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| 1. When you use the Duplicate command to duplicate a shape, a copy of the shape is placed on the Clipboard.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-15 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.7 - Duplicate objects. | | *CORPORATE STANDARDS:* | 1956 - Duplicate a shape. | | *TOPICS:* | New Perspectives Series: Duplicating Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:07 PM | | *DATE MODIFIED:* | 8/2/2019 9:14 PM | |

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| 2. In order to format all the text in a text box at the same time, you must select the text box first.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.1 - Select objects. | | *CORPORATE STANDARDS:* | 3750 - Select an object. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:15 PM | | *DATE MODIFIED:* | 8/2/2019 9:23 PM | |

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| 3. If you want to align an object on a slide with the other objects on the slide, you should ignore the Smart Guides that appears as you drag the object.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-47 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.5 - Move an object. | | *CORPORATE STANDARDS:* | 2954 - Move an object using Smart Guides. | | *TOPICS:* | New Perspectives Series: Using the Morph Transition | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:23 PM | | *DATE MODIFIED:* | 8/2/2019 9:28 PM | |

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| 4. It's impossible to resize a shape to exact dimensions.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-7 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3438 - Resize a shape to exact dimensions. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:29 PM | | *DATE MODIFIED:* | 8/2/2019 9:33 PM | |

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| 5. When a presentation includes slide numbers on all of the slides, it is often appropriate to prevent the slide number from appearing on the title slide.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 97 - Add a footer to all slides except the title slide. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:33 PM | | *DATE MODIFIED:* | 8/2/2019 9:38 PM | |

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| 6. To change the color of a shape, you change the shape fill.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 835 - Change the fill color of a shape. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 9:38 PM | | *DATE MODIFIED:* | 8/2/2019 9:43 PM | |

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| 7. To change several format attributes of a shape at the same time, you can apply a shape style.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.3 - Apply styles to objects. | | *CORPORATE STANDARDS:* | 474 - Apply a shape style. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:44 PM | | *DATE MODIFIED:* | 8/2/2019 9:49 PM | |

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| 8. One reason to apply one transition to one slide and a different transition to all of the other slides in the presentation is to draw attention to the slide that has a different transition applied to it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-36 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 233 - Add a transition to all slides. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 9:50 PM | | *DATE MODIFIED:* | 8/2/2019 9:56 PM | |

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| 9. If you add a footer to all of the slides including the title slide, you can add slide numbers to all of the slides except the title slide.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 97 - Add a footer to all slides except the title slide. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 9:59 PM | | *DATE MODIFIED:* | 8/2/2019 10:03 PM | |

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| 10. If you don't change the default transition, each slide disappears and the next slide immediately appears.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-36 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 233 - Add a transition to all slides. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 10:04 PM | | *DATE MODIFIED:* | 8/2/2019 10:07 PM | |

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| 11. If you don't like the speed of a transition that you applied, you cannot change it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-34 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1088 - Change the transition duration. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 10:07 PM | | *DATE MODIFIED:* | 8/2/2019 10:10 PM | |

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| 12. Text entered in the Footer box on the Slide tab in the Header and Footer text box can appear anywhere on the slides, not just at the bottom of the slides.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 98 - Add a footer to all slides. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 10:16 PM | | *DATE MODIFIED:* | 8/2/2019 10:18 PM | |

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| 13. Although you can apply sound effects to transitions, you should consider whether the sound effect will enhance your presentation or act as a distraction.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-34 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 3164 - Play a sound during a transition. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 10:19 PM | | *DATE MODIFIED:* | 8/2/2019 10:21 PM | |

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| 14. When the ruler is displayed, the location of the pointer is shown on the ruler by a dotted red line.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.5 - Move an object. | | *CORPORATE STANDARDS:* | 2955 - Move an object using the ruler. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 10:22 PM | | *DATE MODIFIED:* | 8/2/2019 10:24 PM | |

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| 15. Maria wants to change a shape with text so that it faces left instead of right, so she rotated the shape so that the text stays right-side up.   |  |  | | --- | --- | | *ANSWER:* | False - flipped | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.5.5 - Move an object. | | *CORPORATE STANDARDS:* | 2224 - Flip a shape. | | *TOPICS:* | New Perspectives Series: Rotating and Flipping Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/2/2019 10:25 PM | | *DATE MODIFIED:* | 8/2/2019 10:48 PM | |

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| 16. One way you can rotate a shape is to drag its adjustment handle.   |  |  | | --- | --- | | *ANSWER:* | False - Rotate  False - rotate | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.5.5 - Move an object. | | *CORPORATE STANDARDS:* | 3575 - Rotate a shape to an approximate value. | | *TOPICS:* | New Perspectives Series: Rotating and Flipping Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 10:34 PM | | *DATE MODIFIED:* | 8/2/2019 10:47 PM | |

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| 17. To reverse the last change you made in a presentation file, you click the Undo button on the Quick Access Toolbar.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.11 - Use undo and redo functionality. | | *CORPORATE STANDARDS:* | 4421 - Undo an action. | | *TOPICS:* | New Perspectives Series: Rotating and Flipping Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 10:39 PM | | *DATE MODIFIED:* | 8/2/2019 10:47 PM | |

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| 18. In order to enter text in a shape, you must select it first.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-7 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 2080 - Enter text in a shape. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/2/2019 10:49 PM | | *DATE MODIFIED:* | 8/2/2019 10:52 PM | |

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| 19. To create a copy of a slide, you replicate it.   |  |  | | --- | --- | | *ANSWER:* | False - Duplicate  False - duplicate | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-15 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.2.5 - Duplicate a slide. | | *CORPORATE STANDARDS:* | 1957 - Duplicate a slide. | | *TOPICS:* | New Perspectives Series: Duplicating Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/2/2019 10:54 PM | | *DATE MODIFIED:* | 8/2/2019 10:58 PM | |

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| 20. If you want to change the manner in which a slide appears on the screen in place of the previous slide, you change the animation.   |  |  | | --- | --- | | *ANSWER:* | False - transition | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-36 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 233 - Add a transition to all slides. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:08 AM | | *DATE MODIFIED:* | 8/3/2019 12:13 AM | |

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| 21. A layout is the effect that occurs when one slide leaves the screen and the next slide appears on the screen during a slide show.   |  |  | | --- | --- | | *ANSWER:* | False - transition | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-36 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 232 - Add a transition to a single slide. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 12:28 AM | | *DATE MODIFIED:* | 8/3/2019 12:31 AM | |

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| 22. Which of the following should Marcus add to a slide if he wants to add text in a box that is already filled with Accent color 1?   |  |  |  | | --- | --- | --- | |  | a. | Bulleted list | |  | b. | Shape | |  | c. | Title | |  | d. | Picture |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2612 - Insert a shape. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:33 AM | | *DATE MODIFIED:* | 8/3/2019 12:40 AM | |

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| 23. If you want to change the size of a part of a shape relative to the rest of the shape, what do you drag?   |  |  |  | | --- | --- | --- | |  | a. | Sizing handle | |  | b. | Control handle | |  | c. | Proportion handle | |  | d. | Adjustment handle |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 954 - Change the proportions of a shape using an adjustment handle. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 12:50 AM | | *DATE MODIFIED:* | 8/3/2019 12:53 AM | |

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| 24. Which of the following contains text you type and that appears on all the slides in the presentation?   |  |  |  | | --- | --- | --- | |  | a. | Header | |  | b. | Footer | |  | c. | Slide number | |  | d. | Date and time |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 98 - Add a footer to all slides. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 12:56 AM | | *DATE MODIFIED:* | 8/3/2019 12:58 AM | |

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| 25. If you want to change the color of the border around a shape, which of the following do you change?   |  |  |  | | --- | --- | --- | |  | a. | Outline | |  | b. | Fill | |  | c. | Texture | |  | d. | Color |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 180 - Add a shape outline. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 1:06 AM | | *DATE MODIFIED:* | 8/3/2019 1:09 AM | |

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| 26. David ran his presentation in Slide Show view, and he thought the transition between each slide was too slow. Which of the following can he change to make the transitions faster?   |  |  |  | | --- | --- | --- | |  | a. | Effect option | |  | b. | Delay | |  | c. | Duration | |  | d. | Start setting |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1088 - Change the transition duration. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:09 AM | | *DATE MODIFIED:* | 8/3/2019 1:13 AM | |

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| 27. Which button do you click to see a transition in Normal view?   |  |  |  | | --- | --- | --- | |  | a. | Review | |  | b. | Preview | |  | c. | Watch | |  | d. | Rewind |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 3180 - Preview a transition. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:14 AM | | *DATE MODIFIED:* | 8/3/2019 1:17 AM | |

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| 28. Raul needs to create a slide that will contain similar information and have the same format as Slide 3 in his presentation. Which of the following should he do?   |  |  |  | | --- | --- | --- | |  | a. | Delete Slide 3. | |  | b. | Flip Slide 3. | |  | c. | Duplicate Slide 3. | |  | d. | Transition Slide 3. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.5 - Duplicate a slide. | | *CORPORATE STANDARDS:* | 1957 - Duplicate a slide. | | *TOPICS:* | New Perspectives Series: Duplicating Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:18 AM | | *DATE MODIFIED:* | 8/3/2019 1:21 AM | |

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| 29. If you press SHIFT while you drag a sizing handle on a shape, what happens?   |  |  |  | | --- | --- | --- | |  | a. | The alignment of the shape with the other shapes on the slide stays the same. | |  | b. | The style of the shape changes to the next style in the Shape Styles gallery. | |  | c. | The proportions of the shape are maintained as you resize the shape. | |  | d. | The shape snaps to the closest slide border. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3430 - Resize a shape proportionally. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:22 AM | | *DATE MODIFIED:* | 8/3/2019 1:25 AM | |

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| 30. If you want to rotate a selected shape by a specific number of degrees, which of the following is the best option?   |  |  |  | | --- | --- | --- | |  | a. | Click the Rotate button on the Drawing Tools Format tab, and then select one of the Rotate commands. | |  | b. | Click the Rotate button on the Drawing Tools Format tab, and then select one of the Flip commands. | |  | c. | Drag the Rotate handle on the shape. | |  | d. | Drag the adjustment handle on the shape. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.5 - Move an object. | | *CORPORATE STANDARDS:* | 3571 - Rotate a shape to a preset value. | | *TOPICS:* | New Perspectives Series: Rotating and Flipping Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:29 AM | | *DATE MODIFIED:* | 8/3/2019 1:31 AM | |

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| 31. If you want a specific date to appear every time you open a presentation rather than updating to the current date, which of the following options do you need to select when you add the date to the slides?   |  |  |  | | --- | --- | --- | |  | a. | Keep | |  | b. | Fixed | |  | c. | Today | |  | d. | Update automatically |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 99 - Add a footer with the date and time. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:32 AM | | *DATE MODIFIED:* | 8/3/2019 1:35 AM | |

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| 32. After you right-click a slide in the thumbnails pane in Normal view or in Slide Sorter view to open a shortcut menu, which of the following commands do you click to create a copy of the slide?   |  |  |  | | --- | --- | --- | |  | a. | Exact Copy | |  | b. | Copy Slide | |  | c. | Duplicate Slide | |  | d. | Mimic Slide |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.5 - Duplicate a slide. | | *CORPORATE STANDARDS:* | 1957 - Duplicate a slide. | | *TOPICS:* | New Perspectives Series: Duplicating Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:37 AM | | *DATE MODIFIED:* | 8/3/2019 1:40 AM | |

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| 33. Which button on the Drawing Tools Format tab would you click to change the color, weight, or style of the border of a shape?   |  |  |  | | --- | --- | --- | |  | a. | Shape Style | |  | b. | Shape Fill | |  | c. | Shape Border | |  | d. | Shape Outline |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 180 - Add a shape outline. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:41 AM | | *DATE MODIFIED:* | 8/3/2019 1:44 AM | |

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| 34. If you want to create a mirror image of a shape to the left or right of the shape, you should duplicate or copy and paste the shape, and then use which of the following commands?   |  |  |  | | --- | --- | --- | |  | a. | Rotate Right 90° | |  | b. | Rotate Left 90° | |  | c. | Flip Horizontal | |  | d. | Flip Vertical |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.5 - Move an object. | | *CORPORATE STANDARDS:* | 2224 - Flip a shape. | | *TOPICS:* | New Perspectives Series: Rotating and Flipping Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 1:45 AM | | *DATE MODIFIED:* | 8/3/2019 1:49 AM | |

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| 35. If you want to move a selected object on a slide a very small amount, which of the following will accomplish this?   |  |  |  | | --- | --- | --- | |  | a. | Press PAGE UP or PAGE DOWN. | |  | b. | Press one of the Arrow keys. | |  | c. | On the Drawing Tools Format tab, click the Move in Small Increments button. | |  | d. | Press and hold ALT while you drag the object. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.11 - Move a shape. | | *CORPORATE STANDARDS:* | 2915 - Move a shape. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:53 AM | | *DATE MODIFIED:* | 8/3/2019 1:55 AM | |

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| 36. Claudia added an equilateral triangle shape that is one inch high and one inch wide to a slide in her presentation. She clicked in the Shape Height box, typed 3, and then pressed ENTER. What happened to the shape?   |  |  |  | | --- | --- | --- | |  | a. | The height of the triangle changed to three inches, but the width remained one inch. | |  | b. | The height and width of the triangle both changed to three inches to maintain the proportions. | |  | c. | The size of the triangle did not change because the aspect ratio is locked. | |  | d. | The triangle changed to an isosceles triangle that is three inches high. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3438 - Resize a shape to exact dimensions. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 1:56 AM | | *DATE MODIFIED:* | 8/3/2019 2:00 AM | |

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| 37. To select more than one object at a time on a slide, which key do you press while you click the objects?   |  |  |  | | --- | --- | --- | |  | a. | ALT | |  | b. | CTRL | |  | c. | SHIFT | |  | d. | TAB |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-59 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.1 - Select objects. | | *CORPORATE STANDARDS:* | 3765 - Select multiple objects. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:01 AM | | *DATE MODIFIED:* | 8/3/2019 2:05 AM | |

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| 38. Which of the following shows the underlying grid on a slide?   |  |  |  | | --- | --- | --- | |  | a. | Ruler | |  | b. | Guides | |  | c. | Smart Guides | |  | d. | Gridlines |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-25 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.6.8 - Select and show grids, guides and rulers. | | *CORPORATE STANDARDS:* | 4195 - Show or hide gridlines. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 2:05 AM | | *DATE MODIFIED:* | 8/3/2019 2:29 AM | |

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| 39. Which slide usually does not require the slide number, date, and footer text on it?   |  |  |  | | --- | --- | --- | |  | a. | Summary slide | |  | b. | Title slide | |  | c. | Title of contents slide | |  | d. | Definitions slide |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 97 - Add a footer to all slides except the title slide. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:30 AM | | *DATE MODIFIED:* | 8/3/2019 2:34 AM | |

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| 40. If you want to change the thickness of a shape outline, which of the following do you need to change?   |  |  |  | | --- | --- | --- | |  | a. | Weight | |  | b. | Height | |  | c. | Length | |  | d. | Width |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 180 - Add a shape outline. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 2:34 AM | | *DATE MODIFIED:* | 8/3/2019 2:37 AM | |

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| 41. Which of the following do you change if you want to change the speed of a transition?   |  |  |  | | --- | --- | --- | |  | a. | After setting | |  | b. | Before setting | |  | c. | Switch | |  | d. | Duration |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1088 - Change the transition duration. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:38 AM | | *DATE MODIFIED:* | 8/3/2019 2:41 AM | |

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| 42. If you want to apply a special effect to a shape, such as a beveled edge, a shadow, or a glow, which of the following buttons would you click on the Drawing Tools Format tab?   |  |  |  | | --- | --- | --- | |  | a. | Shape Effects | |  | b. | Shape Outline | |  | c. | Shape Fill | |  | d. | Shape Style |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 469 - Apply a shape effect. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:42 AM | | *DATE MODIFIED:* | 8/3/2019 2:45 AM | |

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| 43. If you want to add the date to every slide in the presentation and you want the date to update to show the current date every time the presentation is opened, which of the following actions would you take?   |  |  |  | | --- | --- | --- | |  | a. | Open the Header and Footer dialog box, click the Slide tab, click the Date and time checkbox, and then click the Fixed option button. | |  | b. | Open the Header and Footer dialog box, click the Slide tab, click the Date and time checkbox, and then click the Update automatically option button. | |  | c. | Type the date in a placeholder on every slide. | |  | d. | Type the date on the title slide so that it appears on all of the slides. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 99 - Add a footer with the date and time. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:46 AM | | *DATE MODIFIED:* | 8/3/2019 2:49 AM | |

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| 44. If you want to change the direction of a transition, which of the following should you do?   |  |  |  | | --- | --- | --- | |  | a. | Change the direction using the Effect Options button. | |  | b. | Reapply the transition. | |  | c. | Drag the transition on the slide | |  | d. | Move the pointer on the slide in the direction you want the transition to move. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1089 - Change the transition effect options. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:50 AM | | *DATE MODIFIED:* | 8/3/2019 2:54 AM | |

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| 45. If you want to change the fill color of a shape, what must you do first?   |  |  |  | | --- | --- | --- | |  | a. | Select the shape. | |  | b. | Move the pointer on top of the shape. | |  | c. | Press and hold ESC. | |  | d. | Select the slide thumbnail. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.1 - Select objects. | | *CORPORATE STANDARDS:* | 3750 - Select an object. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 2:55 AM | | *DATE MODIFIED:* | 8/3/2019 2:58 AM | |

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| 46. Lab accidentally deleted a shape from a SmartArt graphic. Which of the following commands will put the shape back on his slide?   |  |  |  | | --- | --- | --- | |  | a. | Redo | |  | b. | Undo | |  | c. | Exit | |  | d. | Reverse |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.11 - Use undo and redo functionality. | | *CORPORATE STANDARDS:* | 4421 - Undo an action. | | *TOPICS:* | New Perspectives Series: Rotating and Flipping Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 2:59 AM | | *DATE MODIFIED:* | 8/3/2019 3:02 AM | |

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| 47. Isabella applied the Push transition to the slides in her presentation. The slides look as if they slide up from the bottom of the screen. She wants to change this so that the slides look as if they slide from the left side of the screen. Which of the following actions should she take?   |  |  |  | | --- | --- | --- | |  | a. | Change the transition to Uncover. | |  | b. | Apply the Fly In animation to all of the objects on the slide. | |  | c. | Change the duration of the transition so it takes longer for the next slide to appear. | |  | d. | Change the effect option to From Left. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-37 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1089 - Change the transition effect options. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:02 AM | | *DATE MODIFIED:* | 8/3/2019 3:06 AM | |

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| 48. Which of the following attributes of a shape outline can you change? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Weight | |  | b. | Dashes | |  | c. | Color | |  | d. | Shadow |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-10 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 980 - Change the shape outline style. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 3:09 AM | | *DATE MODIFIED:* | 8/3/2019 3:14 AM | |

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| 49. Zach wants to change the size of a rectangle on a slide so that it is wider. How can he do this without changing the height of the rectangle? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Drag a corner sizing handle on the rectangle. | |  | b. | Drag a sizing handle on the left or the right side of the rectangle. | |  | c. | Type a larger value in the Shape Width box on the Drawing Tools Format tab on the ribbon. | |  | d. | Click the Change Width button on the Drawing Tools Format tab. |  |  |  | | --- | --- | | *ANSWER:* | b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-6 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3426 - Resize a shape nonproportionally. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:36 AM | | *DATE MODIFIED:* | 8/3/2019 3:39 AM | |

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| 50. Which of the following commands can you use to make a copy of an object on a slide? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Copy and paste | |  | b. | Cut and paste | |  | c. | Duplicate | |  | d. | Delete |  |  |  | | --- | --- | | *ANSWER:* | a, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.12 - Copy, cut, and paste objects. | | *CORPORATE STANDARDS:* | 1301 - Copy a shape. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:40 AM | | *DATE MODIFIED:* | 8/3/2019 3:44 AM | |

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| 51. Which of the following can appear on notes pages and handouts? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Header | |  | b. | Footer | |  | c. | Date and time | |  | d. | Page number |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-30 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.9 - Manage headers and footers. | | *CORPORATE STANDARDS:* | 100 - Add a footer with the slide number. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:44 AM | | *DATE MODIFIED:* | 8/3/2019 3:45 AM | |

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| 52. If the volume of a video on a slide is too loud, you cannot change it, so you need to make sure you adjust the volume on you speakers.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-57 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.3 - Configure media playback options. | | *CORPORATE STANDARDS:* | 1115 - Change the video volume. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 3:48 AM | | *DATE MODIFIED:* | 8/3/2019 3:53 AM | |

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| 53. You can insert columns and rows into an existing table.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.2 - Apply styles to tables. | | *CORPORATE STANDARDS:* | 2639 - Insert a table column. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/3/2019 3:54 AM | | *DATE MODIFIED:* | 8/3/2019 3:57 AM | |

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| 54. Although you cannot insert a video on a slide, you can create a video effect by applying animations to images.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-51 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2664 - Insert a video using a content placeholder. | | *TOPICS:* | New Perspectives Series: Using the Morph Transition | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 3:58 AM | | *DATE MODIFIED:* | 8/3/2019 4:00 AM | |

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| 55. Erica inserted a video on a slide, but the sound in the video is too quiet. She adjusted this by changing the sharpness of the video.   |  |  | | --- | --- | | *ANSWER:* | False - volume | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-57 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.7.3 - Configure media playback options. | | *CORPORATE STANDARDS:* | 1115 - Change the video volume. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 4:01 AM | | *DATE MODIFIED:* | 8/3/2019 4:04 AM | |

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| 56. An animation that causes an object to appear on a slide after the slide appears during a slide show is an emphasis animation.   |  |  | | --- | --- | | *ANSWER:* | False - entrance  False - Entrance | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.2.1 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 394 - Animate an object. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/3/2019 4:05 AM | | *DATE MODIFIED:* | 8/3/2019 4:09 AM | |

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| 57. During a slide show, Luis wants a picture to appear on one of his slides after the slide appears on the screen. Which type of animation should he use?   |  |  |  | | --- | --- | --- | |  | a. | Entrance | |  | b. | Emphasis | |  | c. | Exit | |  | d. | Exciting |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.1 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 394 - Animate an object. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 4:09 AM | | *DATE MODIFIED:* | 8/3/2019 4:15 AM | |

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| 58. When you drag a photo on a slide, what appears to help you position it?   |  |  |  | | --- | --- | --- | |  | a. | Gridlines | |  | b. | Smart Guides | |  | c. | Arrows | |  | d. | Rulers |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.6 - Arrange objects around each other. | | *CORPORATE STANDARDS:* | 366 - Align pictures. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 12:46 AM | | *DATE MODIFIED:* | 8/4/2019 12:50 AM | |

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| 59. To format a picture with preset formatting options, which of the following should you change?   |  |  |  | | --- | --- | --- | |  | a. | The picture border | |  | b. | The picture saturation | |  | c. | The picture style | |  | d. | The picture effects |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.3 - Apply styles to objects. | | *CORPORATE STANDARDS:* | 445 - Apply a picture style. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/3/2019 4:16 AM | | *DATE MODIFIED:* | 8/3/2019 4:20 AM | |

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| 60. If you want to show data organized into rows and columns, which of the following objects is a good choice?   |  |  |  | | --- | --- | --- | |  | a. | Table | |  | b. | SmartArt | |  | c. | Chart | |  | d. | Grid |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2648 - Insert a table using a content placeholder. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 12:52 AM | | *DATE MODIFIED:* | 8/4/2019 12:54 AM | |

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| 61. If the cell in the last row and the last column in a table on a slide is selected, what happens if you press TAB?   |  |  |  | | --- | --- | --- | |  | a. | The cell in the first row and the first column becomes selected. | |  | b. | Nothing happens because there are no more cells to select. | |  | c. | A new row is created below the last row in the table. | |  | d. | The insertion point appears in the cell in the last row and last column. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.2 - Apply styles to tables. | | *CORPORATE STANDARDS:* | 2646 - Insert a table row. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 12:56 AM | | *DATE MODIFIED:* | 8/4/2019 1:00 AM | |

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| 62. If you want to change the direction of an animation, which of the following buttons on the Animations tab do you click?   |  |  |  | | --- | --- | --- | |  | a. | Trigger | |  | b. | Direction | |  | c. | Reorder Animation | |  | d. | Effect Options |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 734 - Change the animation direction. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:01 AM | | *DATE MODIFIED:* | 8/4/2019 1:04 AM | |

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| 63. Max previewed the animations on a slide in his presentation. He decided it would look better if the Fly In animation applied to one of the objects was a little slower. Which of the following can he change to make that animation slower?   |  |  |  | | --- | --- | --- | |  | a. | Effect option | |  | b. | Delay | |  | c. | Duration | |  | d. | Start setting |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 735 - Change the animation duration. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:04 AM | | *DATE MODIFIED:* | 8/4/2019 1:07 AM | |

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| 64. Enrique applied the Split entrance animation to a picture on a slide in his presentation. The picture appears on the slide starting from the left and right edges until the two sides meet in the middle. He wants to change this so that the center of the picture appears first and then builds out to the sides. Which of the following actions should he take?   |  |  |  | | --- | --- | --- | |  | a. | Change the animation to Wipe. | |  | b. | Apply the Push transition to the slide. | |  | c. | Change the duration of the animation, so the picture appears more quickly. | |  | d. | Change the effect option to Vertical Out. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 734 - Change the animation direction. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:08 AM | | *DATE MODIFIED:* | 8/4/2019 1:11 AM | |

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| 65. When you are entering data in a table, which key can you press to move to the next cell to the right or to the first cell in the next line if the current cell is the last cell in a row?   |  |  |  | | --- | --- | --- | |  | a. | ENTER | |  | b. | TAB | |  | c. | SHIFT+TAB | |  | d. | SPACEBAR |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.1 - Select and edit table data. | | *CORPORATE STANDARDS:* | 2072 - Enter table data. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:13 AM | | *DATE MODIFIED:* | 8/4/2019 1:16 AM | |

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| 66. If you want to shade every other row in a PowerPoint table, which of the following options do you select on the Table Tools Design tab?   |  |  |  | | --- | --- | --- | |  | a. | Colored rows | |  | b. | Header row | |  | c. | Banded rows | |  | d. | Total row |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.4 - Group PivotTable and PivotChart data. | | *CORPORATE STANDARDS:* | 493 - Apply a table style. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:17 AM | | *DATE MODIFIED:* | 8/4/2019 1:20 AM | |

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| 67. Animations in which one of the following categories cause objects to change while they are on a slide?   |  |  |  | | --- | --- | --- | |  | a. | Entrance | |  | b. | Exit | |  | c. | Emphasis | |  | d. | Motion Paths |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.1 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 394 - Animate an object. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 1:21 AM | | *DATE MODIFIED:* | 8/4/2019 1:24 AM | |

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| 68. In a table, what is the intersection of a row and a column called?   |  |  |  | | --- | --- | --- | |  | a. | Illustration | |  | b. | Graphic | |  | c. | Text box | |  | d. | Cell |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2648 - Insert a table using a content placeholder. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:25 AM | | *DATE MODIFIED:* | 8/4/2019 1:28 AM | |

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| 69. Which of the following is a grid of columns and rows used to present information on a slide?   |  |  |  | | --- | --- | --- | |  | a. | Chart | |  | b. | SmartArt | |  | c. | Table | |  | d. | WordArt |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.1 - Insert objects. | | *CORPORATE STANDARDS:* | 2468 - Insert a Column sparkline. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 1:30 AM | | *DATE MODIFIED:* | 8/4/2019 1:33 AM | |

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| 70. If the table you create on a slide does not contain enough cells to contain all of your data, what can you do? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Insert rows in the table. | |  | b. | Change the width of the table. | |  | c. | Insert columns in the table. | |  | d. | Duplicate the table. |  |  |  | | --- | --- | | *ANSWER:* | a, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-18 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.2 - Apply styles to tables. | | *CORPORATE STANDARDS:* | 2639 - Insert a table column. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 1:34 AM | | *DATE MODIFIED:* | 8/4/2019 1:36 AM | |

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| 71. Which of the following are animation categories? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Entrance | |  | b. | Exit | |  | c. | Emphasis | |  | d. | Motion Paths |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-39 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.1 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 394 - Animate an object. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 1:39 AM | | *DATE MODIFIED:* | 8/4/2019 1:43 AM | |

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| 72. When you enter data in a table on a slide, how do you move from one cell to the next? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Press ESC. | |  | b. | Press CTRL. | |  | c. | Press TAB. | |  | d. | Click in the next cell. |  |  |  | | --- | --- | | *ANSWER:* | c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-20 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.1 - Select and edit table data. | | *CORPORATE STANDARDS:* | 3723 - Select a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:44 AM | | *DATE MODIFIED:* | 8/4/2019 1:45 AM | |

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| 73. When you apply a style to a table on a slide, which of the following options can you choose? Select all that apply.   |  |  |  | | --- | --- | --- | |  | a. | Header row | |  | b. | Total row | |  | c. | Font | |  | d. | Banded rows |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-25 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.4 - Group PivotTable and PivotChart data. | | *CORPORATE STANDARDS:* | 493 - Apply a table style. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 1:50 AM | | *DATE MODIFIED:* | 8/4/2019 1:54 AM | |

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| 74. Which one of the following applies several formatting options at once to videos?   |  |  |  | | --- | --- | --- | |  | a. | Animation styles | |  | b. | Video shapes | |  | c. | Video effects | |  | d. | Video styles |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.4 - Format audio and video clips. | | *CORPORATE STANDARDS:* | 507 - Apply a video style. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 1:55 AM | | *DATE MODIFIED:* | 8/4/2019 1:59 AM | |

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| 75. You can apply a style to a video, just as you would to a picture or a shape.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-51 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.4 - Format audio and video clips. | | *CORPORATE STANDARDS:* | 507 - Apply a video style. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 2:00 AM | | *DATE MODIFIED:* | 8/4/2019 2:02 AM | |

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| 76. If you don't like the theme fonts available in your theme, you can change them.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.8 - Change workbook themes. | | *CORPORATE STANDARDS:* | 1070 - Change the theme fonts. | | *TOPICS:* | New Perspectives Series: Applying a Theme Used in Another Presentation | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 2:03 AM | | *DATE MODIFIED:* | 8/4/2019 2:06 AM | |

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| 77. In each theme, what are the alternate designs that could include different colors, fonts, effects, and slide elements, called?   |  |  |  | | --- | --- | --- | |  | a. | Alternates | |  | b. | Variables | |  | c. | Variants | |  | d. | Proxies |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.8 - Change workbook themes. | | *CORPORATE STANDARDS:* | 1079 - Change the theme variant. | | *TOPICS:* | New Perspectives Series: Applying a Theme Used in Another Presentation | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 2:10 AM | | *DATE MODIFIED:* | 8/4/2019 2:15 AM | |

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| 78. If you like the theme applied to your presentation, but you want to change it slightly by changing the colors and adjusting the background a little, what is one way of doing this?   |  |  |  | | --- | --- | --- | |  | a. | Change the theme fonts. | |  | b. | Change the theme variant. | |  | c. | Change the theme colors. | |  | d. | Change the theme effects. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.2.8 - Change workbook themes. | | *CORPORATE STANDARDS:* | 1079 - Change the theme variant. | | *TOPICS:* | New Perspectives Series: Applying a Theme Used in Another Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 2:17 AM | | *DATE MODIFIED:* | 8/4/2019 2:19 AM | |

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| 79. To copy the formatting of an object to a different object, you use the Format Copier.   |  |  | | --- | --- | | *ANSWER:* | False - Painter  False - painter | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.5.13 - Format objects using the Format Painter. | | *CORPORATE STANDARDS:* | 4551 - Use the Format Painter with objects. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 2:38 AM | | *DATE MODIFIED:* | 8/4/2019 2:44 AM | |

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| 80. An animation applied to an object on a slide is set to start After Previous. To prevent the animation from occurring until three seconds have passed, you type 3 in the Duration box.   |  |  | | --- | --- | | *ANSWER:* | False - Delay  False - delay | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-43 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 80 - Add a delay to an animation. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 2:46 AM | | *DATE MODIFIED:* | 8/4/2019 2:48 AM | |

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| 81. One photo on a slide has a bevel and a shadow effect applied to it. You want to format another photo on the slide with the same effects. Which of the following tools can you use to accomplish this?   |  |  |  | | --- | --- | --- | |  | a. | Format Painter | |  | b. | Animation Painter | |  | c. | Animation Pane | |  | d. | Emphasis animation |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.13 - Format objects using the Format Painter. | | *CORPORATE STANDARDS:* | 4551 - Use the Format Painter with objects. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 2:51 AM | | *DATE MODIFIED:* | 8/4/2019 2:54 AM | |

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| 82. If you want to format a picture so it looks like it has a frame, which of the following should you add?   |  |  |  | | --- | --- | --- | |  | a. | Shadow | |  | b. | Reflection | |  | c. | Border | |  | d. | Artistic effect |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 153 - Add a picture border. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 2:55 AM | | *DATE MODIFIED:* | 8/4/2019 2:59 AM | |

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| 83. If text on a slide is underlined and formatted as bold, which of the following tools can you use to format other text in the same way?   |  |  |  | | --- | --- | --- | |  | a. | Format Painter | |  | b. | Animation Painter | |  | c. | Animation Pane | |  | d. | Emphasis animation |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.7 - Mange record filters in a table. | | *CORPORATE STANDARDS:* | 4554 - Use the Format Painter with text. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 2:59 AM | | *DATE MODIFIED:* | 8/4/2019 3:03 AM | |

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| 84. A slide contains two objects with animations applied. The first object animates when you advance the slide show. You want the second object to animate automatically after the animation of the first object finishes. Which start option should you apply to the animation of the second object?   |  |  |  | | --- | --- | --- | |  | a. | On Click | |  | b. | With Previous | |  | c. | After Previous | |  | d. | Trigger |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 737 - Change the animation Start option. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:04 AM | | *DATE MODIFIED:* | 8/4/2019 3:07 AM | |

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| 85. A slide contains two objects with animations applied. The first object animates when you advance the slide show. You also want the second object to animate when you advance the slide show. Which start option should you apply to the animation of the second object?   |  |  |  | | --- | --- | --- | |  | a. | On Click | |  | b. | With Previous | |  | c. | After Previous | |  | d. | Trigger |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 737 - Change the animation Start option. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:12 AM | | *DATE MODIFIED:* | 8/4/2019 3:15 AM | |

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| 86. A slide contains two objects with animations applied. The first object animates when you advance the slide show. You want the second object to animate at the same time. Which start option should you apply to the animation of the second object?   |  |  |  | | --- | --- | --- | |  | a. | On Click | |  | b. | With Previous | |  | c. | After Previous | |  | d. | Trigger |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 737 - Change the animation Start option. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:16 AM | | *DATE MODIFIED:* | 8/4/2019 3:19 AM | |

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| 87. A slide contains objects with multiple animations applied. How do you change the order of the animations?   |  |  |  | | --- | --- | --- | |  | a. | Drag the animation tag on the slide to a new position. | |  | b. | Select an animation tag on the slide, and then click Move Earlier or Move Later on the Animations tab. | |  | c. | Double-click an animation tag on the slide, and then type a number. | |  | d. | Right-click the animation on the Animations tab, and then click Reorder. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 3341 - Reorder animations. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:20 AM | | *DATE MODIFIED:* | 8/4/2019 3:22 AM | |

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| 88. Which command converts colors in a picture to a wide variety of hues?   |  |  |  | | --- | --- | --- | |  | a. | Recolor | |  | b. | Redesign | |  | c. | Retone | |  | d. | Reset |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 3218 - Recolor a picture. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:23 AM | | *DATE MODIFIED:* | 8/4/2019 3:26 AM | |

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| 89. When you apply an animation, what is the default setting for how the animation starts?   |  |  |  | | --- | --- | --- | |  | a. | After Previous | |  | b. | After Transition | |  | c. | On Click | |  | d. | With Previous |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 737 - Change the animation Start option. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:27 AM | | *DATE MODIFIED:* | 8/4/2019 3:29 AM | |

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| 90. If you want an object on a slide to move after it is displayed, but you don't want the object to disappear, what type of animation should you apply?   |  |  |  | | --- | --- | --- | |  | a. | Entrance | |  | b. | Emphasis | |  | c. | Exit | |  | d. | Motion Path |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.2 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 393 - Animate an object using a preset motion path. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 3:30 AM | | *DATE MODIFIED:* | 8/4/2019 3:33 AM | |

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| 91. The title text box on a slide in Kelly's presentation has the Wheel entrance animation applied to it. She decided that she does not want the title text to animate. Which of the following actions removes the animation of the selected title text box?   |  |  |  | | --- | --- | --- | |  | a. | Delete the entire text box. | |  | b. | On the Animations tab, click None in the Animation gallery. | |  | c. | On the Animations tab, click Wheel in the Animation gallery. | |  | d. | On the Animations tab, click the Start box arrow, and then click None. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.1 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 3298 - Remove an animation. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:33 AM | | *DATE MODIFIED:* | 8/4/2019 3:36 AM | |

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| 92. How do you apply a glow effect to text?   |  |  |  | | --- | --- | --- | |  | a. | Click the Shape Effects button, point to Glow, and then click a glow effect. | |  | b. | Click the Picture Effects button, point to Glow, and then click a glow effect | |  | c. | Change the shape of the text object to one that includes a glow effect. | |  | d. | Click the Text Effects button, point to Glow, and then click a glow effect. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 422 - Apply a Glow text effect. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:37 AM | | *DATE MODIFIED:* | 8/4/2019 3:43 AM | |

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| 93. If you want an animation to start at the same time as the previous action, what should the Start timing be?   |  |  |  | | --- | --- | --- | |  | a. | After Previous | |  | b. | After Transition | |  | c. | On Click | |  | d. | With Previous |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.3 - Modify bibliography citation sources. | | *CORPORATE STANDARDS:* | 737 - Change the animation Start option. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 3:44 AM | | *DATE MODIFIED:* | 8/4/2019 3:47 AM | |

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| 94. How do you remove an animation from an object? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | In the Animation group on the Animations tab, click None. | |  | b. | Select the animation on the Animations tab, and then press DELETE. | |  | c. | Select the animation tab, and then use the Cut command. | |  | d. | Select the animation tag, and then press DELETE. |  |  |  | | --- | --- | | *ANSWER:* | a, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-42 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.1 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 3298 - Remove an animation. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:48 AM | | *DATE MODIFIED:* | 8/4/2019 3:51 AM | |

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| 95. If you want an object to move on a slide, which of the following animations can you apply? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Apply an Emphasis animation. | |  | b. | Add a trigger to the animation. | |  | c. | Apply a preset motion path animation. | |  | d. | Apply a custom motion path animation. |  |  |  | | --- | --- | | *ANSWER:* | c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-38 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.2.2 - Perform logical and statistical operations to combine and exclude data. | | *CORPORATE STANDARDS:* | 392 - Animate an object by drawing a custom motion path. | | *TOPICS:* | New Perspectives Series: Applying Animations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:52 AM | | *DATE MODIFIED:* | 8/4/2019 3:55 AM | |

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| 96. You can align a table on a slide using smart guides.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-28 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.6 - Arrange objects around each other. | | *CORPORATE STANDARDS:* | 345 - Align a table. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:56 AM | | *DATE MODIFIED:* | 8/4/2019 3:58 AM | |

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| 97. If you want to change the size of text in all the cells in a table, click in one of the cells to select the whole table.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-21 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.1 - Select and edit table data. | | *CORPORATE STANDARDS:* | 3733 - Select a table. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 3:59 AM | | *DATE MODIFIED:* | 8/4/2019 4:02 AM | |

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| 98. You can fill a table cell with a color, but you cannot fill it with a picture.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 2176 - Fill table cells with pictures. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 4:03 AM | | *DATE MODIFIED:* | 8/4/2019 4:06 AM | |

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| 99. Which of the following identify the spacing between the units on the value axis?   |  |  |  | | --- | --- | --- | |  | a. | Minor gridlines | |  | b. | Major gridlines | |  | c. | Major trendlines | |  | d. | Major axis |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-25 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.4.3 - Increase and decrease list levels. | | *CORPORATE STANDARDS:* | 314 - Add gridlines to a chart. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 4:14 AM | | *DATE MODIFIED:* | 8/4/2019 4:17 AM | |

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| 100. Which of the following is a grid used to organize data and that is composed of columns and rows?   |  |  |  | | --- | --- | --- | |  | a. | Table | |  | b. | Chart | |  | c. | Graph | |  | d. | Data label |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-25 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.1.1 - Insert a table. | | *CORPORATE STANDARDS:* | 1948 - Draw a table. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 4:18 AM | | *DATE MODIFIED:* | 8/4/2019 4:20 AM | |

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| 101. If you want to format a table on a slide so that it looks like it is floating above the slide, which effect should you apply?   |  |  |  | | --- | --- | --- | |  | a. | Bevel | |  | b. | Reflection | |  | c. | Shadow | |  | d. | Border |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 459 - Apply a shadow effect to table cells. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 4:24 AM | | *DATE MODIFIED:* | 8/4/2019 4:27 AM | |

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| 102. Which of the following commands lets you add color to table cells?   |  |  |  | | --- | --- | --- | |  | a. | Shadow | |  | b. | Bevel | |  | c. | Shading | |  | d. | Glow |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 538 - Apply shading to table cells. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 4:28 AM | | *DATE MODIFIED:* | 8/4/2019 4:32 AM | |

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| 103. Which of the following are ways text in a table cell can be aligned? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Aligned left or right | |  | b. | Aligned top or bottom | |  | c. | Centered horizontally or vertically | |  | d. | Justified |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-28 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.6 - Arrange objects around each other. | | *CORPORATE STANDARDS:* | 345 - Align a table. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 4:34 AM | | *DATE MODIFIED:* | 8/4/2019 4:38 AM | |

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| 104. With which of the following can you fill a table cell? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Color | |  | b. | Picture | |  | c. | ​ | |  | d. | ​ |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-26 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 2176 - Fill table cells with pictures. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/4/2019 4:39 AM | | *DATE MODIFIED:* | 8/4/2019 4:42 AM | |

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| 105. Which of the following options can you specify when you apply a table style? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Header row | |  | b. | Total row | |  | c. | Banded rows | |  | d. | Banded columns |  |  |  | | --- | --- | | *ANSWER:* | a, b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-24 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.5 - Format a table. | | *CORPORATE STANDARDS:* | 2394 - Include a total row in a table. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 4:43 AM | | *DATE MODIFIED:* | 8/4/2019 4:46 AM | |

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| 106. Which of the following describes a method for inserting a table on a slide? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Use the Insert Table button in a content placeholder, enter the number of columns and rows you want, and then click OK. | |  | b. | Use the Table button on the Insert tab, and then click a square on the grid. | |  | c. | Delete the content placeholder to change the pointer to a pencil shape, and then draw the table on the slide. | |  | d. | Use the Table button on the Insert tab, click Draw Table, and then use the pointer to draw a table on the slide. |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-25 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.1.1 - Insert a table. | | *CORPORATE STANDARDS:* | 1948 - Draw a table. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 4:47 AM | | *DATE MODIFIED:* | 8/4/2019 4:50 AM | |

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| 107. Which option should you click on after selecting Video on Insert tab to insert a video from your system?   |  |  |  | | --- | --- | --- | |  | a. | Insert Video | |  | b. | Poster Frame | |  | c. | CurrentFrame | |  | d. | Video on my PC |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.3 - Configure media playback options. | | *CORPORATE STANDARDS:* | 239 - Add a video poster frame. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 4:52 AM | | *DATE MODIFIED:* | 8/4/2019 4:55 AM | |

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| 108. Under which tab will you click the Rewind After Playing checkbox?  ​   |  |  |  | | --- | --- | --- | |  | a. | Format | |  | b. | Options | |  | c. | Playback | |  | d. | Slideshow |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-56 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.5 - Set the audio and video start and stop times. | | *CORPORATE STANDARDS:* | 3552 - Rewind a video after playing. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 4:56 AM | | *DATE MODIFIED:* | 8/4/2019 5:00 AM | |

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| 109. Which button will you press when you reach the point where you want to make the cut while trimming a video clip?  ​   |  |  |  | | --- | --- | --- | |  | a. | Play | |  | b. | Pause | |  | c. | Next button | |  | d. | Previous button |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-54 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.3 - Configure media playback options. | | *CORPORATE STANDARDS:* | 4402 - Trim a video. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 5:07 AM | | *DATE MODIFIED:* | 8/4/2019 5:10 AM | |

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| 110. Which portion of a video clip will get trimmed if you click its start point under the Trim Video dialog box and drag the two-headed arrow to a new position on it?   |  |  |  | | --- | --- | --- | |  | a. | Middle | |  | b. | Beginning | |  | c. | End | |  | d. | A desired section |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.7.3 - Configure media playback options. | | *CORPORATE STANDARDS:* | 1114 - Change the video Start option. | | *TOPICS:* | New Perspectives Series: Adding and Modifying Video | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 5:10 AM | | *DATE MODIFIED:* | 8/4/2019 5:14 AM | |

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| 111. Samantha made some unwanted changes to an image she used in her PowerPoint presentation. She can reset the image to undo the changes.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.2 - Apply artistic and picture effects. | | *CORPORATE STANDARDS:* | 3364 - Reset a picture. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 5:14 AM | | *DATE MODIFIED:* | 8/4/2019 5:17 AM | |

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| 112. To insert an online picture without using a content placeholder,  go to Insert tab, click on Online Pictures, enter the search key word to look up images, and choose the desired images from the available options.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.3 - Ignore suggested changes. | | *CORPORATE STANDARDS:* | 2703 - Insert an online picture without using a content placeholder. | | *TOPICS:* | New Perspectives Series: Formatting Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 5:18 AM | | *DATE MODIFIED:* | 8/4/2019 5:22 AM | |

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| 113. To resize a picture to exact dimensions, click on Format Picture, click on Picture icon, and in the Crop Position section, enter the desired size of the image in the width and height boxes.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.5.4 - Format objects. | | *CORPORATE STANDARDS:* | 3416 - Resize a picture to exact dimensions. | | *TOPICS:* | New Perspectives Series: Inserting Shapes | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 5:23 AM | | *DATE MODIFIED:* | 8/4/2019 5:25 AM | |

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| 114. After you click "Share" on a presentation, a drop-down menu appears below the "Invite people" box. What is the function of this drop down menu?   |  |  |  | | --- | --- | --- | |  | a. | It allows you to enter the names of invitees who can edit the file. | |  | b. | It allows you to enter the names of invitees who can only view the file. | |  | c. | It allows you to filter the invitees who can edit the file as well as view it. | |  | d. | It allows you to determine whether your invitees can edit the file or only can view the file. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.2 - Import data from a delimited text file. | | *CORPORATE STANDARDS:* | 4160 - Share a presentation on OneDrive. | | *TOPICS:* | New Perspectives Series: Applying a Theme Used in Another Presentation | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/4/2019 5:26 AM | | *DATE MODIFIED:* | 8/4/2019 5:30 AM | |

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| 115. Which of the following tabs will you click to select a symbol form the Symbol drop-down list?   |  |  |  | | --- | --- | --- | |  | a. | File | |  | b. | Insert | |  | c. | Review | |  | d. | Formulas |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 2636 - Insert a symbol. | | *TOPICS:* | New Perspectives Series: Inserting Symbols | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/4/2019 5:31 AM | | *DATE MODIFIED:* | 8/4/2019 5:36 AM | |

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| 116. Which of the following alignment options places text, so it is next to the bottom edge of a table cell?   |  |  |  | | --- | --- | --- | |  | a. | Align Top | |  | b. | Align Bottom | |  | c. | Centered | |  | d. | Centered Vertically |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 359 - Align data in a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 5:37 AM | | *DATE MODIFIED:* | 8/4/2019 5:40 AM | |

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| 117. Which of the following alignment options places text, so it is next to the top edge of a table cell?  ​   |  |  |  | | --- | --- | --- | |  | a. | Align Top | |  | b. | Align Bottom | |  | c. | Centered | |  | d. | Centered Vertically |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 359 - Align data in a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 5:41 AM | | *DATE MODIFIED:* | 8/4/2019 5:44 AM | |

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| 118. Which of the following alignment options places text, so the last character is next to the right edge of a table cell?   |  |  |  | | --- | --- | --- | |  | a. | Align Text Left | |  | b. | Align Text Right | |  | c. | Centered | |  | d. | Center Vertically |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 359 - Align data in a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 5:47 AM | | *DATE MODIFIED:* | 8/4/2019 5:50 AM | |

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| 119. Which of the following alignment options places text, so the first character is next to the left edge of a table cell?   |  |  |  | | --- | --- | --- | |  | a. | Align Text Left | |  | b. | Align Text Right | |  | c. | Centered | |  | d. | Center Vertically |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 359 - Align data in a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 5:51 AM | | *DATE MODIFIED:* | 8/4/2019 5:54 AM | |

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| 120. Which of the following alignment options places text, so it is the same distance from the top and bottom edges in a table cell?   |  |  |  | | --- | --- | --- | |  | a. | Align Top | |  | b. | Align Bottom | |  | c. | Centered | |  | d. | Centered Vertically |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 359 - Align data in a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 5:55 AM | | *DATE MODIFIED:* | 8/4/2019 5:58 AM | |

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| 121. Which of the following alignment options places text, so it is the same distance from the left and right edges in a table cell?   |  |  |  | | --- | --- | --- | |  | a. | Align Text Left | |  | b. | Align Text Right | |  | c. | Centered | |  | d. | Center Vertically |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-23 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.6 - Format content, spacing and margins in table cells. | | *CORPORATE STANDARDS:* | 359 - Align data in a table cell. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/4/2019 5:59 AM | | *DATE MODIFIED:* | 8/4/2019 6:02 AM | |

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| 122. Most transitions have an effect that you can modify, such as the direction of the transition.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-37 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1089 - Change the transition effect options. | | *TOPICS:* | New Perspectives Series: Applying Transitions | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/7/2019 3:13 AM | | *DATE MODIFIED:* | 8/7/2019 3:15 AM | |

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| 123. To see how a transition looks, you can preview it.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-34 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 3180 - Preview a transition. | | *TOPICS:* | New Perspectives Series: Adding Footers and Headers | | *KEYWORDS:* | Bloom's:Remember | | *DATE CREATED:* | 8/7/2019 3:17 AM | | *DATE MODIFIED:* | 8/7/2019 3:20 AM | |

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| 124. If you want to fill a table cell with color, you can click the Shading button.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPPPT 2-26 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 4.2.5 - Format a table. | | *CORPORATE STANDARDS:* | 4155 - Shade table cells. | | *TOPICS:* | New Perspectives Series: Creating and Formatting a Table | | *KEYWORDS:* | Bloom's:Understand | | *DATE CREATED:* | 8/7/2019 3:21 AM | | *DATE MODIFIED:* | 8/7/2019 3:23 AM | |