

Word PowerPoint 2013 Study Guide

1. What are movements from one slide to another during a presentation called?
 - A. Animations
 - B. Transitions
 - C. Simulations
 - D. Emphasis

2. Which print setting enables multiple slides to be printed on one page?
 - A. Full Page Slides
 - B. Notes Pages
 - C. Outline
 - D. Handouts

3. Sara inserted an arrow to point out information in a newsletter. Which object did she use?
- A. Charts
 - B. Shapes
 - C. SmartArt
 - D. WordArt
4. What is the process of changing the appearance of a paragraph of text called?
- A. Text formatting
 - B. Paragraph formatting
 - C. Character formatting
 - D. Document formatting
5. Which term refers to the oblong boxes that appear when formatting changes are made in a document while tracking changes?

A. Citations

B. Balloons

C. Comments

D. Captions

6. What feature automatically revises typing errors based upon information contained in the Microsoft Office standard dictionary?

A. Autofix

B. AutoCorrect

C. AutoSpell

D. AutoText

7. Jordan inserted an image from his USB Drive into his science report. What did he insert?

A. Screenshot

B. Screen Clipping

C. **Picture**

D. Print Screen

8. Sharon wants to include her name on each slide in her science presentation. Where in the Header and Footer dialog box would she type her name?

A. Date and time, Update automatically

B. Date and time, Fixed

C. Slide number

D. **Footer**

9. Tanya has a picture on slide 6 of her presentation that has an entrance animation; she would also like for it to have an exit animation. Which would she apply to cause this to happen?

- A. Trigger
- B. Reorder Animation
- C. Add Animation
- D. Animation Pane

10. Joan is creating a new mail merge document and wants to send it to her **most loyal customers**. Which Word feature would she use? *This answer implies she did not already have those specific customers identified.*

- A. Type New List
- B. Use Existing List
- C. Select from Outlook Contacts
- D. Address Block

11. What command on the Home Ribbon enables a user to change the design of a slide after it has been inserted into a presentation?

A. New Slide

B. Reset

C. Arrange

D. Layout

12. Fred wants to give his FBLA presentation about the upcoming membership drive an intense look. Fred should use which PowerPoint feature that includes pre-programmed settings that specify degrees of intensity for fills, lines, and special effects such as shadows and bevels?

A. Color

B. Font

C. Effects

D. Theme

13. Gregory is making a presentation to encourage fellow students to join the prom committee. He would like to emphasize the date of the first meeting by making it bold. Which would include options for accomplishing this?

- A. Font
- B. Font Effects
- C. Font Size
- D. Font Style

14. Which ribbon contains the command for applying Table Styles to a table in a slide?

- A. Insert
- B. Table Tools, Design
- C. Table Tools, Layout
- D. Styles

15. Which effect adds interest to a slide show and focuses audience attention on important points by adding entrances, emphasis, motion paths, or exits to text or objects?

A. Transition

B. Animation

C. Dynamic

D. SmartArt

16. Lois has created a table in her document. She would like to divide each cell in the top row of her table into two separate cells. Which option should she choose?

A. Merge

B. Split Cells

C. Split Table

D. AutoFit

17. Keshawn has never used Microsoft PowerPoint before. He discovered a way to put his most commonly used commands together at the top of his screen for easy access. What is this customizable feature of PowerPoint?

A. Quick Access Toolbar

B. Tabs

C. Status Bar

D. Title Bar

18. Which includes illustrations, photographs, videos, and audio stored in collections for easy access?

A. Images

B. Styles

C. Clip Art

D. Themes

19. Joan would like to place the table she has created in her document in another document as well. Which option should she choose?

A. Insert

B. Delete

C. Copy

D. Cut

20. In a Microsoft Word template, which of the following items indicates the location where information should be typed?

A. Field

B. Placeholder

C. Container

D. Marker

21. Nathan is using a business letter template he created earlier and wants to save it **with all the customer information in place**. What file type should he select? *The template format would leave it general, document retains the specific info.*

A. Template

B. Macro

C. Document

D. Building Block

22. What is the name of the view on the File tab that enables a user to manage files and data about files, and find frequently used features for managing PowerPoint presentation files?

A. Normal

B. Backstage

C. Background

D. Edit

23. When creating a reference page for a report, which indentation would be used for the second and succeeding references?

A. First line indent

B. Hanging indent

C. Left indent

D. Right indent

24. Prior to creating a table of contents using the Table of Contents command, which procedure must be completed in the document?

A. Apply heading styles to the appropriate headings in the document

B. Apply bold formatting to the appropriate headings in the document

C. Apply italics formatting to the appropriate headings in the document

D. Apply table of contents formatting to the appropriate headings in the document

25. Lisa wants to adjust the white space **around a cell** in her table. Which layout feature will she apply? *Not around text...that would be alignment.*

A. Cell Alignment

B. Text Direction

C. Cell Margins

D. Distribute Rows

26. What is the name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph?

A. Paragraph starter

B. Drop cap

C. Line starter

D. Paragraph capital

27. Michelle has created a document for her FBLA officers. She would like for them to be able to view it and provide feedback. Which feature would she use?

A. Encryption with password

B. Restrict documents with comments

C. Track Changes

D. Read-only document

28. Sam wants to organize the data for his research paper. Which method would allow him to create a table with rows and columns of varying sizes?

A. Insert Table

B. Draw Table

C. Quick Table

D. Text to Table

29. What is the process of creating a duplicate of an item while leaving the original item in place in the document called?

A. Cut

B. Move

C. Paste

D. Copy

30. What does Microsoft Word automatically insert when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing, and other settings?

A. Line change

B. Soft line change

C. Page break

D. Soft page change

31. What type of paragraph indentation forces the first line into a position to the left of the rest of the paragraph?

A. Left indent

B. Right indent

C. Hanging indent

D. Forced indent

32. Kim is working on a research paper about the benefits of FBLA. Which would she use to reference a quote from the State President included in the body of the report?

A. Title page

B. Works cited page

C. Table of contents

D. Citation

33. Which ribbon is used to insert a new row into a Microsoft Word table?

A. Table Tools Format Ribbon

B. Table Tools Edit Ribbon

C. Table Tools Layout Ribbon

D. Table Tools Design Ribbon

34. Daphne is working on an FBLA membership table and wants to format the first column of her table differently than the rest of the table. What feature would she use?

A. First Column

B. Header Column

C. Banded Rows

D. Last Column

35. Which Microsoft PowerPoint pane shows the current slide as it will appear during the slide show?

A. Note

B. Slide

C. Outline

D. File

36. Juan created a PowerPoint in his Business Law class to present forms of business ownership. He wants to customize this PowerPoint to use in Marketing class and only use the slides on corporations and partnership. Which tab would he choose to complete this customization?

A. Transition

B. Slide Show

C. Design

D. Animation

37. Amelia has selected the chart in her PowerPoint and needs to change the chart type. Which tab would she use?

A. Chart Tools, Design

B. Layout

C. Chart Tools, Format

D. View

38. In the Microsoft PowerPoint View Ribbon, which presentation view enables a user to view one slide at a time in the Slide Pane?

A. Normal

B. Slide Sorter

C. Notes Page

D. Reading

39. What area in the window contains the Quick Access Toolbar, filename, and window control buttons?

A. Status Bar

B. Title Bar

C. Scroll Bar

D. Slides Pane

40. Mark created a three-column newsletter. He wants to increase the words per line in each column. What should Mark do?

A. Adjust column width

B. Adjust column spacing

C. Insert a column break

D. Insert a vertical line between columns

41. The thickness of the line around a picture frame is called:

A. line size.

B. line height.

C. line weight.

D. line mass.

42. What is a reference note inserted at the bottom of the page using the References Ribbon called?

A. Footer

B. Endnote

C. Footnote

D. Caption

43. Sam wants to organize the data for his research paper. Which method would bring up the dialog box so Sam could define the 20 rows and 4 columns that he knows he needs?

A. Insert Table

B. Draw Table

C. Quick Table

D. Text to Table

44. Angie is designing a band flyer and wants a picture of a drum set to appear behind the text. Which command should she use?

A. Crop

B. Sizing handles

C. Wrap Text

D. Position

45. In Microsoft Word, what is the name of the group of picture formatting characteristics that includes shadows, reflections, glow, soft edges, bevel, and 3-D rotation?

A. Style

B. Effects

C. Cluster

D. Group

46. How are columns removed from a document?

- A. Select One Column in the Page Setup dialog box.
- B. Select the column text and choose One from the Columns drop-down list on the Page Layout Ribbon.
- C. Select No Column in the Paragraph dialog box.
- D. Select the column text and choose the No Column command in the Arrange group on the Page Layout Ribbon.

47. Which command is used to insert a sound clip into a slide?

- A. Sound
- B. Music
- C. Play
- D. Audio

48. Ann wants to add her name to the Microsoft dictionary. Which section of Backstage View/Options will she use?

A. Advanced

B. Display

C. Proofing

D. Save

49. Rachel wants to add a long quotation to her presentation. What type of text is this?

A. Bullet text

B. Paragraph text

C. Text box

D. Title text

50. Owen wants to look for hidden properties and personal information in a presentation that he created. Which feature would he use?

A. Check for Issues

- B. Check for Accessibility
- C. Check for Compatibility
- D. **Inspect the Document**

51. Erin has written a business plan that she will be sharing with other members of FBLA across the country. She wants to make sure that FBLA members who are using an older version of Microsoft Word will be able to view all of the content in the document. Which feature should she use?

- A. Check Accessibility
- B. **Check Compatibility**
- C. Document Inspector
- D. Document Properties

52. Kurt is editing a table in his PowerPoint that displays accounting formulas and when to use them. He wants to remove the table style formatting. What feature should he use?

- A. **Clear Table**

B. Delete Table

C. Edit Table

D. Draw Table

53. What appears on a slide to indicate there is a note or remark about the slide and the initials of the person who made the note?

A. Comment

B. Remark

C. Statement

D. Reference

54. Which tool converts words or paragraphs into a different language using the Microsoft Word bilingual dictionaries?

A. Spelling & Grammar

B. Research

C. Translate

D. Thesaurus

55. Which ribbon contains the command to create headers in a document?

A. File

B. Home

C. Insert

D. Page Layout

56. John has completed his "History of the Automobile" PowerPoint. In order to maintain audience interest he inserts on each slide a picture of a horn which beeps only when the mouse is clicked. Which animation feature would create this result?

A. Trigger

B. Reorder Animation

C. Animation Pane

D. Effect Options

57. Which Microsoft Word tab contains the Print command?

A. File

B. Home

C. Print Layout

D. View

58. Which term refers to a predetermined way of organizing objects on a slide including title text and other content?

A. Design

B. Scheme

C. Layout

D. Plan

59. What are the built-in or predefined styles used for formatting text called?

A. Auto Styles

B. Instant Styles

C. Quick Styles

D. Normal Styles

60. The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use?

A. Memo

B. Business letter

C. Newsletter

D. Agenda

61. Holly wants to send a PowerPoint presentation to a group of people in an email. How would she send it?

A. Send as PDF

B. Send as attachment

C. Send as a lower version of PowerPoint

D. Send as video

62. What group in the Review Ribbon contains the command to accept or reject changes made to a document?

A. Proofing

B. Compare

C. Tracking

D. Changes

63. Which command is used to close the current document without exiting Microsoft Word?

- A. File tab, choose Exit button
 - B. Close button in upper right corner of the program window
 - C. File tab, choose Close button
 - D. File tab, choose Quit button
64. Alexis formatted a dot leader in a Table of Contents document. Which tab stop should she use to align page numbers so that it will result in an even right edge?
- A. Bar Tab
 - B. Decimal Tab
 - C. Left Tab
 - D. Right Tab
65. Linda is creating a PowerPoint on which schools in North Carolina are offering the Microsoft Certification courses. Which feature would she use to show the purpose of the chart in the presentation?

A. Chart Title

B. Axis Title

C. Legend

D. Data Labels

66. Tanya needs to reorder her animation on slide 4. Which would she use to complete this task?

A. Animation Painter

B. Effect Options

C. Add Animation

D. Animation Pane

67. Where is a Microsoft Word mail merge Data Source stored for future use?

A. My Documents folder

B. My Mail Merge folder

C. My Data Sources folder

D. My Address List folder

68. Which command is used to view the various options that can be applied to an animation?

A. Add Animation

B. Trigger

C. Reorder Animation

D. Effect Options

69. What is the name of the view that provides data about documents and contains a set of commands to help a user manage documents?

A. Backstage

B. Properties

C. Document

D. Normal

70. Charles has asked his teacher to review his presentation and make suggestions for improvement within the file. Which print option allows him to print these suggestions?

A. Frame Slides

B. Print Comments and Ink Markup

C. Print Hidden Slides

D. Scale to Fit Paper

71. In her history presentation, Bobbie wants to include her class period in the footer only on the current slide. Which option in the Header and Footer dialog box would she select?

A. Don't show on title slide

B. Apply to All

C. Apply

D. Date and time

72. In order to save merged documents in a file or edit the contents of the individual merged letters, which merge option should be selected?

A. Edit individual letters

B. Merge and Print

C. Merge and Save

D. Merge and Review

73. Which of the small, white circles surrounding a graphic allows a user to proportionately resize the graphic?

A. Left

B. Top

C. Corner

D. Bottom

74. In Nathan's parenting class, he has been assigned to diagram his family tree. Which command would be the **most** appropriate for a quick and easy visual representation?

A. Picture

B. Shape

C. WordArt

D. SmartArt

75. What is the name of the area that contains the zoom control and PowerPoint view buttons?

A. Status Bar

B. Title Bar

C. Scroll Bar

D. Slides Pane

76. What area in Microsoft Word enables users to view document properties and update the properties information at any time while creating a document?

A. Document Properties Panel

B. Advanced Properties

C. Word Options dialog box

D. File Save as Options Screen

77. Trey wants to create his own template from scratch. Which icon would he select to begin this process?

A. Blank Document

B. Sample Templates

C. My Templates

D. Recent Templates

78. Tanya wants to apply the same animations from slide 3 to slide 5. Which would she use to complete this task?

A. Animation Painter

B. Reorder Animation

C. Add Animation

D. Animation Pane

79. Janice wants to create a presentation that contains bold fonts, colors, and effects. Which group on the design tab will be best suited for this task?

A. Background

B. Page Setup

C. Variants

D. Themes

80. Travis wants to give his audience a sheet to follow along and make notes during his presentation that includes representations of each slide. Travis should utilize which feature of PowerPoint?

A. Handouts

B. Slides

C. Speaker notes

D. Outline

81. What is the correct file format of a normal Microsoft Word template?

A. .docx

B. .dot

C. .tmp

D. .dotx

82. Sally wants to select the entire document that she is currently editing. What is the quickest way to select the document?

A. Double-click

B. **Select All**

C. Single-click

D. Click and drag the mouse

83. To specify the size of the viewable area and allow users to reduce or enlarge the size of a document window, which command is used?

A. Scale

B. Resize

C. **Zoom**

D. Scope

84. Sara inserted a graphic used to visually display her family tree. Which graphic did she use?

A. Charts

B. Shapes

C. SmartArt

D. WordArt

85. Which software program is used to create a collection of slides that may contain text, charts, pictures, sound, movies, or multimedia, and is often called a presentation graphics program?

A. Office

B. PowerPoint

C. Word

D. WordPad

86. Sally wants to create a mail merge envelope that places the address of each of her customers in the center of the envelope in a predefined format. Which option should she choose?

- A. Greeting Line
- B. Address Block
- C. Insert Merge Field
- D. Match Fields

87. Which bar presents information about a document, the progress of current tasks, the status of certain commands and keys, and also provides controls for viewing the document?

- A. Task
- B. Scroll
- C. Tool
- D. Status

88. Kim inserted a rectangular shape into her Word document. She wanted to fill the shape with a Microsoft logo. Which Shape Fill option should she use?

- A. Texture
- B. Solid Color
- C. **Picture**
- D. Gradient

89. Kurt is editing a table in his PowerPoint that displays accounting formulas and when to use them. He wants to separate one cell into two. What feature would he use?

- A. Merge
- B. **Split**
- C. Combine
- D. Delete

90. Which group contains the command to place text at the bottom edge of each printed page of a document?

- A. Links
- B. Text
- C. Format
- D. Header & Footer

91. Which two ribbons become available when a table is selected in a Microsoft Word document?

- A. Table Format and Table Tools
- B. Table Tools and Table Edit
- C. Table Tools Edit and Table Tools Format
- D. Table Tools Design and Table Tools Layout

92. What is the name of the note that can be inserted into a Microsoft Word document by a reviewer to communicate suggestions, alerts, or tips to the author?

A. Footnote

B. Citation

C. Comments

D. Caption

93. To specify the exact style of the decorative lines used on a page, which dialog box is used?

A. Line Style

B. Borders and Shading

C. Format Lines

D. Format Borders

94. In her history presentation, Bobbie wants to include her class period on all slides except the first. Which option in the Header and Footer dialog box would she select?

A. Don't show on title slide

B. Apply to All

C. Apply

D. Date and time

95. Which command on the Home Ribbon allows a user to change the case of selected text to all uppercase, lowercase, sentence case, toggle case, or capitalize each word?

A. Modify Case

B. Change Case

C. Superscript

D. Increase Font

96. What is the ghosted graphic that is displayed on top of or behind text in a document called?

A. **Watermark**

B. Emblem

C. Logo

D. Imprint

97. Where is column width and spacing controlled in a Microsoft Word document?

A. Page Setup dialog box on the Page Layout Ribbon

B. Paragraph dialog box on the Home Ribbon

C. **Columns dialog box on the Page Layout Ribbon**

D. Font dialog box on the Home Ribbon

98. Sharon wants to add the date to her science presentation. She wants the date to remain the same each time it is opened. Which in the Header and Footer dialog box would she select?

A. Date and time (Update automatically)

B. Date and time (Fixed)

C. Slide number

D. Footer

99. Rachel would like to add a list to one of the slides in her presentation. Which should she use?

A. Bullet text

B. Paragraph text

C. Text box

D. Title text

100. Cindy has created a report in her biology class using Microsoft Word and would like to save time by using the content of that report to create a presentation. Which option under New Slide would she choose to import that information?

- A. Slides from Outline
- B. Duplicate Selected Slides
- C. Reuse Slides
- D. New Slide

101. Which pane in Microsoft PowerPoint provides an area for placing reminders to help a presenter during a presentation?

- A. Notes
- B. Slides
- C. Outline
- D. File

102. When comments are inserted into a Microsoft Word document, how can they be removed?

- A. Review Ribbon, Comments group, Delete command

- B. Insert Ribbon, Delete Comment command
- C. Double-click the comment to delete
- D. Review Ribbon, Comments group, Remove command

103. Nathan is designing an FBLA flyer and wants to draw a star. Which command would he use from the Insert Ribbon?

- A. Picture
- B. Shape
- C. WordArt
- D. SmartArt

104. What is the default space between columns?

- A. 1 inch
- B. 0.25 inch

C. 1.25 inch

D. 0.5 inch

105. Angie inserted a picture into a Microsoft Word document. She decided there were portions of the picture she wanted to remove. Which command would be most appropriate to use?

A. Crop

B. Sizing handles

C. Wrap Text

D. Position

106. Sharon wants to be able to quickly locate the 12th slide in her science presentation. Which option in the Header and Footer dialog box would she select?

A. Date and time, Update automatically

B. Date and time, Fixed

C. Slide number

D. Footer

107. Alexis is creating a table with numbers. She would like the numbers to be displayed as currency. Which tab stop should she use?

A. Bar Tab

B. Decimal Tab

C. Left Tab

D. Right Tab

108. What is the text that appears on every slide but, depending on the theme applied, may **not** always appear at the bottom of a slide?

A. Notes

B. Margin

C. Border

D. Footer

109. Which Editing group command is used to search for and replace specific text in a document?

A. Select

B. Find

C. Replace

D. Locate

110. What command is used to color a shape that the user has drawn on a slide?

A. Font Color

B. Shape Styles

C. Shape Fill

D. Shape Effects

111. How are different Underline styles selected when applying the Underline font format to selected text?

- A. Choose the Underline drop-down arrow on the Home Ribbon to select various Underline styles.
- B. Right-click underlined text and choose Underline styles from the Shortcut Menu.
- C. Select the underlined text, then choose Underline styles from the Insert Ribbon.
- D. Double-click underlined text and choose Underline styles from the Shortcut Menu.

112. How does one access Microsoft Word Help from the Word window?

- A. Click the Microsoft Office Word Help button in the upper right corner of the Word window.
- B. Press the F2 key.
- C. Choose the Help command on the View Ribbon.

- D. Click the Microsoft Office Word Help button in the lower left corner of the Word window.
113. Joan is creating a new mail merge document and wants to send it to her customers most commonly communicated with by email. Which Word feature would she use?
- A. Type New List
 - B. Use Existing List
 - C. **Select from Outlook Contacts**
 - D. Address Block
114. Sally has a field in her data source called First. Which option should she choose to communicate to mail merge that First is the same as First name?
- A. Greeting Line
 - B. Address Block
 - C. Insert Merge Field

D. Match Fields

115. Which command is used to specify the length of the transition effect for each slide in a presentation?

A. Rehearse

B. Preview

C. Timing

D. Duration

116. T.J., the drum major for the band, designed a PowerPoint for homecoming which animates how each section of the band will be introduced on the field. He wants to reverse the order of the entrance of drums and french horns on slide seven. Which feature would he choose to complete this order change?

A. Trigger

B. Duration

C. Animation Pane

D. Effect Options

117. What is the keyboard shortcut for inserting a manual page break?

A. Ctrl+Insert

B. Ctrl+Enter

C. Shift+Enter

D. Shift+Pause/Break

118. Andy is creating a presentation about seat belts. He finds himself using the word "save" repeatedly in his presentation. What feature could he use to find a synonym for this word?

A. Spelling

B. Thesaurus

C. Research

D. Translate

119. Which view shows a text-only display of each slide in the presentation?

A. Notes

B. Slides

C. Outline

D. File

120. Ivan needs to send a letter to all of his customers. He wants to add the customer's names and addresses to the letter. What should he insert?

A. Main document

B. Merge Document

C. Data Source

D. Merge Fields

121. Amelia, president of FBLA, is working on her outline for the next meeting agenda. After reviewing the outline she decided that she needs to make

the service project section more important than the individual community service activities. Which command would she choose?

- A. Promote
- B. Demote
- C. Expand
- D. Collapse

122. Which ribbon contains the command to flip or rotate a shape on a slide?

- A. Home
- B. Insert
- C. Drawing Tools Format
- D. Arrange

123. Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?

A. Apply to: drop-down list

B. Line Between

C. Column Width

D. Create Column

124. Joan's business class is participating in the "Hop on the Bus" business plan competition. She needs to track the stock prices over time and display the information in chart form for her PowerPoint. What type of chart should she use?

A. Column

B. Line

C. Pie

D. Bar

125. Tanya wants slide 1 to stay on the screen for 30 seconds. Which would she use to complete this task?

- A. On Mouse Click
- B. Duration
- C. Effect Options
- D. Advance Slide After

126. Which hidden formatting symbol represents a tab stop in a document?

- A. A small black dot
- B. A small dash
- C. A black arrow pointing right
- D. A single quotation mark

127. Which is the shortcut key for accessing Microsoft Office Word Help from the Word window?

- A. F4

B. F1

C. F5

D. F9

128. Mason has set up 5 slides in his new presentation and is ready to enter some text that he does not want his audience to see. This text will be a reference for him and is hidden during the presentation. The place Mason will insert important key points that he wishes to cover during the presentation is located where?

A. Layout

B. Notes Pane

C. Outline

D. Placeholder

129. How do users switch from one ribbon to another in Microsoft Word?

A. Use any arrow key on the keyboard

B. Use the Page Up or Page Down keys on the keyboard

C. Click the tab of the ribbon they wish to access

D. Shift+Tab to move to the next ribbon

130. Mrs. Perry has assigned the class to type a report. To view the report as a hard copy, which view should she use?

A. Read Mode

B. Outline

C. Print Layout

D. Web Layout

131. In Microsoft PowerPoint, what command is used to save an existing presentation with a new name or in a new location?

A. Exit

B. Close

C. Save

D. Save As

132. In a table, what is the intersection of a column and a row called?

A. Cell

B. Box

C. Connector

D. Block

133. Ashley has a limited supply of paper. Which print layout option will minimize the amount of paper used and includes up to nine images per page?

A. Full Page Slides

B. Notes Pages

C. Outline

D. Handouts

134. Which Track Changes command allows a user to see what a document looked like before any changes were made to it?

A. Reject All Changes

B. Original

C. Remove Edits

D. Show Markup

135. Terrance, secretary of FBLA, is reviewing the minutes from the last meeting. He is in Outline View and wants to view the main headings and subheadings. Which command would he use?

A. Promote

B. Demote

C. Expand

D. Collapse

136. Which command is used to insert a picture file from a storage device into a document?

A. Screenshot

B. Import

C. Picture

D. Clip Art

137. What is the name of the list of frequently used commands that appears when one right-clicks an object?

A. Mini Toolbar

B. Shortcut Menu

C. Quick Access Toolbar

D. Status bar

138. John would like to place a box around the entire document that includes his table. Which option should he choose?

A. Border

B. Page Border

C. Shading

D. Styles

139. Keisha wants to change the font color on the 1st and 3rd bullet items on slide 6 of her Allied Health presentation. What is the best way to select both bullets at the same time?

A. Shift+click

B. Ctrl+click

C. Highlight

D. Right-click

140. What does the wavy, red line under a word in a presentation mean?

- A. Misspelling
- B. Grammar error
- C. Synonym available
- D. Antonym available

141. Which area in the Print dialog box is used to change the default printer?

- A. Printer Properties
- B. Printer Status drop-down
- C. Printer Edit
- D. Printer Setup command

142. Which option on the Apply Styles dialog box changes the settings for a selected style?

A. Change Styles

B. Edit

C. **Modify**

D. New Style

143. Which commonly used animation effect makes text on a slide appear in the presentation?

A. Motion

B. Emphasis

C. **Entrance**

D. Exit

144. Which commonly used shortcut keys or keyboard combination is used to apply bold formatting to selected text?

A. Tab+B

B. Shift+B

C. Alt+B

D. **Ctrl+B**

145. Linda is using Microsoft PowerPoint for the very first time. While looking at her default screen, she notices that all of the elements are set in tabs. What is the combination of the tabs and commands called?

A. Group

B. **Ribbon**

C. ScreenTips

D. Window

146. Which window allows a user to see document pages exactly as they will print?

A. Print Outline

B. Document

C. Print

D. Review

147. Aubrey is typing a 10-page research paper for her Business Law Class on the branches of the US government. She decides to change the organization of the paper. Which view would assist in performing this task?

A. Master Document

B. Subdocument

C. Outline

D. Macro

148. Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?

A. SmartArt

B. WordArt

C. DrawingArt

D. EasyArt

149. Dave wants to print only the slide on which he is currently working. Which print option should he use?

A. Custom Range

B. Print All Slides

C. Print Current Slide

D. Collated Slides

150. Avery is writing a report for his Personal Finance class. His computer seems to be having power issues and keeps restarting. He decides to change the time of the scheduled file back up feature from 10 to 5 minutes. Which command would he access to enable this change?

A. AutoFormat

B. **AutoRecover**

C. AutoCorrect

D. Exception

151. Which ribbon contains the command to create a link to a new location?

A. Home

B. **Insert**

C. Transitions

D. Slide Show

152. Which are valid placement options for page numbers in a document?

A. Left of page or bottom of page

B. **Top of page or bottom of page**

C. In the endnote or top of page

D. Top of page or in the footnote

153. Pam is using the Outline View in PowerPoint. She would like to lower selected text from level 1 to level 2. Which command should she use?

A. Collapse

B. Collapse All

C. Demote

D. Move Down

154. How does a user modify the colors in a selected theme?

A. Choose the Theme Effects command on the Page Layout Ribbon.

B. Choose the Theme Colors command on the Design Tab.

C. Choose the Theme Effects command on the Home Ribbon.

D. Choose the Theme Design command on the Page Layout Ribbon.

155. Which chart types are available in Microsoft Word?

A. Bar, pie, line, and column

B. Column, line, circle, and bubble

C. Pie, bar, cone, and mountain

D. Cone, bubble, oval, and line

156. Kim inserted a rectangular shape into her Word document. She wanted the shape to transition from one color to another. Which Shape Fill option should she use?

A. Texture

B. Solid Color

C. Picture

D. Gradient

157. Sally wants to select an entire paragraph in her word processing document. If she is currently editing the paragraph, what is the quickest way to select all of it?

A. Double-Click

B. Select All

C. Single-Click

D. Triple-Click

158. Which term refers to combining multiple objects into a single object?

A. Joined

B. Clustered

C. Grouped

D. Assembled

159. Which dialog box provides the user with the ability to replace text as it is typed?

A. AutoFormat

B. Find & Replace

C. AutoCheck

D. AutoCorrect

160. Johanna wants to navigate across columns to the right in her table. Which option should she choose?

A. Tab

B. Enter

C. Shift+Tab

D. Shift+Enter

161. Which ribbon group within the Insert Ribbon contains the commands that enable a user to insert common mathematical symbols or equations?

A. Format

B. Symbols

C. Text

D. Pages

162. What is applied to text or an image in a slide that enables a user to jump to a new location by clicking on the text or image?

A. Hyperlink

B. Website

C. Connection

D. Association

163. Which dialog box allows a user to create a new folder in the desired storage location?

A. Options

B. Save As

C. Close

D. Print

164. Jordan wants to e-mail a view of the entire program window to the Technology Department of the error message that he received when logging onto his computer. What command would he use?

A. Screenshot

B. Screen Clipping

C. Picture

D. Print Screen

165. Where does Microsoft Word put elements such as text, logos, or graphics saved for later use in a document?

A. Building Blocks Gallery

B. Parts Gallery

C. Quick Part Gallery

D. Element Gallery

166. What is a quick reference point that gives the reader an overview of where to find content throughout the document?

A. Citation

B. Table of Contents

C. Cross-reference

D. Table of Authorities

167. Holly created a membership presentation in the most current version of PowerPoint. She wants to make sure that all features of her presentation will be visible in older versions of the software. Which specific feature would she use?

- A. Check for Issues
- B. Check for accessibility
- C. Check for compatibility
- D. Inspect the document

168. Which command should you use to cancel a recent command or action?

- A. File tab, Close button
- B. Shortcut Menu, Cancel command
- C. Home Ribbon, Clear Formatting button
- D. Quick Access Toolbar, Undo button

169. To increase or decrease the size of the content in a Microsoft Word window, which item on the status bar should be used?

- A. Zoom slider

- B. View picker
- C. Next page control
- D. Previous page control

170. Which command on the Home Ribbon applies a shadow, glow, or reflection to selected text or paragraphs?

- A. Text Effects
- B. Text Highlight Color
- C. Shading
- D. Color

171. Which ribbon contains the command to flip or rotate a shape on a slide?

- A. Home
- B. Insert

C. Drawing Tools Format

D. Arrange

172. Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table?

A. Editing

B. Cell Size

C. Rows and Columns

D. Table Styles

173. In a Microsoft Word document, what is the amount of space that appears between paragraphs called?

A. Paragraph spacing

B. Document spacing

C. Character spacing

D. Line spacing

174. Which view displays each slide so that it fills the entire screen with no toolbars or other Windows elements visible on the screen?

A. Normal

B. Slide Sorter

C. Slide Show

D. Reading

175. What is the purpose of using the corner sizing handles to re-size a graphic?

A. To have access to Picture Tools while resizing

B. To resize and recolor the graphic simultaneously

C. To incrementally resize the graphic

D. To maintain the aspect ratio of the graphic

176. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?

A. Who is the intended audience?

B. Is the template easy to use?

C. Will the template have correct calculations and functional macros?

D. Will the template have correct spelling, grammar, punctuation, and mechanics?

177. Mr. Jones is creating handouts for his MSITA class presentations. What feature in the Header and Footer dialog box would allow him to add the class name to the top?

A. Date and time

B. Header

C. Page number

D. Footer

178. Matt wants to have places in his survey template where users can check "Yes" or "No" about their senior week plans. Which tool would he use?

A. **Content Controls**

B. Macro

C. Placeholder

D. Text Box

179. Aubrey is typing a 10-page research paper for her Business Law Class on the branches of the US government. She opened the file on the legislative branch heading of her paper. This file is an example of a/an:

A. master document.

B. **subdocument.**

C. outline.

D. macro.

180. Lois has created a table in her document. She would like to add a blank row between the table headers and the first row of data. Which option should she choose?

A. **Insert**

B. Delete

C. Copy

D. Cut

181. What command on the Insert Ribbon creates a preformatted placeholder for text in a document?

A. WordArt

B. Bookmark

C. Hyperlink

D. **Text box**

182. Which type of text may be formatted to print at the top of every page?

- A. Notes
- B. References
- C. Header
- D. Caption

183. What is the process of changing the way characters appear, both on screen and in print, to improve document readability?

- A. Text formatting
- B. Paragraph formatting
- C. Character formatting
- D. Document formatting

184. Mason has set up 5 slides in his new presentation and is ready to enter some text. He wants to enter text without having to think about other PowerPoint elements such as graphics, pictures, sound and animation. He just wants to focus on entering text. The best method for Mason to enter text is to use what feature of Microsoft PowerPoint?

- A. Layout
- B. Notes Pane
- C. Outline
- D. Placeholder

185. Which print setting creates printouts of an entire slide on the top of the page and an area for speaker notes below the slide?

- A. Full Page Slides
- B. Notes Pages
- C. Outline
- D. Handouts

186. Matt wants to show the percentage of students who have passed the PowerPoint Microsoft Office Specialist Certification out of all the students who have earned certifications. Which type of chart should he use?

A. Column

B. Line

C. Pie

D. Bar

187. Which term refers to the size of alphabetic and numeric characters on a slide?

A. Font Size

B. Type Size

C. Theme

D. Typeface

188. Which option indicates that a presentation should wait for a mouse click prior to moving to the next slide?

A. After

B. Duration

C. On Mouse Click

D. After Mouse Click

189. Which refers to how the left and right edges of a paragraph align on a page?

A. Indent

B. Flow

C. Position

D. Alignment

190. In preparation for an upcoming meeting, Liam is creating a PowerPoint presentation. If Liam would like to focus only on the content, which feature should he use?

A. Layout

B. Object

C. Outline

D. Template

191. Which area on the File tab has the command allowing a Microsoft Word document to be shared as a blog post?

A. Info

B. Share

C. Save As

D. Options

192. Jennifer is typing a report which contains numerous abbreviations of states. It would be helpful if each time she keyed a state abbreviation it would be capitalized. What command can she access to engage this process?

A. AutoFormat

B. AutoRecover

C. AutoCorrect

D. Exception

193. What is the method for changing the bullet symbol within a list?

A. Select the list and choose the drop-down arrow next to the Bullets button to select from the Bullet Library.

B. Choose a new bullet from the Bullet Library in the Font dialog box.

C. Choose a new bullet from the Bullet Library in the Format Paragraph dialog box.

D. Select the list and choose the drop-down arrow next to the Bullets button to change from the list level.

194. Tammy is preparing to give a presentation. She would like to view information that will remind her what to say to her audience but they will not see. Which view should she print?

A. Normal

B. Notes pages

C. Slide Sorter

D. Slide Show

195. Which refers to text that is arranged in alphabetic, numeric, or date order based upon the first character?

A. Filtering

B. Alphabetizing

C. Sorting

D. Ordering

196. Sam has a list of names (Last name, First name) in Word that he needs to put into a table and separate the last name from the first. Which option should he use?

A. Insert Table

B. Draw Table

C. Quick Table

D. Text to Table

197. Keisha wants to resize the graphic on slide 4 of her Allied Health presentation. What is the first step to accomplish this task?

A. Select

B. Copy

C. Paste

D. Drag and drop

198. Alyse uses Word frequently to write memos at her job. She wants all of her documents to show formatting marks by default. Which area in Backstage View should she use?

A. Change Display Options

- B. Change Save Options
- C. Personalize Word
- D. Customize the Quick Access Toolbar

199. Which term refers to the boxes that hold text or objects on a slide?

- A. Text area
- B. Entry Box
- C. Field
- D. Placeholder

200. Table styles may be applied to a table in a Microsoft Word document from which ribbon?

- A. Table Tools Design Ribbon
- B. Table Tools Format Ribbon

C. Table Tools Layout Ribbon

D. Table Tools Edit Ribbon

201. Nathan has created a new business letter and wants to use it repeatedly. What file type does he need to select when saving to protect his original letter?

A. **Template**

B. Macro

C. Document

D. Building Block

202. Which ribbon appears to allow a user to control how a sound clip plays?

A. Audio Tools Slide Show

B. Audio Tools Format

C. Audio Tools Design

D. **Audio Tools Playback**

203. What is a quick way to close the Header or Footer View in a Microsoft Word document?

A. Right-click the footer or header.

B. Double-click the footer or header.

C. Double-click the Title Bar.

D. **Double-click the dimmed document text.**

204. What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document?

A. **Document Properties Panel**

B. Advanced Properties

C. Word Options dialog box

D. File Save as Options screen

205. Owen wants to secure his presentation so that no one can make changes to it. What feature could he use that requires a security code to open or edit the presentation?

A. Mark as Final

B. Encrypt with Password

C. Restrict Permission

D. Add a Digital Signature

206. To make text appear in a smaller font size below the middle point of the line, which character formatting effect is applied?

A. Superscript

B. Strikethrough

C. Subscript

D. Italic

207. Terrance, secretary of FBLA, is working on his outline for the next meeting agenda. Upon review of his outline, he decided he needs to make the individual fundraising activities less important than the fundraising section. Which command would he choose?

A. Promote

B. Demote

C. Expand

D. Collapse

208. Maria adds text to a bulleted list on slide 5 of her presentation. On the text that she adds, she does not want a bullet. Using commands on the Home tab, how does she remove the bullet that automatically appears?

A. Numbering

B. Bullets

C. Decrease List Level

D. Increase List Level

209. Mrs. Perry wants to graphically compare the number of employees with associate, bachelor's, master's, and doctorate degrees. Which SmartArt graphic should she use?

A. List

B. Cycle

C. Hierarchy

D. Pyramid

210. Where is the command to insert a new table into a Microsoft Word document?

A. Home Ribbon, Tables group

B. Insert Ribbon, Tables group

C. Home Ribbon, Paragraph group

D. Insert Ribbon, Pages group

211. John wants to insert a chart into a slide on his PowerPoint. Which group on the Insert tab would he use?

A. Images

B. Illustrations

C. Links

D. Media

212. Susie wants to show the growth in her business classes as values in a PowerPoint presentation. What type of chart would she use to display the values as horizontal rectangles?

A. Column

B. Line

C. Pie

D. Bar

213. Dylan has created an FBLA document that users can access but not modify. Which feature would he utilize?

- A. Encryption with password
- B. Restrict documents with comments
- C. Track Changes
- D. Read-only document

214. Katelyn is working on a research paper about the marketing reach of social media. She would like to list all of the sources used within her paper at the end of the paper. This is an example of a:

- A. title page.
- B. works cited page.
- C. table of contents.
- D. citation.

215. Mason has set up 5 slides in his new presentation and is ready to enter some text. He decides to put his text in a box with a dotted outline, designed for the placement of content on the slide. What is this called?

A. Layout

B. Notes Pane

C. Outline

D. Placeholder

216. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?

A. Print Layout

B. Draft

C. Outline

D. Web Layout

217. Keisha does not want the text on slide 3 to run out of the text box and she wants the text box to remain the same size. How can she prevent this?

A. Change text alignment

B. Resize the text box

C. Do not Autofit

D. Shrink text on overflow

218. On the Title bar, which button may be selected to display only tab names rather than entire ribbons in the Microsoft Word window?

A. Shrink the Ribbon

B. Auto-Hide the Ribbon

C. Decrease the Ribbon

D. Minimize the Ribbon

219. Daphne is working on an FBLA membership table and wants to make it easier to distinguish between rows. What feature would she apply to the rows in her presentation?

A. Banded Columns

B. Header Column

C. Banded Rows

D. Header Row

220. Garrett is sending his presentation to the national FBLA office and wants to ensure its integrity. What feature should he add to his presentation?

A. Mark as Final

B. Encrypt with Password

C. Restrict Permission

D. Add a Digital Signature

221. Mrs. Perry has assigned the class to type a report. To maximize space, which option would one choose to display the content?

A. Read Mode

B. Outline

C. Print Layout

D. Web Layout

222. Lisa created a table. She wants the text in her rows to start at the top left. Which layout feature will she apply?

A. Cell Alignment

B. Text Direction

C. Cell Margins

D. Distribute Rows

223. Which command on the Insert Ribbon is used to select a part of a program window to insert into a file?

- A. Screen Cutting
- B. Screenshot Clip
- C. Screen Clipping
- D. Screen SnapShot

224. Johanna wants to navigate across columns to the left in her table. Which option should she choose?

- A. Tab
- B. Enter
- C. Left arrow key
- D. Shift+Enter

225. Gregory is making a presentation to encourage fellow students to join the prom committee. For emphasis, he wants to include a strikethrough of last year's theme and all caps for the current year's theme. Which of the following would include options for accomplishing this?

- A. Font
- B. **Font Effects**
- C. Font Size
- D. Font Style

226. What is a series of paragraphs, each beginning with a bullet character, called?

- A. Organized list
- B. **Bulleted list**
- C. Unorganized list
- D. Symbol list

227. Where is the command to divide a Microsoft Word document into multiple columns located?

- A. Home Ribbon, Paragraph group

- B. Home Ribbon, Styles group
- C. Insert Ribbon, Text group
- D. Page Layout Ribbon, Page Setup group

228. Jana wants to navigate to page 35 of her report. What is the quickest way to navigate?

- A. Find
- B. Go To
- C. Replace All
- D. Replace

229. In Microsoft PowerPoint, what command is used to save changes to an existing file?

- A. Exit
- B. Close

C. Save

D. Save As

230. Which software program is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?

A. Microsoft Office

B. Windows

C. Word

D. WordPad

231. Katelyn is working on a research paper about the marketing reach of social media. What should appear at the beginning of her research paper?

A. Title Page

B. Works Cited Page

C. Table of Contents

D. Citation

232. To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used?

A. **Ctrl+S**

B. Alt+S

C. Ctrl+V

D. Shift+S

233. Owen wants to approve and ensure the integrity of his presentation. Which feature of PowerPoint should he use to assure viewers that his PowerPoint is authentic?

A. Mark as Final

B. Encrypt with Password

- C. Restrict Permission
- D. Add a Digital Signature

234. What is the descriptive text placed below an object called?

- A. Footer
- B. Endnote
- C. Footnote
- D. Caption

235. Which ribbon contains commands that apply an entrance effect to a chart?

- A. Animations
- B. Chart Tools Design
- C. Chart Tools Layout

D. Transitions

236. Which actions or commands cannot be undone in Microsoft Word?

A. Saving a document

B. Borders and shading

C. Font color change and font size change

D. Paragraph alignment and page orientations

237. David wants to quickly change the font color of the bulleted items on slides 2, 3, and 7 of his biology presentation. In which pane would he most easily accomplish this task?

A. Slides Pane

B. Outline View

C. Notes Pane

D. Slide Sorter

238. Lois is unable to view all of the information in the first column of her table. Which option should she choose?

A. Merge

B. Split Cells

C. Split Table

D. AutoFit

239. Which command is used to find the number of words, characters, paragraphs, or lines in a Microsoft Word document?

A. Compare

B. Review

C. Word Count

D. Research

240. As the newly elected president of FBLA, Mindy is creating a presentation to be used at the next meeting. She has created a slide that contains duplicate information and decides that it is not needed for an effective presentation. In the Slide Pane, Mindy can right-click the unnecessary slide and select which option?

A. Delete Slide

B. Duplicate Slide

C. Layout

D. New Slide

241. Ann wants to use the insert key to control the overtype mode. Which Backstage View/Option should she choose?

A. Advanced

B. Display

C. Proofing

D. Save

242. On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program?

A. Bookmark

B. Cross-reference

C. **Hyperlink**

D. Caption

243. Linda is creating a PowerPoint on which schools in North Carolina are offering the Microsoft Certification courses. To identify the vertical and horizontal values in a chart, which feature would she use?

A. Chart Title

B. **Axis Title**

C. Legend

D. Data Labels

244. Pam is using the Outline View in PowerPoint. She would like to reposition slide 2 to become slide 6. Which command should she use?

- A. Collapse
- B. Collapse All
- C. Demote
- D. Move Down

245. Which command is used to test animations on a slide before delivering the presentation?

- A. Rehearse
- B. Preview
- C. Test
- D. Review

246. John wants add predefined formatting to his table. Which option should he choose?

- A. Border
- B. Page Border
- C. Shading
- D. **Styles**

247. Mrs. Thomas, FBLA state adviser, wants to remove hidden properties and personal information in a PowerPoint she is sending. Which specific option should she use?

- A. Check for Issues
- B. Check for accessibility
- C. Check for compatibility
- D. **Inspect the document**

248. One of Janice's presentation slides has content that is taller than it is wide. Which command on the Design tab would she use to change this?

A. Background

B. Page Setup

C. Slide Size

D. Themes

249. Which ribbon contains the command to hide a slide so that it does not show during the full-screen Slide Show?

A. Home

B. Design

C. Slide Show

D. Transitions

250. Mr. Jones is creating handouts for his MSITA class presentations. What feature in the Header and Footer dialog box would allow him to add the class name to the bottom?

A. Date and time

B. Header

C. Page number

D. Footer