



Digital Literacy II: Office Productivity

Unit 4 Slideshow Presentations

UNIT EXAM

1. You can use pictures as bullets in a list
 - a. **True**
 - b. False

2. You can only apply one animation to an object
 - a. True
 - b. **False**

3. You can change your mouse to a highlighter, pen, or laser pointer during your presentation in order to draw attention to parts of the slide
 - a. **True**
 - b. False

4. Refer to Diagram 1; what is the quickest way to change the look and feel of an entire PowerPoint presentation as shown in the examples?
 - a. Change the style
 - b. **Change the theme**
 - c. Change the font size
 - d. Change the transitions

5. In Microsoft PowerPoint, what does the Compress Pictures command do?
 - a. It removes the background from your pictures
 - b. It makes a document's pictures wider
 - c. **It reduces the overall file size**
 - d. None of the above

6. What is an advantage of using the outline view?
 - a. **It allows you to easily view and edit the text of your slides and see the overall organization of your presentation**
 - b. It allows you to see thumbnail versions of your slide and easily re-order them
 - c. It allows you to make changes to the slide master that will apply to all slides within the presentation
 - d. It fills the PowerPoint with a preview of your presentation





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7. In PowerPoint, you can find common tasks at the top in the Taskbar
 - a. True
 - b. False**

 8. Refer to Diagram 2; which commands would evenly space the strawberries in a line along the bottom of the slide?
 - a. Align bottom and distribute horizontally**
 - b. Align center and distribute horizontally
 - c. Align bottom and distribute vertically
 - d. Align bottom and align center

 9. Which of the following effects will add thickness and a rounded edge to a shape?
 - a. Shadow
 - b. Bevel**
 - c. Glow
 - d. Soft Edges

 10. John would like to print his presentation for his class so that they have a thumbnail of each slide as well as a space to write notes. Which print layout should he choose?
 - a. Full-page slides
 - b. Outline
 - c. Notes
 - d. Handouts**

 11. While reviewing her slideshow, Megan noticed she had made a mistake in several places and used the color name “burgundy” when she should have used “maroon”. Which tool will let her quickly correct her mistake?
 - a. Search and Find
 - b. Sort and Format
 - c. Find and Replace**
 - d. Sort and Replace
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DIAGRAM 1

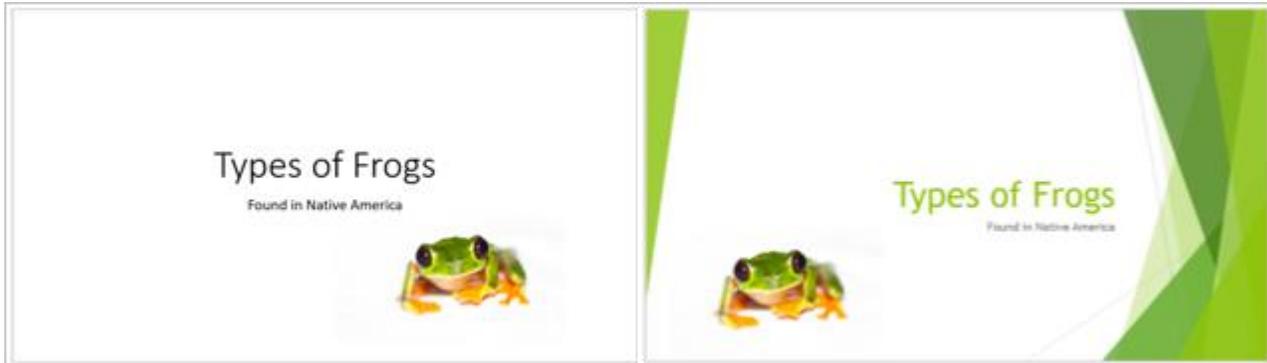


DIAGRAM 2





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UNIT EXAM

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