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Microsoft PowerPoint (PowerPoint and PowerPoint 2019)

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QUESTION 1

Configure the printing options to print three copies of the Notes Pages for all slides. All copies of page 1 should print before any copies of Page 2.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select File > Print.

For Printer, select the printer you want to print to.

For Settings, select the options you want:

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide

and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one

page using a variety of layouts, some with space for notetaking.

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For Copies, select how many copies you want to print.

Select Print.

QUESTION 2

You are developing a sales presentation for Margie\\'s Travel. In the file properties, add ''Travel'' as a category.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

To see more properties or statistics, click Project Information at the top of the page, and then click Advanced Properties or Project Statistics. On the Summary tab in the Properties dialog box, you can add or edit the Title, Subject, Author, Manager, Company, Category, Keywords (also called Tags), and Comments.

QUESTION 3

On the ''Extra Activities'' slide, insert a row at the end of the table. In the row, enter ''Sporting Event'' in the ''Event'' column and ''$175'' in the ''Price'' column.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

To add a row above the selected cell, click Insert Above.

To add a row below the selected cell, click Insert Below. Notes: To add a row at the end of a table, you can

click the rightmost cell of the last row, and then press TAB.

QUESTION 4

You are preparing a presentation for prospective students of the School of Fine Art.

On the Slide Master, duplicate the ''Blank'' slide layout. Name the new Slide layout ''Picture with Text''.

Insert a picture placeholder on the left and a text placeholder on the right.

The exact size and position of the placeholders do not matter. Do not create a slide based on the new slide

layout.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

In PowerPoint, a placeholder is a pre-formatted container on a slide for content (text, graphics, or video).

The pre-set formatting makes it easier to format slides consistently.

You format a placeholder in Slide Master view. Then you use the placeholder—add content to it—in

Normal view.

The pictured slide has two rectangular placeholders:

The (upper) Title placeholder prompts the user for text and formats it in the default

Heading font, size, and color

The (lower) Content placeholder accepts text, or a table, chart, SmartArt graphic, picture, or video, as

indicated by the clickable icons at its center.

QUESTION 5

After the ''Extra Activities'' side, create slides by importing the outline from the Destination documents in the Document folder.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Open PowerPoint, and select Home > New Slide.

Select Slides from Outline.

In the Insert Outline dialog box, find and select your Word outline and select Insert.

Note: If your Word document contains no Heading 1 or Heading 2 styles, PowerPoint will create a slide for

each paragraph in your content.

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