GO! with Microsoft PowerPoint 2013 Introductory **(Gaskin et al.)**
PowerPoint Chapter 2: Formatting PowerPoint Presentations

1) Changing bulleted and numbered list styles on a slide is an example of:
A) clipping.
B) scaling.
C) formatting.
D) editing.
Answer: C
Diff: 1
Objective: 1. Format Numbered and Bulleted Lists

2) A box that appears on a slide with dotted or hatch-marked borders where text, charts, tables, or pictures can be placed is called a:
A) placeholder.
B) template.
C) layout.
D) spread.
Answer: A
Diff: 1
Objective: 1. Format Numbered and Bulleted Lists

3) When you see a _____ border around a placeholder, you know you can edit the placeholder text.
A) red
B) dashed
C) thin yellow
D) thick yellow
Answer: B
Diff: 1
Objective: 1. Format Numbered and Bulleted Lists

4) A _____ border around a placeholder means that any formatting commands will be applied to all of the text within the placeholder.
A) dashed
B) thin yellow
C) solid
D) thick yellow
Answer: C
Diff: 2
Objective: 1. Format Numbered and Bulleted Lists

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5) The color of the numbers in a numbered list is determined by the presentation:
A) gallery.
B) style.
C) foundation.
D) theme.
Answer: D
Diff: 3
Objective: 1. Format Numbered and Bulleted Lists

6) You can customize a bullet by changing any of the following EXCEPT:
A) its style.
B) its size.
C) its color.
D) its intensity.
Answer: D
Diff: 2
Objective: 1. Format Numbered and Bulleted Lists

7) A button that turns a feature on and off is called a _____ button.
A) toggle
B) dialog
C) binary
D) choice
Answer: A
Diff: 1
Objective: 1. Format Numbered and Bulleted Lists

8) A _____ is a single media file including art, sound, animation, or movies.
A) snippet
B) cut
C) clip
D) presentation
Answer: C
Diff: 1
Objective: 2. Insert Online Pictures

9) When you use the OnLine Pictures command on the Ribbon to insert a picture, PowerPoint inserts the image:
A) at the bottom of the slide.
B) at the top of the slide.
C) in the center of the slide.
D) at the left margin of the slide.
Answer: C
Diff: 3
Objective: 2. Insert Online Pictures

10) When an object is selected, it is surrounded by _____, which allow you to change the size of the object.
A) rotation handles
B) move pointers
C) dragging handles
D) sizing handles
Answer: D
Diff: 1
Objective: 2. Insert Online Pictures

11) An image can be resized by using the Shape Height and Shape Width boxes or by using the:
A) rotation handles.
B) shape handles.
C) move pointer.
D) sizing handles.
Answer: D
Diff: 1
Objective: 2. Insert Online Pictures

12) The _____ feature reduces the size of a picture by removing unwanted areas of the picture.
A) clip
B) crop
C) remove
D) move
Answer: B
Diff: 2
Objective: 2. Insert Online Pictures

13) Dashed lines that display on your slide when you are moving an object and that assist you with alignment are referred to as:
A) rulers.
B) alignment tools.
C) smart guides.
D) Screen Tips.
Answer: C
Diff: 2
Objective: 2. Insert Online Pictures

14) If you wish to constrain an object's movement to a straight line either vertically or horizontally, you should hold down the _____ key while dragging the object.
A) Home
B) Alt
C) Shift
D) Ctrl
Answer: C
Diff: 2
Objective: 2. Insert Online Pictures

15) An object that allows you to position text anywhere on the slide is called a:
A) text box.
B) clip.
C) thumbnail.
D) handle.
Answer: A
Diff: 1
Objective: 3. Insert Text Boxes and Shapes

16) _____ are displayed as dotted horizontal and vertical lines and indicate the pointer's position.
A) Headers
B) Rotation handles
C) Ruler guides
D) Sizing handles
Answer: C
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

17) Lines, arrows, stars, banners, ovals, and rectangles are examples of _____ that are used to illustrate an idea, a process, or a workflow.
A) clips
B) shapes
C) crops
D) headers
Answer: B
Diff: 1
Objective: 3. Insert Text Boxes and Shapes

18) When the _____ displays, you know you can draw a shape.
A) placeholder
B) text box
C) crosshair pointer
D) ruler guide
Answer: C
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

19) _____ can be applied to clip art, shapes, and text boxes to complement slide backgrounds and colors.
A) Styles and effects
B) Styles and placeholders
C) Themes and prototypes
D) Themes and placeholders
Answer: A
Diff: 2
Objective: 4. Format Objects

20) The inside color of text or of an object is called the:
A) fill color.
B) line color.
C) theme.
D) style.
Answer: A
Diff: 2
Objective: 4. Format Objects

21) The _____ provides predefined combinations of fill colors and line colors that can be applied to shapes.
A) Shape Styles gallery
B) Geometric Styles gallery
C) SmartArt Styles gallery
D) Text Styles gallery
Answer: A
Diff: 3
Objective: 4. Format Objects

22) The _____ softens and blurs the outer edge of the selected picture so that it blends into the slide background.
A) dotted edges effect
B) fade out effect
C) soft edges effect
D) blur edges effect
Answer: C
Diff: 2
Objective: 4. Format Objects

23) The _____ is a tool that captures the exact color from an object on your screen and then applies the color to any shape, picture, or text.
A) eyedropper
B) fill color
C) color gallery
D) palette
Answer: A
Diff: 3
Objective: 4. Format Objects

24) PowerPoint's _____ removes unwanted portions of a picture so the picture does not appear as a self-contained rectangle.
A) Background Removal
B) Dotted Edges
C) Blur Edges
D) Fade Out
Answer: A
Diff: 2
Objective: 5. Remove Picture Backgrounds and Insert WordArt

25) _____ is a gallery of text styles that includes effects such as mirrored or shadowed text.
A) FontArt
B) WordArt
C) SmartArt
D) TextArt
Answer: B
Diff: 2
Objective: 5. Remove Picture Backgrounds and Insert WordArt

26) In a _____ graphic you can include text and pictures and you can apply colors, effects, and styles that coordinate with the presentation theme.
A) TextArt
B) FontArt
C) SmartArt
D) WordArt
Answer: C
Diff: 2
Objective: 6. Create and Format a SmartArt Graphic

27) The SmartArt graphic type _____ should be used to show a continual process.
A) matrix
B) cycle
C) list
D) relationship
Answer: B
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

28) To show a timeline, you should use the _____ SmartArt graphic type.
A) process
B) hierarchy
C) matrix
D) cycle
Answer: A
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

29) To show proportional relationships with the largest component on the top or bottom, use the _____ SmartArt graphic type.
A) cycle
B) process
C) list
D) pyramid
Answer: D
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

30) Use the SmartArt graphic type _____ if you want to illustrate connections.
A) hierarchy
B) relationship
C) pyramid
D) list
Answer: B
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

31) The _____ graphic type used in a SmartArt graphic shows how parts relate to the whole.
A) relationship
B) list
C) process
D) matrix
Answer: D
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

32) Combinations of formatting effects that can be applies to SmartArt graphics are called:
A) SmartArt Styles.
B) SmartArt Templates.
C) SmartArt Themes.
D) WordArt Styles.
Answer: A
Diff: 2
Objective: 6. Create and Format a SmartArt Graphic

33) When the bullet button is toggled off, the indentation associated with the list is removed.
Answer: TRUE
Diff: 2
Objective: 1. Format Numbered and Bulleted Lists

34) When a placeholder border displays as a solid line, formatting is not applied to the text.
Answer: FALSE
Diff: 3
Objective: 1. Format Numbered and Bulleted Lists

35) If a picture's height is adjusted using the Shape Height box, its width is automatically adjusted proportionally.
Answer: TRUE
Diff: 2
Objective: 2. Insert Online Pictures

36) PowerPoint does not allow you to crop a picture by changing its shape.
Answer: FALSE
Diff: 2
Objective: 2. Insert Online Pictures

37) PowerPoint's horizontal ruler starts with "0" on the left side of the slide and proceeds to the edge of the right side of the slide.
Answer: FALSE
Diff: 3
Objective: 2. Insert Online Pictures

38) By default, an inserted picture is rectangular in shape.
Answer: TRUE
Diff: 2
Objective: 2. Insert Online Pictures

39) An inserted picture is rectangular in shape, but you can modify its shape using Crop to Shape.
Answer: TRUE
Diff: 2
Objective: 2. Insert Online Pictures

40) Using the sizing handles is the only way to change the size of an image in PowerPoint.
Answer: FALSE
Diff: 2
Objective: 2. Insert Online Pictures

41) Text can be placed inside shapes.
Answer: TRUE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

42) The width of text box expands automatically as you type.
Answer: TRUE
Diff: 3
Objective: 3. Insert Text Boxes and Shapes

43) A text box can be used to place text anywhere on a slide.
Answer: TRUE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

44) Text placed in a shape must be centered.
Answer: FALSE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

45) The process for formatting text in a text box is different than for other placeholders.
Answer: FALSE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

46) Shapes and images can be sized and formatted using the same techniques.
Answer: TRUE
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

47) The term "fill color" only applies to text.
Answer: FALSE
Diff: 3
Objective: 4. Format Objects

48) An object's fill color and its line color must always be the same.
Answer: FALSE
Diff: 2
Objective: 4. Format Objects

49) Multiple objects on a slide can be aligned and distributed precisely using commands on the Ribbon.
Answer: TRUE
Diff: 3
Objective: 4. Format Objects

50) The keyboard shortcut to duplicate an object is CTRL + D.
Answer: TRUE
Diff: 2
Objective: 4. Format Objects

51) Using a glow effect allows you to apply a colored, softly blurred outline to an object.
Answer: TRUE
Diff: 2
Objective: 4. Format Objects

52) SmartArt is a gallery of text styles that can be used to create decorative effects such as mirrored or shadowed text.
Answer: FALSE
Diff: 2
Objective: 5. Remove Picture Backgrounds and Insert WordArt

53) Entering text into a SmartArt graphic must be done through the Text pane.
Answer: FALSE
Diff: 2
Objective: 6. Create and Format a SmartArt Graphic

54) An existing bulleted list can be converted into a SmartArt graphic.
Answer: TRUE
Diff: 2
Objective: 6. Create and Format a SmartArt Graphic

55) The PowerPoint SmartArt graphic type relationship is used to show an organizational chart.
Answer: FALSE
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

56) The PowerPoint SmartArt graphic type matrix shows how parts relate to a whole.
Answer: TRUE
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

57) Use the PowerPoint SmartArt graphic type pyramid if you want to show proportional relationships with the largest component on the top or the bottom.
Answer: TRUE
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

58) A(n) _____ can hold titles and body text or other content such as charts, tables, and pictures.
Answer: placeholder
Diff: 2
Objective: 1. Format Numbered and Bulleted Lists

59) A button that turns a feature on and off is called a(n) _____ button.
Answer: toggle
Diff: 2
Objective: 1. Format Numbered and Bulleted Lists

60) A single media file such as a sound, animation, or movie that can be inserted into a slide is called a(n) _____.
Answer: clip
Diff: 2
Objective: 2. Insert Online Pictures

61) By default, an inserted picture is _____ in shape, but the shape can be changed later.
Answer: rectangular
Diff: 2
Objective: 2. Insert Online Pictures

62) _____ are dashed lines that display on your slide when you are moving an object.
Answer: Smart guides
Diff: 2
Objective: 2. Insert Online Pictures

63) Use the _____ like sizing handles to remove unwanted areas of the pictures.
Answer: crop handles
Diff: 3
Objective: 2. Insert Online Pictures

64) When an image is selected, it is surrounded by _____, which allow the image to be resized.
Answer: sizing handles
Diff: 2
Objective: 2. Insert Online Pictures

65) When your mouse cursor turns into a(n) _____, you know you can draw a shape.
Answer: crosshair pointer
Diff: 3
Objective: 3. Insert Text Boxes and Shapes

66) Dotted vertical and horizontal lines that display in the rulers indicating the pointer's position are called _____.
Answer: ruler guides
Diff: 1
Objective: 3. Insert Text Boxes and Shapes

67) A(n) _____ object can be used to position text anywhere on a slide.
Answer: text box
Diff: 2
Objective: 3. Insert Text Boxes and Shapes

68) Lines, arrows, stars, banners, ovals, and rectangles are examples of _____ that can be used on a PowerPoint slide.
Answer: shapes
Diff: 1
Objective: 3. Insert Text Boxes and Shapes

69) The _____ is a tool that captures the exact color from an object on your screen and then applies to the color to any shape, picture or text.
Answer: eyedropper, eye dropper
Diff: 1
Objective: 4. Format Objects

70) _____ objects can formatted, aligned, and moved as one object.
Answer: Grouped
Diff: 2
Objective: 4. Format Objects

71) PowerPoint's _____ feature flows a picture into the content of the presentation by removing unwanted parts of the picture so the pictures does not appear as a self-contained rectangle.
Answer: Background Removal, background removal
Diff: 2
Objective: 5. Remove Picture Backgrounds and Insert WordArt

72) To create mirrored or shadowed text you would use PowerPoint's _____ feature.
Answer: WordArt
Diff: 2
Objective: 5. Remove Picture Backgrounds and Insert WordArt

73) Processes, hierarchies, cycles, lists, and relationships can be illustrated using PowerPoint's _____ graphics.
Answer: SmartArt
Diff: 2
Objective: 6. Create and Format a SmartArt Graphic

74) To show a continual process, choose a SmartArt _____ layout.
Answer: cycle
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

75) To show non-sequential information, use a SmartArt _____ layout.
Answer: list
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

76) The SmartArt graphic type _____ shows the steps in a timeline.
Answer: process
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

77) Match the following terms to their meanings:
I.   Presentation theme
II. Dashed border
III. Solid border
IV. Sizing handles

A. determines the color of the numbers or bullets in a list
B. drag these to change the size of the selected object
C. indicates that any formatting will affect all of the text in a placeholder
D. indicates that a placeholder's text can be edited
Answer: A, D, C, B
Diff: 2
Objective: Multiple Objectives

78) Match the following terms to their meanings:
I.   Matrix
II. Pyramid
III. Picture
IV. Cycle
V. Relationship

A. includes pictures in the layout to effectively communicate an idea
B. shows a continual process
C. shows how parts relate to a whole
D. illustrates connections
E. shows proportional relationships with the largest component on top or bottom
Answer: C, E, A, B, D
Diff: 3
Objective: 6. Create and Format a SmartArt Graphic

79) Match the following terms to their meanings:
I.   Soft Edges effect
II. Background Removal
III. Glow effect
IV. Align selected objects
V.   WordArt

A. aligns selected objects relative to each other
B. blurs the outer edge of a picture
C. a gallery of text styles
D. flows a picture into the content of a presentation
E. applies a colored, softly blurred outline to an object
Answer: B, D, E, A, C
Diff: 2
Objective: Multiple Objectives

80) Match the following terms to their meanings:
I.   Group
II. Distribute
III. Fill
IV. Clip
V.   Crop

A. a single media file
B. evenly spaces selected objects relative to the slide or each other
C. enables you to format multiple objects as one object
D. reduce the size of a picture by removing a vertical or horizontal edge
E. inside color of an object
Answer: C, B, E, A, D
Diff: 2
Objective: Multiple Objectives

81) Match the following terms to their meanings:
I.   Fill
II. ScreenTip
III. RGB
IV. Background Removal
V.   Crosshair pointer

A. color model in which red, green, and blue are combined to form anther color
B. inside color of text or an object
C. causes a picture to flow into the content of the presentation
D. indicates when you can draw a shape
E. displays information about the current object
Answer: B, E, A, C, D
Diff: 2
Objective: Multiple Objectives

82) Match the following terms to their meanings:
I.   WordArt
II. SmartArt graphic
III. Shapes
IV. Text box

A. lines, arrows, stars, banners, ovals, rectangles
B. a gallery of text styles
C. an object that can be used to place text anywhere on the slide
D. can be used to illustrate processes, cycles, lists, and relationships
Answer: B, D, A, C
Diff: 2
Objective: Multiple Objectives

83) Match the following terms to their meanings:
I.   SmartArt Styles
II. WordArt
III. Fill color
IV. Line color

A. combinations of formatting effects applied to SmartArt graphics
B. a gallery of text styles
C. the outside color of an object
D. the inside color of an object
Answer: A, B, D, C
Diff: 2
Objective: Multiple Objectives