Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Test Bank

SKU: 9781305878525-TEST-BANK

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

Name:_____ Class:_____ Date:_____

PowerPoint 2016 - Module 2: Modifying a Presentation

1. In the Outline pane, a highlighted slide icon next to the slide number indicates that the slide is selected.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

2. It is impossible open a PowerPoint 97-2007 presentation in PowerPoint 2016.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.298 - Create a new slide
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	4/10/2016 8:18 PM

3. Pressing [Shift][Enter] while the cursor is in the text object creates a new slide with the same layout as the previous slide.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.298 - Create a new slide
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

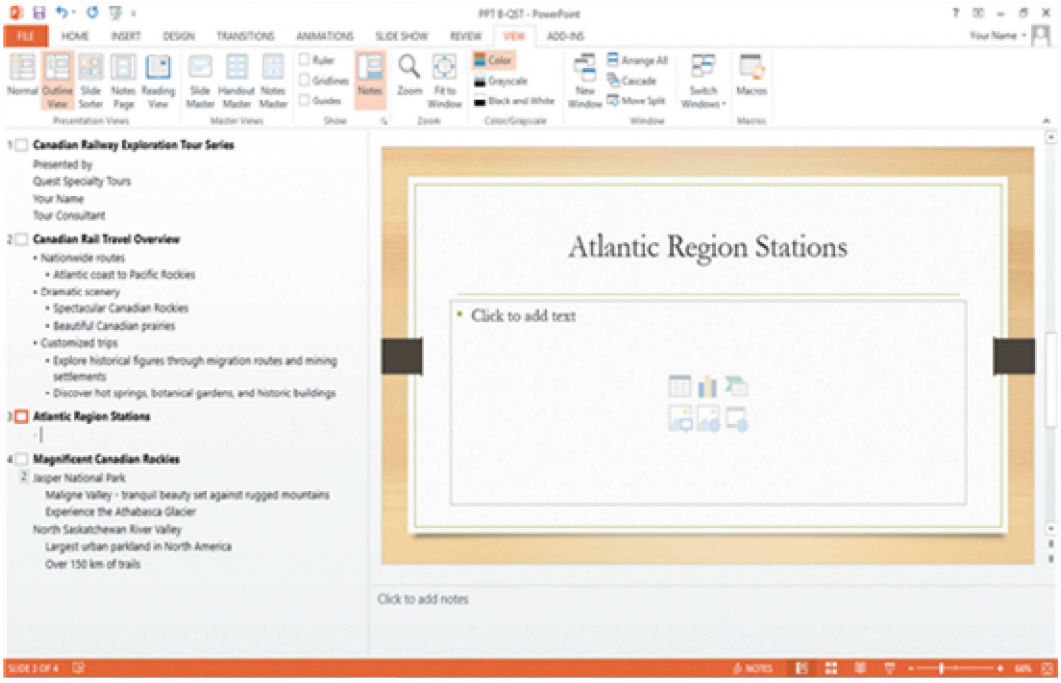
4. The Quick Access Toolbar contains basic text-formatting commands, such as bold and italic, and appears when you select text using the mouse.
   a. True
   b. False

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

PowerPoint 2016 - Module 2: Modifying a Presentation

ANSWER: False
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM



5. In the accompanying figure, slide 4 is selected in the slide pane.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
Enter Text in Outline View
PowerPoint 27
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: B1-26459
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

6. In the accompanying figure, slide 1 has 3 second-level bullets.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26 Enter Text in Outline View PowerPoint 27
QUESTION TYPE:	True / False
HAS VARIABLES:	False
PREFACE NAME:	B1-26459
LEARNING OBJECTIVES:	BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

7. In the accompanying figure, it is possible to convert the last bullet in slide 4 to become the 5th slide.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26: Enter Text in Outline View PowerPoint 27
QUESTION TYPE:	True / False
HAS VARIABLES:	False
PREFACE NAME:	B1-26459
LEARNING OBJECTIVES:	BESK.OFIN.16.298 - Create a new slide
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

8. In the accompanying figure, slide 3 has only 1 content placeholder.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26 Enter Text in Outline View PowerPoint 27
QUESTION TYPE:	True / False
HAS VARIABLES:	False
PREFACE NAME:	B1-26459

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

9. When you are working in Outline view, a new slide is created when you press [Shift][Tab].
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
Enter Text in Outline View
PowerPoint 27
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

10. There are nine basic categories of SmartArt graphics that illustrate text differently.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

11. In PowerPoint, it is possible to combine several shapes together to make a more complex figure.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
DATE CREATED: 2/26/2016 7:22 PM

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

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

12. Merging shapes, which combines multiple shapes together, provides you the potential to create a variety of unique geometric shapes that are not available in the Shapes gallery.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Rearrange and Merge Shapes
PowerPoint 34

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together

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

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

13. Design styles are organized into sections; the top group offers suggestions for the best match for the document, and the bottom group shows you all of the possible 3-D styles that are available. _____

ANSWER: False - SmartArt

POINTS: 1

REFERENCES: Convert Text to SmartArt
PowerPoint 30

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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

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

14. A SmartArt Theme is a preset combination of simple and 3-D formatting options that follows the presentation theme. _____

ANSWER: False - Style

POINTS: 1

REFERENCES: Convert Text to SmartArt
PowerPoint 30

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

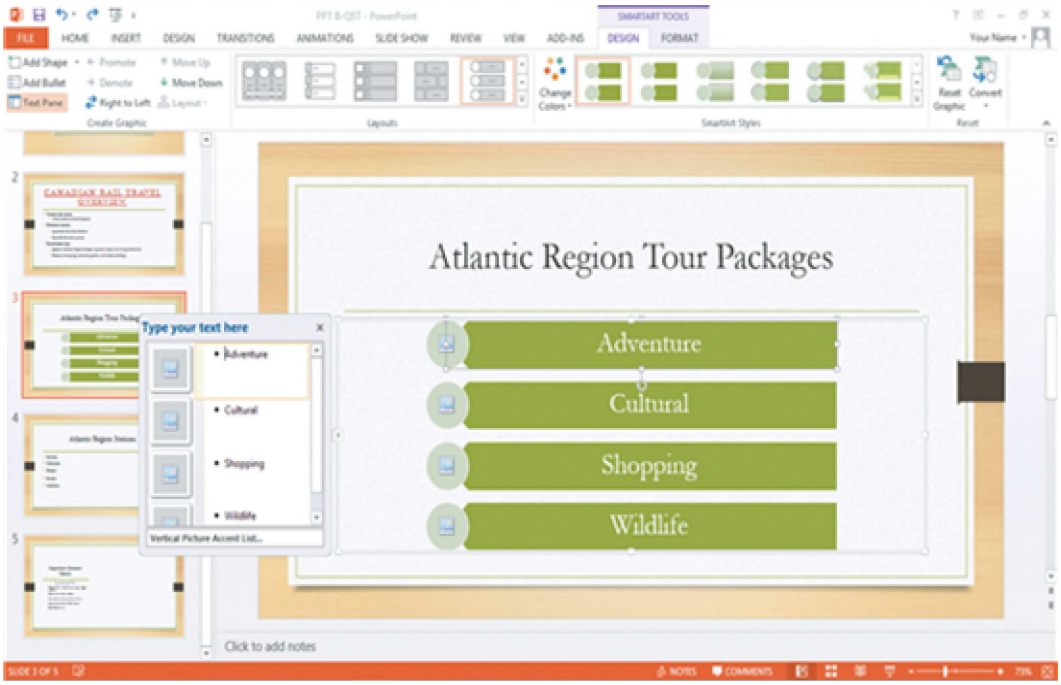
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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

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

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes



15. As seen in the accompanying figure, a SmartArt graphic consists of two parts: the SmartArt graphic itself and a(n) Text pane._____

ANSWER: True

POINTS: 1

REFERENCES: Convert Text to SmartArt
PowerPoint 31

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

PREFACE NAME: B5-14417

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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

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

16. The accompanying figure shows text converted into a(n) Clip Art graphic. _____

ANSWER: False - SmartArt

POINTS: 1

REFERENCES: Convert Text to SmartArt
PowerPoint 31

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

PREFACE NAME: B5-14417

LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic

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

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

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

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

_____

ANSWER:	True
POINTS:	1
REFERENCES:	Convert Text to SmartArt PowerPoint 31
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
PREFACE NAME:	B5-14417
LEARNING OBJECTIVES:	BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

18. As seen in the accompanying figure, when you insert a SmartArt graphic, a new SMARTART TOOLS DISPLAY tab opens on the Ribbon. _____

ANSWER:	False - DESIGN
POINTS:	1
REFERENCES:	Convert Text to SmartArt PowerPoint 31
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
PREFACE NAME:	B5-14417
LEARNING OBJECTIVES:	BESK.OFIN.16.302 - Modify the SmartArt design
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

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

_____

ANSWER:	False - Style
POINTS:	1
REFERENCES:	Insert and Modify Shapes PowerPoint 32
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.303 - Create a shape
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

20. If you press [Tab] as you drag to create a shape, the shape maintains even proportions. _____

ANSWER:	False - Shift
POINTS:	1
REFERENCES:	Insert and Modify Shapes PowerPoint 32
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

PowerPoint 2016 - Module 2: Modifying a Presentation

LEARNING OBJECTIVES: BESK.OFIN.16.303 - Create a shape
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

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

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

22. The Format Shape pane allows you to change the size of a shape, as well as the rotation, scale, and position of a shape on the slide. _____

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 35
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

23. Which key do you press to create a new bullet?
a. Tab b. Enter
c. Shift d. Insert

ANSWER: b
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

24. Other than the Slide pane, where can you enter slide text?
a. Slide view b. Notes pane
c. Slide Sorter view d. Outline view

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

ANSWER: d
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

25. The ____ toolbar is convenient to use for formatting text when the HOME tab is closed.
a. Quick Access b. Mini
c. Modify d. Office
ANSWER: b
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

26. The Font Color gallery includes Theme Colors and the ____ Colors.
a. Basic b. Complimentary
c. Primary d. Standard
ANSWER: d
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

27. To select an unselected text object, press [____], click the text object, and then release [____].
a. Tab b. Enter
c. F3 d. Shift
ANSWER: d
POINTS: 1
REFERENCES: Format Text
PowerPoint 28

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

28. As you move the pointer over font names in the font list, the text on the slide displays a ____ of the different font choices.

a. Thumbnail b. Live Thumbnail
c. Preview d. Live Preview

ANSWER: d
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

29. The Font Color button is on the ____ tab.

a. FORMAT b. HOME
c. INSERT d. DESIGN

ANSWER: b
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

30. You can use the ____ command to replace one font for another in a presentation.

a. Edit b. Swap
c. Replace d. Font

ANSWER: c
POINTS: 1
REFERENCES: Format Text
PowerPoint 29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

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

31. To replace specific text in a presentation, click the ____ tab on the Ribbon, then click the Replace button in the Editing group.

a. FORMAT b. HOME
c. EDIT d. DESIGN

ANSWER: b
POINTS: 1
REFERENCES: Format Text
PowerPoint 29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

32. A SmartArt graphic consists of two parts: the SmartArt graphic itself and a(n) ____ pane.

a. Text b. Editing
c. Writing d. Bullet

ANSWER: a
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

33. You can radically change how a SmartArt graphic looks by applying a SmartArt ____.

a. Style b. Theme
c. Design d. Border

ANSWER: a
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.302 - Modify the SmartArt design
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

34. A ____ graphic is a professional-quality diagram that visually illustrates text.

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

a. bitmap b. clip art
c. SmartArt d. theme

ANSWER: c
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

35. The Convert to SmartArt Graphic button is in the ____ group.
a. Design b. Illustrations
c. Paragraph d. Slides

ANSWER: c
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

36. Instead of changing individual attributes, you can apply a Quick Style to a ____.
a. SmartArt graphic b. text box
c. shape d. slide

ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

37. Pressing [Shift] as you drag to create a shape maintains the shape's ____ as you change its size.
a. proportions b. style
c. placement on the slide d. alignment

ANSWER: a
POINTS: 1

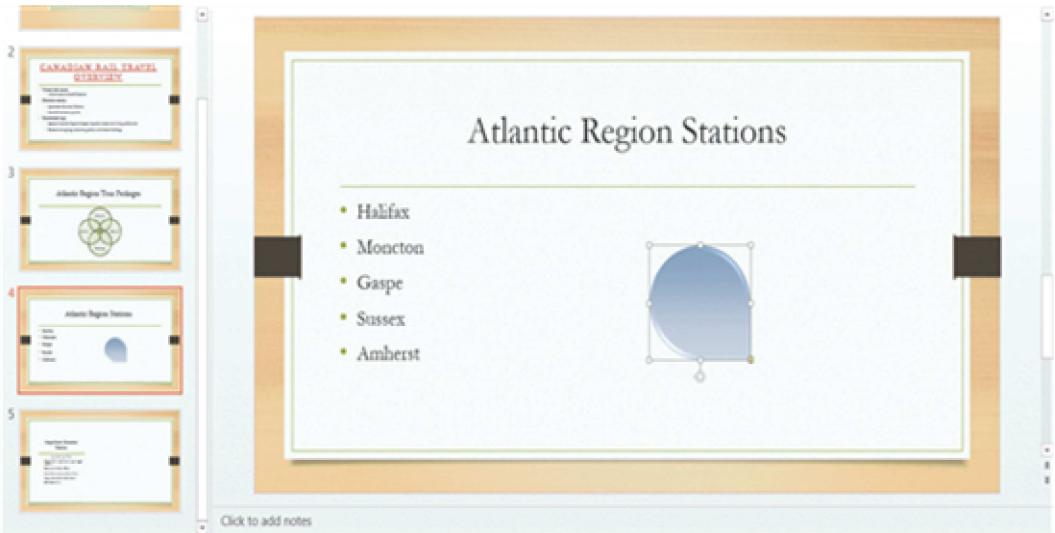
Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

38. Some objects have an adjustment handle that can be moved to change the ____ of the object.
a. widest area b. tallest area
c. least prominent feature d. most prominent feature

ANSWER: d
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM



39. In the accompanying figure, the small vertical line that is sticking down from the rectangular graphic is the ____.
a. adjustment handle b. rotate handle
c. Convert to SmartArt Graphic button d. resize handle

ANSWER: b
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 33
QUESTION TYPE: Multiple Choice

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

HAS VARIABLES: False
PREFACE NAME: B8-15775
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

40. In the accompanying figure, the yellow circle in the lower-right corner of the rectangular graphic is a(n) ____.

a. sizing handle b. resizing handle
c. adjustment handle d. rotate handle

ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
Insert and Modify Shapes
PowerPoint 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: B8-15775
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

41. To move an object to the bottom of the stack, click the Send Backward arrow and then click Send to Back in the Arrange group on the DRAWING TOOLS ____ tab.

a. DESIGN b. FORMAT
c. GROUPING d. STACKING

ANSWER: b
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.305 - Reorder shapes
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

42. In the PowerPoint rulers, the current location of the cursor is identified by a small ____ in the ruler.

a. adjustment handle b. bullet
c. dashed blue line d. dotted red line

ANSWER: d
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 36
QUESTION TYPE: Multiple Choice

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

43. You can copy a selected shape by holding down the ____ key and then dragging the shape.
a. [Ctrl] b. [Esc]
c. [Alt] d. [Tab]
ANSWER: a
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.307 - Duplicate shapes
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

44. A shape color's red, green, and blue (RGB) values are also known as its ____.
a. loci b. tints
c. coordinates d. hues
ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.308 - Modify shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

45. You can press and hold ____ to turn off the snap-to-grid feature while dragging objects on a slide.
a. [Alt] b. [Shift]
c. [Ctrl] d. [Enter]
ANSWER: a
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

46. If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its ____ points.

a. form b. edit

c. clip d. art

ANSWER: b

POINTS: 1

REFERENCES: Edit and Duplicate Shapes
PowerPoint 37

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

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

47. The ____ commands found on the Align list evenly space objects horizontally or vertically relative to each other or the slide.

a. Arrange b. Align

c. Distribute d. Space

ANSWER: c

POINTS: 1

REFERENCES: Align and Group Objects
PowerPoint 38

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

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

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

48. The Align commands are in the ____ group.

a. Objects b. Arrange

c. Position d. Drawing Tools

ANSWER: b

POINTS: 1

REFERENCES: Align and Group Objects
PowerPoint 38

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes

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

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

49. The PowerPoint guides appear as dotted lines on a slide and usually intersect at the ____ of a slide.

a. 1-inch mark b. center

c. bottom d. top

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.310 - Move shapes using guides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

50. The Header and Footer dialog box has which of the following tabs?
a. Notes and Handouts b. Reading
c. Outline d. Options
ANSWER: a
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
Add Slide Footers
PowerPoint 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

51. To create superscript text in PowerPoint, select the text, number, or symbol, and then press ____ at the same time.
a. [Ctrl][Shift][+] b. [Alt][Shift][&]
c. [Ctrl][Shift][S] d. [Ctrl][Shift][&]
ANSWER: a
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

Case-Based Critical Thinking Questions
Case 1

Hannah has been hired as a graphics consultant for a company that is struggling with PowerPoint 2016. They are looking for ways to improve their graphics but maintain a professional appearance to their presentations.

52. Hannah looks at the first slide, which shows three bulleted words: Phase 1, Phase 2, and Phase 3. She decides that she

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

can keep this same information but make it more interesting by ____.

a. changing the font size

b. converting the bulleted text into a SmartArt graphic

c. adding more detail by writing subbullets

d. changing the theme colors of the presentation

ANSWER: b
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

53. The next slide has three gray arrows pointing to the right. To evenly space the three arrows horizontally and relative to each other, Hannah selects the three arrows, and then applies the ____ command.

a. Distribute Horizontally b. Align Horizontally

c. Align and Distribute d. Arrange Horizontally

ANSWER: a
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

54. Hannah would also like to add a special effect to the arrows to improve their appearance, so she clicks the ____.

a. More button on the WordArt Styles group to view Quick Styles

b. Edit Shape list arrow on the Format tab

c. More button in the Shape Styles group to view Quick Styles

d. Convert to SmartArt graphic button in the Paragraph group

ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Multiple Choice

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

55. To secure the arrows' positions and to move them easily, Hannah ____ them.
a. aligns b. groups
c. locks d. stacks

ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.312 - Align and group shapes
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

56. Hannah displays the two guides on the slide and creates an additional guide by ____.
a. right-clicking the slide, then clicking New Guide
b. pressing [Ctrl], then dragging an existing guide
c. right-clicking an existing guide, then dragging the new guide to a new location
d. clicking the New Guide button on the View tab on the Ribbon

ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.310 - Move shapes using guides
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

57. To show or hide the Mini toolbar, click the _____ tab on the Ribbon, click Options, and then click the Show Mini Toolbar on selection check box.

ANSWER: FILE
POINTS: 1

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

REFERENCES: Format Text
PowerPoint 28:
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

58. Some SmartArt graphic layouts are limited by the number of _____ they can accommodate.
ANSWER: shapes
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 31
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.302 - Modify the SmartArt design
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

59. A(n) _____ allows you to manually rotate a shape.
ANSWER: rotate handle
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

60. The _____ handle is a small yellow diamond used for changing the most prominent feature of an object.
ANSWER: adjustment
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

61. Every object on a slide, whether it is a text object, a shape, a chart, a picture, or any other object, is _____ on the slide in the order it was created.

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

ANSWER: stacked
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.305 - Reorder shapes
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

62. To add a new guide to the slide, press _____, and then drag an existing guide.
ANSWER: [Ctrl]
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.310 - Move shapes using guides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

63. To evenly space objects horizontally or vertically relative to each other or to the slide is to _____ them.
ANSWER: distribute
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

64. The placement of footer text objects on a slide is dependent upon the presentation _____.
ANSWER: theme
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

65. If you want a specific date—such as the original date that the presentation was created—to appear every time you view or print the presentation, click the _____ date option button in the Header and Footer dialog box.

ANSWER: Fixed
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

66. There are three types of footer text: Date and time, _____, and Footer.

ANSWER: Slide number
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

67. What is the most efficient way to replace a specific word or a font in PowerPoint?

ANSWER: As you review your presentation, you may decide to replace certain text or fonts throughout the entire presentation using the Replace command. Text can be a word, phrase, or sentence. To replace specific text, click the HOME tab on the Ribbon, then click the Replace button in the Editing group. In the Replace dialog box, enter the text you want to replace, then enter the text you want to use as its replacement. You can also use the Replace command to replace one font for another. Simply click the Replace button list arrow in the Editing group, then click Replace Fonts to open the Replace Font dialog box.
POINTS: 1
REFERENCES: Format Text
PowerPoint 29
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

68. Explain how to edit the points of a shape.

ANSWER: If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its edit points. To display a shape's edit points, select the shape you want to modify, click the DRAWING TOOLS FORMAT tab on the Ribbon, click the Edit Shape button in

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

the Insert Shapes group, then click Edit Points. Black edit points appear on the shape. To change the form of a shape, drag a black edit point. When you click a black edit point white square edit points appear on either side of the black edit point, which allow you to change the curvature of a line between two black edit points. When you are finished with your custom shape, you can save it as picture and reuse it in other presentations or other files. To save the shape as a picture, right-click the shape, then click Save as Picture.

POINTS: 1

REFERENCES: Edit and Duplicate Shapes
PowerPoint 37

QUESTION TYPE: Essay

HAS VARIABLES: False

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

TOPICS: Critical Thinking

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

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

69. Describe how to create superscript and subscript text in PowerPoint.

ANSWER: Superscript or subscript text is a number, figure, symbol, or letters that appears smaller than other text and is positioned above or below the normal line of text. A common superscript in the English language is the sign indicator next to number, such as, 1st or 3rd. Other examples of superscripts are the trademark symbol™ and the copyright symbol©. To create superscript text in PowerPoint, select the text, number, or symbol, then press [CTRL] [SHIFT] [+] at the same time. Probably the most familiar subscript text are the numerals in chemical compounds and formulas, for example, H^20 and CO^2. To create subscript text, select the text, number, or symbol, then press [CTRL] [=] at the same time. To change superscript or subscript text back to normal text, select the text, then press [CTRL] [Spacebar].

POINTS: 1

REFERENCES: Add Slide Footers
PowerPoint 40

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides

TOPICS: Critical Thinking

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

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

Match each term below with the statement that best defines it.

a. Group command

b. Align command

c. Mini toolbar

d. Bring to Front command

e. ruler

REFERENCES: Format Text
PowerPoint 28
Rearrange and Merge Shapes

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

	PowerPoint 35 Edit and Duplicate Shapes PowerPoint 36 Align and Group Objects PowerPoint 38
QUESTION TYPE:	Matching
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.299 - Modify text characteristics BESK.OFIN.16.305 - Reorder shapes BESK.OFIN.16.306 - Modify shape size and design BESK.OFIN.16.312 - Align and group shapes
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

70. Displays the computer's measurement system
ANSWER: e
POINTS: 1

71. Makes it easy to move objects
ANSWER: a
POINTS: 1

72. Is sometimes transparent
ANSWER: c
POINTS: 1

73. Moves items in a stack
ANSWER: d
POINTS: 1

74. Snaps objects to a grid of evenly spaced vertical and horizontal lines
ANSWER: b
POINTS: 1

75. If you choose to distribute objects relative to each other, PowerPoint will evenly divide the empty space among all the selected objects.
a. True
b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Align and Group Objects PowerPoint 38
QUESTION TYPE:	True / False
HAS VARIABLES:	False
DATE CREATED:	4/10/2016 9:20 PM
DATE MODIFIED:	4/10/2016 9:23 PM

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes

Copyright Cengage Learning. Powered by Cognero.

Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Introductory Spiral bound Version 1st edition Beskeen Tes