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Name:_____ Class:_____ Date:_____

PowerPoint Module 02: Adding Media and Special Effects

1. A format is a combination of several styles.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

2. To change the color, weight, or style of a picture's border use the Layouts & Lines button.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

3. In PowerPoint terms, shapes include lines, rectangles, stars, and more.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Inserting Shapes

4. Each cell in a table contains two pieces of information.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Creating and Formatting Tables

5. You can modify a table by adding or deleting rows and columns.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Creating and Formatting Tables

6. Click the Preview button on the TRANSITIONS tab to preview transitions.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Session 2.2 Visual Overview

7. The default transition is for one slide to disappear and the next slide to immediately appear on the screen.
    a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Applying Transitions

8. You would click the Transition Sound arrow in the Timing group to insert a sound effect to accompany each transition.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Applying Transitions

9. To change the color, weight, or style of a shape's border, use the Shape Draw button. _____
ANSWER: False - Outline
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

10. The PICTURE TOOLS STYLES tab appears when a picture is selected. _____
ANSWER: False - FORMAT
POINTS: 1
REFERENCES: Formatting Graphics

11. If you save a custom theme to the Document Themes folder, that theme will be listed in its own row above the installed themes in the Themes gallery. _____
ANSWER: True
POINTS: 1
REFERENCES: Applying a Theme Used in Another Presentation

12. The Remove Background tool is available only to pictures. _____
ANSWER: True
POINTS: 1
REFERENCES: Formatting Objects

13. To rotate an object, you can use the Rotate commands on the Rotate button menu to rotate objects in 15-degree increments. _____
ANSWER: False - 90
POINTS: 1
REFERENCES: Formatting Objects

14. You can change how the text fits in the table cells by changing the height of rows and the width of columns. _____
ANSWER: True
POINTS: 1
REFERENCES: Creating and Formatting Tables

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PowerPoint Module 02: Adding Media and Special Effects

15. To insert special Norwegian letters using a keyboard with only English letters, you can use the Symbol button in the Symbols group on the INSERT tab. _____

ANSWER: True
POINTS: 1
REFERENCES: Inserting Symbols

16. Change the timing setting to change the speed of a transition. _____

ANSWER: False - duration
POINTS: 1
REFERENCES: Session 2.2 Visual Overview

17. You can modify transitions in Normal or Slide Sorter view. _____

ANSWER: True
POINTS: 1
REFERENCES: Applying Transitions

18. Transitions are organized into four categories. _____

ANSWER: False - three
POINTS: 1
REFERENCES: Applying Transitions

19. The DRAWING ____ FORMAT tab appears when a drawing or a text box—including the slide's title and content placeholders—is selected.

a. EFFECTS b. TOOLS
c. PAINTER d. HELPER

ANSWER: b
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

20. To insert a shape, click a shape in the Shapes ____.

a. library b. archive
c. clipboard d. gallery

ANSWER: d
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

21. Draw the ____ adjustment handle on a shape to change its proportions without changing the size of the shape.

a. red b. green
c. blue d. yellow

ANSWER: d
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

22. Use the ____ Picture button to undo formatting and sizing changes you made to a picture.

a. Recycle b. Redo

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c. Reuse d. Reset

ANSWER: d
POINTS: 1
REFERENCES: Formatting Graphics

23. Like shapes, you can rotate or ____ pictures using the Rotate handle or the Rotate button.
a. flip b. swap
c. recolor d. remove

ANSWER: a
POINTS: 1
REFERENCES: Formatting Graphics

24. An installed theme can be applied by clicking on a theme in the Themes group on the ____ tab.
a. FILE b. HOME
c. INSERT d. DESIGN

ANSWER: d
POINTS: 1
REFERENCES: Applying a Theme Used in Another Presentation

25. If you need to use a custom theme frequently, you can save a presentation file as a(n) ____ Theme file.
a. Windows b. Office
c. Template d. Key

ANSWER: b
POINTS: 1
REFERENCES: Applying a Theme Used in Another Presentation

26. To draw a shape, click the Shapes button in the Illustrations group on the _____ tab, click a shape in the gallery, and then click and drag to draw the shape in the size you want.
a. FILE b. HOME
c. INSERT d. DESIGN

ANSWER: c
POINTS: 1
REFERENCES: Inserting Shapes

27. A ____ is shading in which one color blends into another or varies from one shade to another.
a. gradient b. glow
c. reflection d. bevel

ANSWER: a
POINTS: 1
REFERENCES: Formatting Objects

28. To flip an object, you use the Flip commands on the Rotate button menu in the ____ group on the DRAWING TOOLS FORMAT tab.
a. Reset b. Finish

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c. Position d. Arrange

ANSWER: d

POINTS: 1

REFERENCES: Rotating and Flipping Objects

29. To insert a table, in a content placeholder, click the INSERT tab on the ribbon, click the Table button in the ____ group, and then click Insert Table.

a. Data b. Tables

c. Charts d. Boxes

ANSWER: b

POINTS: 1

REFERENCES: Creating and Formatting Tables

30. When you use the Borders button arrow, the borders will be the style, weight, and color specified by the Pen Style, Pen Weight, and Pen Color buttons in the ____ Borders group.

a. Add b. Draw

c. Insert d. New

ANSWER: b

POINTS: 1

REFERENCES: Formatting Objects

31. Use the Animation ____ to copy the animation, effects, and duration applied to one object to another object.

a. Wizard b. CopyCat

c. Vault d. Painter

ANSWER: d

POINTS: 1

REFERENCES: Using Animations and Transitions

32. If you animate a list, the default is for the first-level items to appear ____.

a. one at a time b. two at a time

c. all at one time d. one word at a time

ANSWER: a

POINTS: 1

REFERENCES: Applying Animations

33. Sequence options appear on the Effect Options menu in addition to the ____ options when an animation is applied to a text box.

a. Rotation b. Direction

c. Size d. Timing

ANSWER: b

POINTS: 1

REFERENCES: Applying Animations

34. The Add or Remove Columns button in the Paragraph group on the ____ tab allows you to create multiple columns in

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a text box.

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

ANSWER: a
POINTS: 1
REFERENCES: Creating and Formatting Tables

35. The most commonly used video formats are the MPEG-____ format, the Windows Media Audio/Video format, and the Audio Visual Interleave format.

a. 1 b. 2
c. 3 d. 4

ANSWER: d
POINTS: 1
REFERENCES: Adding and Modifying Video

36. After you insert a video, you can modify it by changing ____ options, changing the length of time the video plays, and applying formats and styles to the video.

a. playlong b. playback
c. playnow d. playforward

ANSWER: b
POINTS: 1
REFERENCES: Adding and Modifying Video

37. To insert video stored on your computer or network, click the Insert Video button in a content placeholder, and then in the Insert Video window next to "____," click Browse to open the Insert Video dialog box.

a. To a file b. From a file
c. Export a file d. Save a file

ANSWER: b
POINTS: 1
REFERENCES: Adding and Modifying Video

38. The start timing setting is on the VIDEO TOOLS PLAYBACK ____.

a. slider b. tab
c. button d. group

ANSWER: b
POINTS: 1
REFERENCES: Adding and Modifying Video

39. The Media ____ category appears only when a media object—either video or audio—is selected on a slide.

a. cartoon b. animation
c. transition d. movement

ANSWER: b
POINTS: 1
REFERENCES: Adding and Modifying Video

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40. If you see a black square when you insert a video, you can override this by setting a ____ frame.
a. placemat b. pop-up
c. poster d. placeholder
ANSWER: c
POINTS: 1
REFERENCES: Adding and Modifying Video

41. If a video is too long, or if there are parts you don't want to show during the slide show, you can ____ it.
a. clip b. cut
c. crop d. trim
ANSWER: d
POINTS: 1
REFERENCES: Adding and Modifying Video

42. When you choose the ____ compression level for videos the file will be compressed slightly and will maintain the quality of the videos.
a. Presentation Quality b. Internet Quality
c. Television Quality d. Digital Quality
ANSWER: a
POINTS: 1
REFERENCES: Compressing and Optimizing Media

43. When you choose the ____ compression level for videos the file will be compressed as small as possible.
a. Low Quality b. Poor Quality
c. Blur d. Space Saver
ANSWER: a
POINTS: 1
REFERENCES: Compressing and Optimizing Media

44. When you choose the ____ compression level for videos the file will be compressed to a quality suitable for streaming over the Internet.
a. Presentation Quality b. Internet Quality
c. Network Quality d. ISP Quality
ANSWER: b
POINTS: 1
REFERENCES: Compressing and Optimizing Media

45. To compress the videos in a presentation, click the Compress ____ button.
a. Videos b. Media
c. Audio d. Files
ANSWER: b
POINTS: 1
REFERENCES: Compressing and Optimizing Media

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46. The Info screen in Backstage view contains a(n) ____ Media button as well as the Compress Media button.
a. Maximize b. Minimize
c. Optimize d. Recycle
ANSWER: c
POINTS: 1
REFERENCES: Compressing and Optimizing Media

47. Usually the date and slide number do not need to appear on the ____.
a. title slide b. definition slide
c. title of contents slide d. summary slide
ANSWER: a
POINTS: 1
REFERENCES: Compressing and Optimizing Media

48. Clicking either the Date & Time button or the ____ button opens the Header & Footer dialog box.
a. Slide Date b. Slide Time
c. Slide Number d. Slide Title
ANSWER: c
POINTS: 1
REFERENCES: Adding Footers and Headers

49. In common usage, a(n) ____ is any text that appears at the bottom of every page in a document or every slide in a presentation.
a. header b. footer
c. upper d. lower
ANSWER: b
POINTS: 1
REFERENCES: Adding Footers and Headers

Case-Based Critical Thinking Questions

Case 2-1
Using PowerPoint 2016, Kyle develops a presentation on the geography of Asia. His presentation includes several shapes.

50. Kyle wants to change the thickness of one of the shape outlines. Thickness is another word for ____.
a. weight b. height
c. length d. width
ANSWER: a
POINTS: 1
REFERENCES: Using the Office Mix Add-In
TOPICS: Critical Thinking

51. Kyle wants to add a 3D rotation to highlight one of the mountain ranges. To do this he clicks the Shape ____ button.

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a. Fill b. Outline
c. Effects d. Design

ANSWER: c
POINTS: 1
REFERENCES: Session 2.1 Visual Overview
TOPICS: Critical Thinking

52. Kyle easily adds new shapes to a timeline. He simply clicks the shape he needs in the Shapes ____.
a. library b. vault
c. clipboard d. gallery

ANSWER: d
POINTS: 1
REFERENCES: Session 2.1 Visual Overview
TOPICS: Critical Thinking

53. To open a menu of Rotate and Flip commands, Kyle clicks the ____ button.
a. Rotate b. Flip
c. Move d. Shape

ANSWER: a
POINTS: 1
REFERENCES: Session 2.1 Visual Overview
TOPICS: Critical Thinking

54. To add visual interest, Kyle changes the ____ of the shape's border by changing the solid outline to a dashed line.
a. style b. format
c. color d. weight

ANSWER: a
POINTS: 1
REFERENCES: Formatting Objects
TOPICS: Critical Thinking

Case-Based Critical Thinking Questions

Case 2-2
Merlia is creating a presentation about her ethnic heritage for a homework assignment. Her friend John, a PowerPoint 2016 expert, is helping her add transitions.

55. John tells Merlia that it is often best to use the same slide transition consistently. He shows her the ____ button which applies the transition to all the slides in the presentation.
a. Apply as Set b. Apply to Slides
c. Apply to Transitions d. Apply to All

ANSWER: d
POINTS: 1

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PowerPoint Module 02: Adding Media and Special Effects

REFERENCES: Adding Footers and Headers
TOPICS: Critical Thinking

56. After working for a while, Merlia wants to see how the transitions look. John shows her that there is a ____ button on the TRANSITIONS tab to preview transitions.

a. Preview b. Show
c. View d. Look

ANSWER: a
POINTS: 1
REFERENCES: Session 2.2 Visual Overview
TOPICS: Critical Thinking

57. Merlia wants all of her slides to come "From Right" except the last slide. She can change the last slide to come "From Top" by clicking the ____ button.

a. Effect Movement b. Effect Options
c. Transition Movement d. Transition Options

ANSWER: b
POINTS: 1
REFERENCES: Session 2.2 Visual Overview
TOPICS: Critical Thinking

58. To change the speed of a transition, John shows Merlia how to change the ____.

a. switch b. duration
c. after setting d. before setting

ANSWER: b
POINTS: 1
REFERENCES: Session 2.2 Visual Overview
TOPICS: Critical Thinking

59. The _____ is the formatting of the area inside a shape.

ANSWER: fill
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

60. Use the Shape _____ button to add a shadow, glow, or soft edges to a shape.

ANSWER: Effects
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

61. The images stored on Office.com are often called _____, which are images stored in collections so that you can easily locate and use them.

ANSWER: clip art
POINTS: 1
REFERENCES: Using the Office Mix Add-In

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PowerPoint Module 02: Adding Media and Special Effects

62. Both shapes and pictures, such as photos and clip art, are treated as _____ in PowerPoint.
ANSWER: objects
POINTS: 1
REFERENCES: Formatting Objects

63. A(n) _____ is information arranged in horizontal rows and vertical columns.
ANSWER: table
POINTS: 1
REFERENCES: Creating and Formatting Tables

64. When you use _____ rows or columns, alternating rows or columns are filled with different shading.
ANSWER: banded
POINTS: 1
REFERENCES: Creating and Formatting Tables

65. A(n) _____ is the manner in which a new slide appears on the screen in place of the previous slide during a slide show.
ANSWER: transition
POINTS: 1
REFERENCES: Applying Transitions

66. Click the _____ button to apply a selected transition to all the slides in the presentation.
ANSWER: Apply to All
POINTS: 1
REFERENCES: Applying Transitions

67. _____ are effects applied to an object, such as a graphic or a bulleted list, that make the object appear, disappear, change in appearance, or move.
ANSWER: Animations
POINTS: 1
REFERENCES: Applying Animations

68. Animation _____ numbers indicate the order in which items animate during the slide show.
ANSWER: sequence
POINTS: 1
REFERENCES: Applying Animations

69. _____ transitions are a combination of the Fade transition for the slide background and a different transition for the slide content.
ANSWER: Dynamic Content
POINTS: 1
REFERENCES: Applying Transitions

70. To make a slide transition faster, decrease the _____.

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ANSWER: duration
POINTS: 1
REFERENCES: Applying Transitions

71. When you preview an animation, it plays automatically on the slide in the _____ pane.
ANSWER: Slide
POINTS: 1
REFERENCES: Applying Animations

72. The Underline animation is an example of a(n) _____ animation that is available only to text.
ANSWER: emphasis
POINTS: 1
REFERENCES: Applying Animations

73. To add a pause before an animation, increase the time in the _____ box in the Timing group.
ANSWER: Delay
POINTS: 1
REFERENCES: Applying Animations

74. If you need to use a custom theme frequently, you can store this file so that it appears in the Themes gallery on the DESIGN tab. Please describe how you go about saving a theme so that it appears in your Themes gallery.
ANSWER: To save a custom theme, click the FILE tab, click Save As in the navigation bar, and then click the Browse button to open the Save As dialog box. To change the file type to Office Theme, click the Save as type arrow, and then click Office Theme. This changes the current folder in the Save As dialog box to the Document Themes folder, which is a folder created on the hard drive when Office is installed and where the installed themes are stored. If you save a custom theme to the Document Themes folder, that theme will be listed in its own row above the installed themes in the Themes gallery. (You need to click the More button in the Themes gallery to see this row.)
POINTS: 1
REFERENCES: Applying a Theme Used in Another Presentation
TOPICS: Critical Thinking

75. After you insert data into a table, you need to think about how the table looks and whether the table will be readable for the audience. What are some of the ways you can change the appearance of a table?
ANSWER: As with any text, you can change the font, size, or color, and as with shapes and pictures, you can apply a style to a table. You can also change how the text fits in the table cells by changing the height of rows and the width of columns. You can also customize the formatting of the table by changing the border and fill of table cells.
POINTS: 1
REFERENCES: Creating and Formatting Tables
TOPICS: Critical Thinking

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