

# Lesson 1 Quiz

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Circle the correct response for each question.

1. Which of the following options can be used to format text on a slide?
  - a. Fill Color
  - b. Align
  - c. Line Color
  - d. Group
  
2. The title of a slide is entered into the title:
  - a. table.
  - b. text box.
  - c. placeholder.
  - d. slide master.
  
3. Which of the following is considered a slide object?
  - a. Placeholder
  - b. Border
  - c. Paragraph
  - d. Bullet
  
4. What is the name of the slide that contains the default styles, arrangement and options for all layouts in a presentation?
  - a. Slide master
  - b. Slide template
  - c. Slide layout master
  - d. Slide theme
  
5. Which image format is best used for photographs and offers a small file size?
  - a. PNG
  - b. GIF
  - c. BMP
  - d. JPEG

6. What is the name of the effect that controls how each slide replaces the previous one?
  - a. Animation
  - b. Transition
  - c. Link
  - d. Theme
  
7. Which effect is added to text and objects so they will be revealed or appear and disappear on the slide when you click the mouse button?
  - a. Animation
  - b. Transition
  - c. Link
  - d. Theme
  
8. What controls the backgrounds, font styles, font colors and object styles for all slides within a presentation?
  - a. A slide layout
  - b. A master
  - c. A style
  - d. A theme
  
9. How do you copy formatting from one paragraph to another?
  - a. Use copy and paste.
  - b. Use the Paint Format tool.
  - c. Use the Fill tool.
  - d. Use cut and paste.
  
10. What option is used to combine several objects so that they can be treated as a single unit?
  - a. Align
  - b. Group
  - c. Distribute
  - d. Order

11. Which "rule" should you follow to avoid using too much text on your slides?
- 6 x 6
  - 7 x 7
  - 3 x 3
  - 8 x 8
12. What setting would you use for a slide show to play continuously?
- Looping
  - Timing
  - Speed
  - Multimedia
13. What is the name of the miniature slides that appear along the left side in your presentation software as you work on creating your slideshow?
- Thumbnails
  - Previews
  - Snapshots
  - Shortcuts
14. You have created a slide with an image of waves and small boat. You would like the boat to appear sailing on the water, with waves along its side. Which of the following will achieve that effect when you select the boat?
- Send backward
  - Send forward
  - Keep back
  - Bring forward
15. Which object would you add to a slide to help organize names and email address to make it easier to read?
- Table
  - Textbox
  - Rectangle
  - Bullet list