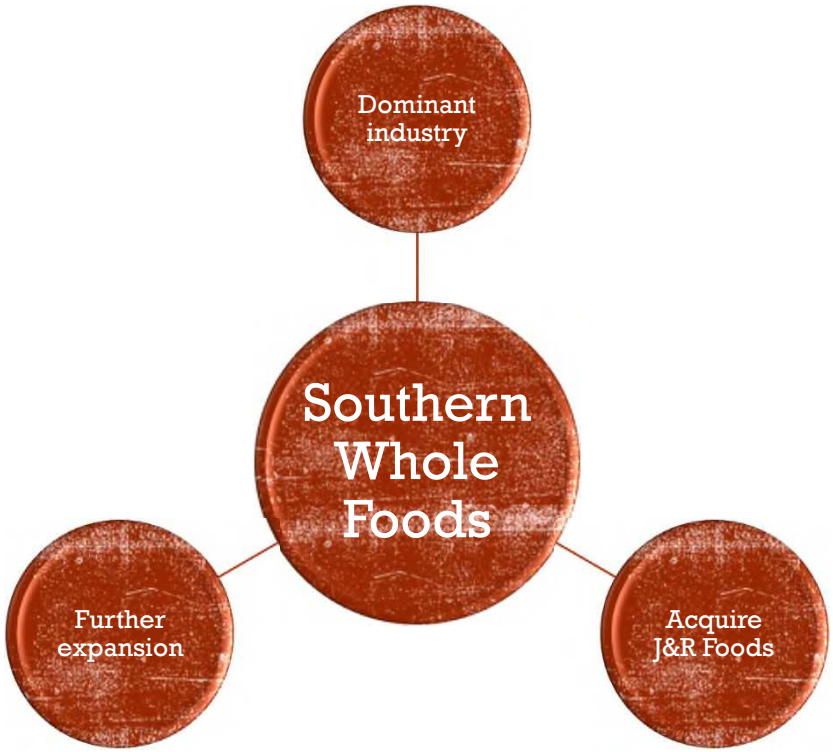
GROWTH



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FUNDING

- $21.6 million to acquire J&R Foods
  - Use 5% of our own capital funds
- A time-limited opportunity
  - Decision by the end of fiscal year

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HISTORY

- Founded by Janke Bristelmeyer
- Started 5 years ago
- Was a small produce market
- Growth every year
- Now a major natural foods distributor in Alabama

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MANAGEMENT TEAM

- Janke Bristelmeyer, President
- Neal Fleming, Senior Vice President
- Steve Bishop, Vice President, Marketing
- Maria Romero, Vice President, Sales
- William Oristrano, General Manager
- Patricia Wells, Purchasing

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