

# TEST BANK

Copyright © **SHELLY CASHMAN SERIES**

## Microsoft® **POWERPOINT®** **2010** **COMPREHENSIVE**

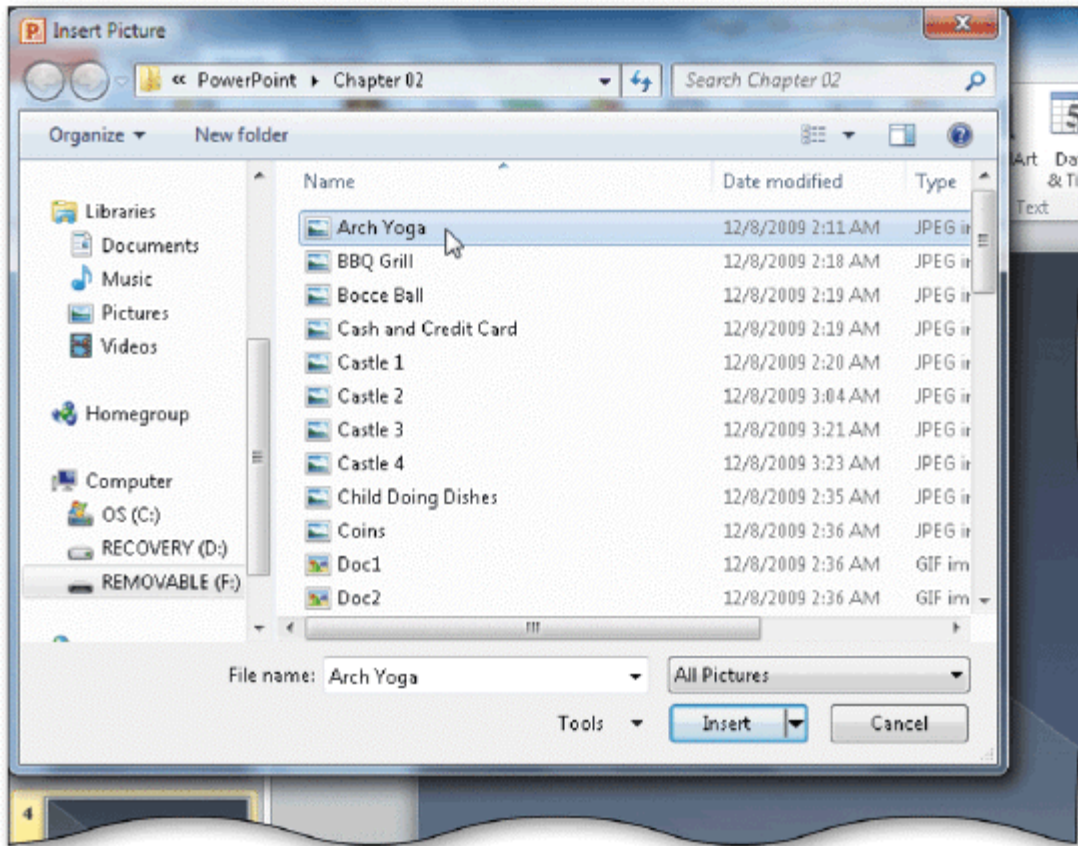


**SHELLY | SEBOK**

Copyrighted Material







14. Clicking which of the following buttons opens the Insert Picture dialog box shown in the accompanying figure?

- a. Clip Art
- b. Insert Picture from File
- c. Screenshot
- d. New Photo Album

ANS: B                      PTS: 1                      REF: PPT 86

15. The green circle you see above a selected picture is the \_\_\_\_\_.

- a. sizing handle
- b. rotate handle
- c. flipping handle
- d. move handle

ANS: B                      PTS: 1                      REF: PPT 86

16. \_\_\_\_\_ determines the overall lightness or darkness of an entire image.

- a. Contrast
- b. Color
- c. Style
- d. Brightness

ANS: D                      PTS: 1                      REF: PPT 86

17. \_\_\_\_\_ is the difference between the darkest and lightest areas of an image.

- a. Contrast
- b. Color
- c. Style
- d. Brightness

ANS: A                      PTS: 1                      REF: PPT 86

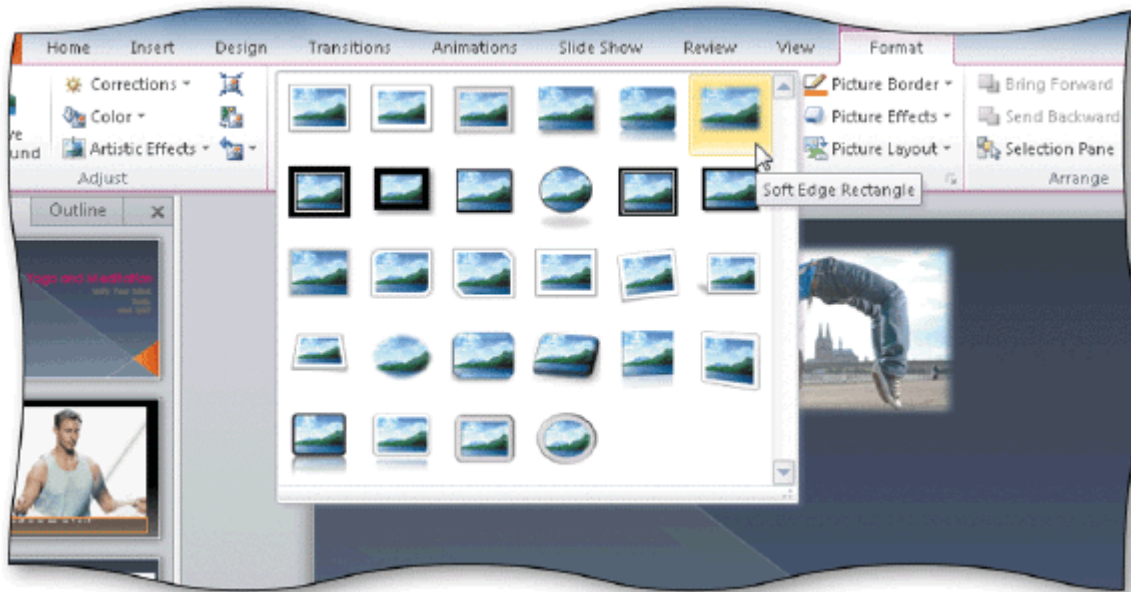
18. Which of the following style elements are included in picture styles?

- a. edges
- b. shapes
- c. borders
- d. all of the above

ANS: D

PTS: 1

REF: PPT 87

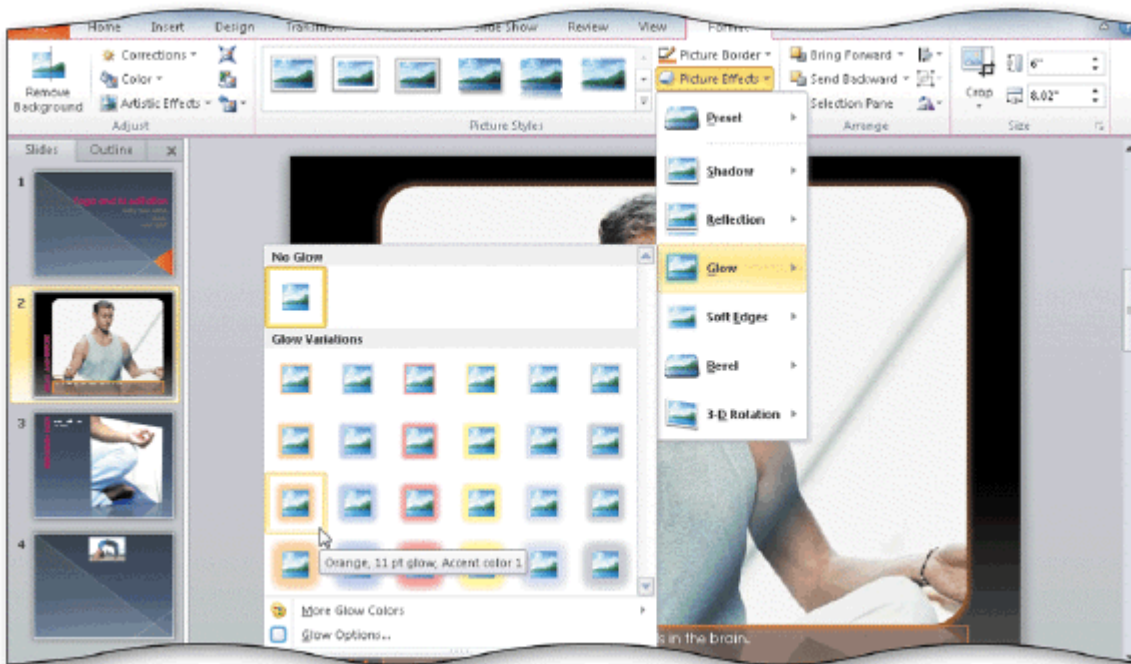


19. The Picture Styles gallery, shown in the accompanying figure, is displayed by clicking the More button located on the \_\_\_\_.
- a. (Picture Tools Format tab | Picture Styles group)
  - b. (Design tab | Picture Styles group)
  - c. (Picture Styles Format tab | Picture Tools group)
  - d. (View tab | See Styles group)

ANS: A

PTS: 1

REF: PPT 88



20. The Picture Effects button is located on the \_\_\_\_, as shown in the accompanying figure.
- a. (Picture Tools Format tab | Picture Styles group)
  - b. (Picture Tools Design tab | Picture Styles group)
  - c. (Design Tools Format tab | Picture Styles group)
  - d. (Picture Tools Design tab | Picture Styles group)

- b. (Drawing Tools Format tab | Picture Styles group)      d. (Formatting Tools tab | Picture Styles group)

ANS: A      PTS: 1      REF: PPT 89

21. Which of the following PowerPoint features allows you to see what a picture border color change will look like before you apply it?

- a. Live preview      c. Border preview  
b. Color preview      d. Slide preview

ANS: A      PTS: 1      REF: PPT 92

22. \_\_\_\_\_ is the content that makes up the interior of a shape, line, or character.

- a. Fill      c. Texture  
b. Color      d. Grain

ANS: A      PTS: 1      REF: PPT 95

23. Solid \_\_\_\_\_ is one color used throughout the entire slide.

- a. grain      c. content  
b. fill      d. substance

ANS: B      PTS: 1      REF: PPT 95

24. \_\_\_\_\_ involves one color shade gradually progressing to another shade of the same color or to another color.

- a. Gradual fill      c. Seamless fill  
b. Shaded fill      d. Gradient fill

ANS: D      PTS: 1      REF: PPT 95

25. \_\_\_\_\_ allows you to see through a slide background or a color.

- a. Opaqueness      c. Transparency  
b. Ambiguity      d. Transversely

ANS: C      PTS: 1      REF: PPT 95

26. A background feature called \_\_\_\_\_ allows you to move the background from the slide borders in varying distances by a percentage.

- a. offsets      c. reduction  
b. onsets      d. expansion

ANS: A      PTS: 1      REF: PPT 95

27. Pictures in the \_\_\_\_\_ gallery give the appearance of a physical object, such as water drops or sand, that can give your presentation a unique look.

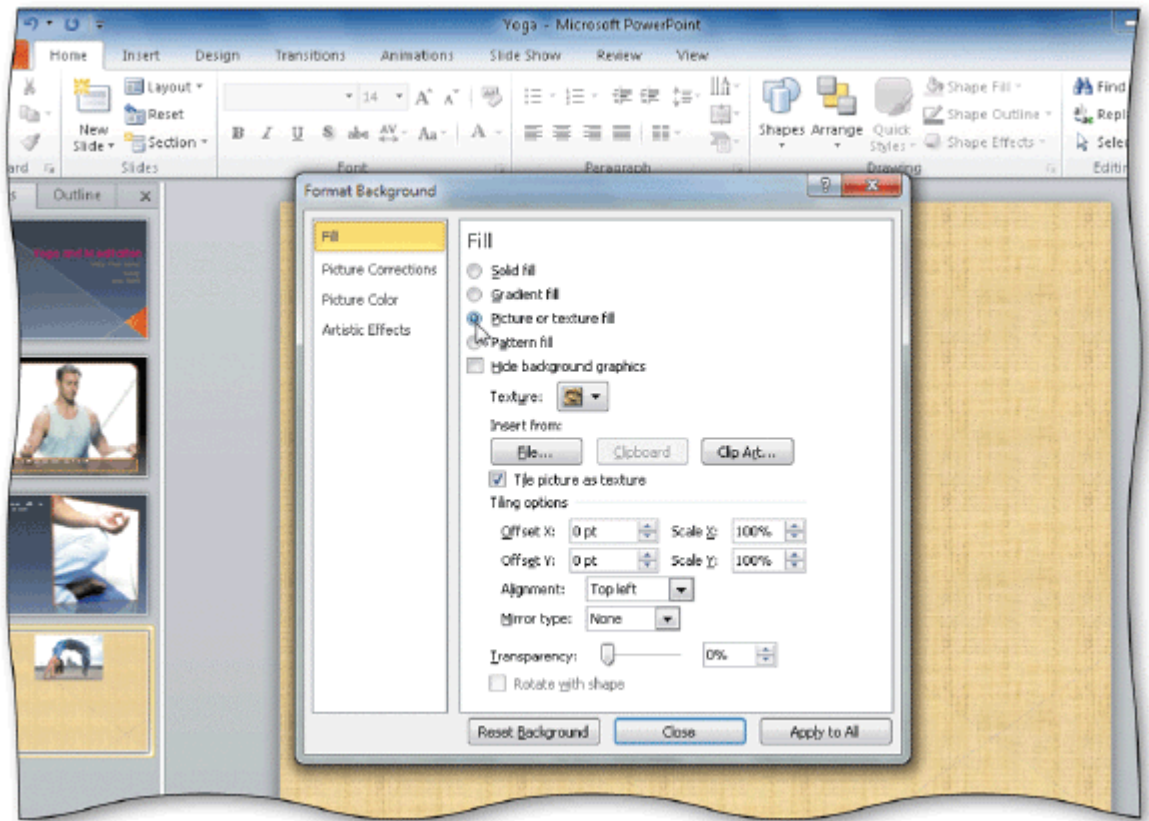
- a. Shapes      c. Themes  
b. Textures      d. Styles

ANS: B      PTS: 1      REF: PPT 95

28. You can use \_\_\_\_\_ options to repeat a background image many times vertically and horizontally on a slide.

- a. formatting      c. tiling  
b. duplicating      d. arranging

ANS: C      PTS: 1      REF: PPT 95



29. You can \_\_\_\_\_ anywhere on a slide and then click Format Background to open the Format Background dialog box, shown in the accompanying figure.
- a. click
  - b. triple-click
  - c. right-click
  - d. double-click

ANS: C                      PTS: 1                      REF: PPT 95-PPT 96

30. If you accidentally insert the wrong picture on a slide, just click the Undo button on the \_\_\_\_\_.
- a. status bar
  - b. Quick Access Toolbar
  - c. File tab
  - d. none of the above

ANS: B                      PTS: 1                      REF: PPT 98

31. You can change the transparency of a picture used as a slide's background in the \_\_\_\_\_ dialog box.
- a. Adjust Transparency
  - b. Format Picture
  - c. Picture Transparency
  - d. Format Background

ANS: D                      PTS: 1                      REF: PPT 98

32. \_\_\_\_\_ effects add pattern and texture to a slide's background, which add depth to a slide.
- a. Border
  - b. Fill
  - c. Color
  - d. WordArt

ANS: B                      PTS: 1                      REF: PPT 99

33. You can display the Background Styles gallery by clicking the Background Styles button on the \_\_\_\_\_.
- a. (Insert tab | Background Styles group)
  - c. (Design tab | Background group)

b. (Design tab | Styles group)   d. (Format tab | Background group)

ANS: C                   PTS: 1                   REF: PPT 100

34. To change a selected shape's height or width to a specific value, type the value in the Height or Width text boxes on the \_\_\_\_\_.

- a. (Drawing Tools Format tab | Size group)   c. (Insert tab | Size group)  
b. (Shape Tools Format tab | Size group)   d. (Home tab | Size group)

ANS: A                   PTS: 1                   REF: PPT 108

35. When two shapes are aligned precisely, you might see a dashed line between the objects called a \_\_\_\_\_.

- a. Smart Guide   c. Smart Line  
b. Smart Grid   d. Smart Alignment

ANS: A                   PTS: 1                   REF: PPT 109

36. The WordArt \_\_\_\_\_ is the exterior border surrounding each letter or symbol.

- a. effect   c. depth  
b. fill   d. outline

ANS: D                   PTS: 1                   REF: PPT 113

37. You can change the shape of selected WordArt by clicking the \_\_\_\_\_ button in the WordArt Styles group on the Drawing Tools Format tab.

- a. Outline Effects   c. Text Effects  
b. Color Effects    d. Shape Effects

ANS: C                   PTS: 1                   REF: PPT 115

38. You can display the WordArt Transform gallery by clicking the Text Effects button on the \_\_\_\_\_.

- a. (WordArt Tools Format tab | WordArt   c. (Text Effects Tools tab | Text Shapes  
  Styles group)                                group)  
b. (Drawing Tools Format tab | WordArt   d. none of the above  
  Styles group)

ANS: B                   PTS: 1                   REF: PPT 115

39. You can apply WordArt text fill to text that appears in more than one location on a slide by making the first selection and then pressing and holding the \_\_\_\_\_ key as you select other text.

- a. SHIFT   c. ALT  
b. CTRL    d. TAB

ANS: B                   PTS: 1                   REF: PPT 117

40. Line thickness is called it's \_\_\_\_\_.

- a. fill   c. point size  
b. weight   d. outline

ANS: B                   PTS: 1                   REF: PPT 118

## **MULTIPLE RESPONSE**

### **Modified Multiple Choice**



1. Which of the following methods are available to begin developing slide content?
  - a. Select a document theme and then enter text, illustrations, and tables
  - b. Import a Microsoft Word outline
  - c. Start with a blank presentation and the default Office Theme
  - d. Open an existing presentation and modify it

ANS: A, B, C, D    PTS: 1    REF: PPT 77

2. Which of the following is a component of a color scheme?
  - a. Hyperlink color
  - b. Background color
  - c. Text color
  - d. Border color

ANS: A, B, C    PTS: 1    REF: PPT 80

3. Background styles include \_\_\_\_\_.
  - a. color
  - b. shading
  - c. patterns
  - d. textures

ANS: A, B, C, D    PTS: 1    REF: PPT 99

4. Which of the following formatting options are available for text inside a shape?
  - a. font
  - b. font color
  - c. alignment
  - d. font size

ANS: A, B, C, D    PTS: 1    REF: PPT 112

5. Which of the following shapes can be converted to a Circle or Square shape by pressing a key as you draw or insert the shape?
  - a. Oval
  - b. Arrow
  - c. Rectangle
  - d. Isosceles Triangle

ANS: A, C    PTS: 1    REF: PPT 110|PPT 112

### **TRUE/FALSE**

1. Researchers have known for decades that documents with visual elements are more effective than those that consist of only text.

ANS: T    PTS: 1    REF: PPT 74

2. Graphics in documents help clarify and emphasize details so they appeal to audience members with different backgrounds.

ANS: T    PTS: 1    REF: PPT 74



3. The text in the first slide in the accompanying figure was created using a WordArt style.

ANS: F                      PTS: 1                      REF: PPT 75

4. Some graphics have meanings specific to a culture, so be certain to learn about the members of your intended audience and their views before adding graphics to a presentation.

ANS: T                      PTS: 1                      REF: PPT 76

5. WordArt text can enhance the visual appeal of any presentation, so you can use it freely.

ANS: F                      PTS: 1                      REF: PPT 76

6. You can comfortably mix writing styles within a presentation as long as you are consistent with writing styles on each individual slide.

ANS: F                      PTS: 1                      REF: PPT 77

7. Some document themes use the All Caps text effect which converts the uppercase text you type to lowercase.

ANS: F                      PTS: 1                      REF: PPT 79

8. A color scheme consists of four colors for a background and text.

ANS: T                      PTS: 1                      REF: PPT 80

9. The four colors on the Theme Colors button represent the primary text and background colors and two accent colors.

ANS: T                   PTS: 1                   REF: PPT 80

10. A theme's text color contrasts with its background color.

ANS: T                   PTS: 1                   REF: PPT 80

11. Accent colors in a document theme are designed as colors for primary features on a slide.

ANS: F                   PTS: 1                   REF: PPT 80

12. Clips and photographs you see on Web pages are not covered by copyright law.

ANS: F                   PTS: 1                   REF: PPT 83

13. When working with a Title and Content slide, you can open the Insert Picture dialog box by clicking the Insert Picture from File icon in the content placeholder.

ANS: T                   PTS: 1                   REF: PPT 83

14. The modernist movement of the late nineteenth and twentieth centuries influenced the design principles in use today.

ANS: T                   PTS: 1                   REF: PPT 84

15. Contrast determines the overall lightness or darkness of an entire image.

ANS: F                   PTS: 1                   REF: PPT 86

16. You can double-click a picture to display the Picture Tools and Format tabs.

ANS: T                   PTS: 1                   REF: PPT 89

17. The maximum line width for a picture border is 6 points.

ANS: F                   PTS: 1                   REF: PPT 91

18. When you change the height of a photo, PowerPoint automatically changes the width to maintain the photo's proportions between height and width.

ANS: T                   PTS: 1                   REF: PPT 93

19. Once you resize a photograph, it cannot be returned to its original size.

ANS: F                   PTS: 1                   REF: PPT 94

20. To make a slide background appear on all slides in a presentation, click the Format All button in the Format Background dialog box.

ANS: F                   PTS: 1                   REF: PPT 95

21. If you have made many changes to a slide's background, you can start over by clicking the Reset Background button in the Format Background dialog box.

ANS: T                      PTS: 1                      REF: PPT 95

22. Offsets repeat a background image many times vertically and horizontally on a slide.

ANS: F                      PTS: 1                      REF: PPT 95

23. Adjusting a fill's gradient allows you to see through the background so that any text on a slide is visible.

ANS: F                      PTS: 1                      REF: PPT 95

24. The Format Painter button is located in the Font group on the Home tab.

ANS: F                      PTS: 1                      REF: PPT 102

25. One method of adding appealing visual elements to a presentation is by using WordArt styles.

ANS: T                      PTS: 1                      REF: PPT 113

#### **MODIFIED TRUE/FALSE**

1. Researchers have known for decades that documents with visual elements are less effective than those that consist of only text.

\_\_\_\_\_

ANS: F, more

PTS: 1                      REF: PPT 74

2. Used appropriately, color can create interest by emphasizing material and promoting understanding.

\_\_\_\_\_

ANS: T    PTS: 1    REF: PPT 76

3. Once you decide on a style to use in your presentation, apply it sparingly throughout your presentation.

\_\_\_\_\_

ANS: F, consistently

PTS: 1                      REF: PPT 77

4. A photograph's color intensity can be modified by changing the brightness and contrast.

\_\_\_\_\_

ANS: T    PTS: 1    REF: PPT 86

5. The list of available fonts in the Fonts gallery may differ, depending on what fonts you have installed and the type of printer you are using.

---

ANS: T

PTS: 1

REF: PPT 102

## COMPLETION

1. People remember at least \_\_\_\_\_ more information when the document they are seeing or reading contains visual elements.

ANS: one-third

PTS: 1

REF: PPT 74

2. \_\_\_\_\_ laws apply to both printed and electronic materials.

ANS: Copyright

PTS: 1

REF: PPT 76

3. PowerPoint audiences' eyes are drawn to \_\_\_\_\_ on a slide.

ANS: color

PTS: 1

REF: PPT 76

4. A good \_\_\_\_\_ offers rules on formatting possessives, capitalizing titles, and using commas.

ANS: stylebook

PTS: 1

REF: PPT 77

5. PowerPoint may change how the groups and buttons within the groups appear on the Ribbon, depending on the computer's screen \_\_\_\_\_.

ANS: resolution

PTS: 1

REF: PPT 80

6. A document theme has two \_\_\_\_\_ colors.

ANS: hyperlink

PTS: 1

REF: PPT 80

7. A clip art image or a picture can be inserted as a(n) \_\_\_\_\_ behind all or part of your slide.

ANS: watermark

PTS: 1 REF: PPT 82

8. \_\_\_\_\_ allow you to resize a graphic using the mouse.

ANS: Sizing handles

PTS: 1 REF: PPT 84

9. \_\_\_\_\_ is the content that makes up the interior of a shape.

ANS: Fill

PTS: 1 REF: PPT 95

10. \_\_\_\_\_ is a background feature that allows you to move the background from the slide borders in varying distances by percentages.

ANS: Offsets

PTS: 1 REF: PPT 95

11. You can move the \_\_\_\_\_ slider in the Format Background dialog box by pressing the RIGHT ARROW or LEFT ARROW to move the slider in one-percent increments.

ANS: Transparency

PTS: 1 REF: PPT 98

12. \_\_\_\_\_ effects add pattern and texture to a background.

ANS: Fill

PTS: 1 REF: PPT 99

13. To apply the same background style to an entire presentation, right-click the desired style and click \_\_\_\_\_ on the shortcut menu.

ANS: Apply to All Slides

PTS: 1 REF: PPT 100

14. To remove the Shadow text effect, click the \_\_\_\_\_ button on the Quick Access Toolbar.

ANS: Undo

PTS: 1 REF: PPT 103

15. When selecting and sizing shapes, keep in mind that your audience will focus on the \_\_\_\_\_ shapes first.

ANS: largest

PTS: 1 REF: PPT 106

16. PowerPoint displays the \_\_\_\_\_ when two shapes are aligned precisely.

ANS: Smart Guide

PTS: 1 REF: PPT 109

17. Many companies without graphic arts departments create their logos using \_\_\_\_\_.

ANS: WordArt

PTS: 1 REF: PPT 113

18. Some \_\_\_\_\_ styles are bold and detailed, and they can detract from the message you are trying to present.

ANS: WordArt

PTS: 1 REF: PPT 113

19. As with font size, WordArt outline lines are measured in \_\_\_\_\_.

ANS: points

PTS: 1 REF: PPT 118

20. The \_\_\_\_\_ certification program provides an opportunity for you to obtain a valuable industry credential and proof of PowerPoint 2010 skills.

ANS: Microsoft Office Specialist (MOS)

PTS: 1 REF: PPT 120

## MATCHING

Identify the letter of the choice that best matches the example.

- |                                      |  |
|--------------------------------------|--|
| a. six accent colors                 | f. Format Painter                                |
| b. modernist movement                | g. CTRL+SHIFT+F                                  |
| c. changed in predefined percentages | h. ESC   |
| d. picture effects                   | i. CTRL  |
| e. Textures gallery                  | j. view formatting changes before you apply them |

1. Graphic design independent of language.
2. Contains 24 pictures that give appearance of a physical object.
3. A color scheme.
4. Open the Font dialog box.
5. Copy all formatting changes from one object to another.
6. Turn off the Format Painter.
7. More control over the exact look of an image.
8. Brightness and contrast.
9. Multiple text selections.

10. Live preview.

1. ANS: B	PTS: 1	REF: PPT 84
2. ANS: E	PTS: 1	REF: PPT 95
3. ANS: A	PTS: 1	REF: PPT 80
4. ANS: G	PTS: 1	REF: PPT 103
5. ANS: F	PTS: 1	REF: PPT 101
6. ANS: H	PTS: 1	REF: PPT 105
7. ANS: D	PTS: 1	REF: PPT 89
8. ANS: C	PTS: 1	REF: PPT 86
9. ANS: I	PTS: 1	REF: PPT 117
10. ANS: J	PTS: 1	REF: PPT 92

**ESSAY**

1. Describe the components of a document theme's color scheme.

ANS:

*A color scheme consists of four colors for a background and text, six accent colors, and two hyperlink colors. The background color is the fundamental color of a PowerPoint slide. The text color contrasts with the background color. Accent colors are designed as colors for secondary features, such as fill colors. The default hyperlink color is set when you type the hyperlink text. When you click the hyperlink text during a slide show presentation, the color changes to the Followed Hyperlink color.*

PTS: 1                      REF: PPT 80                      TOP: Critical Thinking

2. Are backgrounds displayed in a specific order? If yes, describe the order.

ANS:

*Yes, backgrounds are arranged in order from light to dark running from left to right. The first row has solid backgrounds; the middle row has darker fills at the top and bottom; the bottom row has fill patterns.*

PTS: 1                      REF: PPT 100                      TOP: Critical Thinking

3. Describe how to use the Format Painter to copy formatting.

ANS:

*You can use the Format Painter to apply custom formatting to other places in a presentation in three ways:*

- 1. Copy only character attributes.*
- 2. Copy both paragraph attributes and character attributes.*
- 3. Apply the same formatting to multiple words, phrases, or paragraphs.*

*To copy formatting one time, click the Format Painter and drag across or click text to be formatted. To copy formatting multiple times, double-click the Format Painter. Remember to turn off the Format Painter by clicking the button or by pressing the ESC key when finished.*

PTS: 1                      REF: PPT 105                      TOP: Critical Thinking

**CASE**



## Critical Thinking Questions

### Case 2-1

You are planning a new presentation on marketing that you will deliver to your Intro to Business class.

1. To make certain your presentation's design is both interesting and effective, your planning checklist contains all of the following elements except \_\_\_\_\_.
  - a. use graphics suitable for a multicultural audience
  - b. give careful thought to slide text
  - c. do not overuse WordArt
  - d. download photos and clips from the Web sites of major companies to use as examples

ANS:  
D

PTS: 1                      REF: PPT 76                      TOP: Critical Thinking

2. You also want to ensure consistency across all the slides in the presentation. In addition to applying an appropriate document theme for consistency in colors and fonts, you also decide to \_\_\_\_\_.
  - a. arrange the slides in portrait orientation
  - b. apply style guidelines to all slide text
  - c. add speaker notes to all the slides
  - d. add a closing slide

ANS:  
B

PTS: 1                      REF: PPT 76                      TOP: Critical Thinking

## Critical Thinking Questions

### Case 2-2

You have finally completed the new product announcement presentation for the next sales department meeting. After reviewing the slides by running a slide show, you decide that the new product photograph on slide 3 does not have the right emphasis.

3. You think that rounding the edges of the photograph would enhance its appearance. You round the edges by applying a picture \_\_\_\_\_.
  - a. background
  - b. border
  - c. style
  - d. effect

ANS:  
C

PTS: 1                      REF: PPT 87-PPT 89                      TOP: Critical Thinking

4. The new product picture on slide 3 has a narrow black border. You change the border's color and weight by clicking the Picture Border button on the \_\_\_\_\_.

- a. (Picture Tools Format tab | Picture Styles group)
- c. (Drawing Tools Format tab | Shapes Styles group)
- c. (Picture Tools Format tab | Format Picture group)
- d. (Insert tab | Colors and Lines group)

ANS:

A

PTS: 1

REF: PPT 91-PPT 92

TOP: Critical Thinking