

## **Power Point: Pre-Post Test**

**Objective:** The purpose of this test is to gauge the skill level of participants of this class. This test will help determine the effectiveness of the material presented in this course. It will also help determine if the manner in which this class is taught is efficient and effective.

### **Short Answer:**

1. *What is Power Point?*

### **Multiple Choice:**

**2. In order to get to the Microsoft Office Power Point program you must:**

- a. Click on Start, All Programs, then Microsoft Office
- b. Start, Menu, Programs, Power point
- c. Start, All Programs, and then New Document
- d. All of the above

**3. To create a new presentation you must go to:**

- a. Microsoft Power Point, Menu, and Open
- b. The Task Panel, Home, and New Slide
- c. Microsoft Power Point, Menu, and New
- d. All of the above

**4. To change the lay-out of your new presentation you must:**

- a. Click on design tab, under Backgrounds group, click on Background Style
- b. Right click on Task Panel, and Format Background
- c. Click on the Home tab, under Slides group, click on Layout
- d. None of the above

**5. To adjust the slide order for multiple slides you have to:**

- a. Right click, Reset Slide
- b. Page Layout tab, Page Setup group, and Orientation
- c. Right click, slide transition
- d. View tab, Slide Sorter View, and drag slides where desired

**6. In order to delete slides from the outline, slides, or slide sorter views you must:**

- a. Go to Task Panel, Right click on slide, and delete slide
- b. Go to Slide Sorter View, select slide with orange border, and press delete key
- c. Go to Task Panel, select slide, and press delete key
- d. All of the above

**7. When designing templates and their themes, what are the options you can adjust?**

- a. Style and Effects
- b. Colors, Fonts, and Effects
- c. Motion and Colors
- d. Effects, Style, and Motion

**8. The Slide Master:**

- a. Allows you to give a consistent appearance in all the slides
- b. Gives instructions on the background design, background color, text and font size.
- c. Allows you to see all the slides in the presentation
- d. A & B only.

**9. To insert a picture from an external source like the internet you must:**

- a. Open Web browser, Explore and find picture, save to desktop, and upload from power point
- b. Go to Insert tab, Illustration group, and Clip Art
- c. Open Web browser, Find a picture, click and drag onto Power Point slide
- d. Go to Insert tab, Text group, and Word Art

**10. Shapes can be added by:**

- a. Right click on slide and select format shape
- b. Design Tab, Themes group, and click on effects
- c. Insert tab, Illustration group, and click on Shapes
- d. None of the above

**11. When inserting and editing charts, which tools are available in the section labeled Chart Tools?**

- a. Design
- b. Animation and Review
- c. Layout and Format

d. A & C only

**12. The purpose of transitions in slide shows is to:**

- a. Distract the audience while you take a breath
- b. Move from slide to slide smoothly with visual effects
- c. Is to see through the current slide and onto the next one
- d. Get to the end of your presentation faster

**13. To run a slideshow one must:**

- a. Task Panel, Right click, and click on duplicate slide
- b. Click on Slide Show tab, Set Up group, and Set Up Slide Show
- c. Click on Slide Show tab, start Slide Show group, and click From Beginning
- d. Click on View tab, Presentation Views group, and click on Slide Master

**14. What kind of affects can you add to a slide when you are using custom animation?**

- a. Effects and Colors
- b. Motion Path and Exit
- c. Entrance and Emphasizes
- d. Both B & C

**15. When going about inserting or animating videos you must:**

- a. Go to Insert tab, Media Clips group, and click down arrow under Movie button
- b. Go to Animation tab, Animations group, and Custom Animation
- c. Go to Insert tab, Illustration group, and click on SmartArt

d. Right Click and Insert Video

**16. How do you save your PowerPoint2007 presentation so that it is compatible with PowerPoint 97-2003?**

- a. Click the diskette icon next to the menu button on the top left
- b. Right click and save as picture
- c. Go to Menu and select save
- d. Go to Menu, Save as, and select PowerPoint 97-2003