**Review Questions**

# Lesson 7 Preparing the Slide Show

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pane allows you to create, edit, reply to and delete comments.
   1. Revisions c. Reviewing
   2. Comments d. Track Changes
2. Which option is used to reply to a comment?
   1. Right-click the comment icon on the slide, then click Reply
   2. Click Reply in the Comments group on the Review tab
   3. Double-click the comment icon on the slide, and then in the Comments Pane, click New
   4. Click the comment and then in the Comments Pane, type your reply in the Reply box.
3. Which option is used to create a presentation that automatically loops a slide show but can’t be navigated by the viewer?
   1. Presented by a speaker (full screen)
   2. Browsed by an individual (window)
   3. Browsed at a kiosk (full screen)
4. Which feature is used to see changes made to a shared copy of a presentation?
   1. Track Changes c. Compatibility Checker
   2. Compare d. Notes

1. Which of the following statements is not true about speaker notes?
2. You can format note text, change the background, and add pictures to notes in Normal view.
3. You can view speaker notes during the presentation using Presenter View, or you can print the notes.
4. You can see how your notes pages will look when printed in Notes Page view.
5. You can customize all note pages at once using Notes Master.
6. Which File tab option allows you to create presentation handouts in Word?
   1. Export, Create Handouts c. Save As, Tools, Create Handouts
   2. Share, Handouts d. Print, Handouts
7. To change the number of slides that appear on a printed handout, on the File tab click Print then click the arrow next to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and under Handouts, select a layout.
   1. Print All Slides c. Print One Sided
   2. Full Page Slides d. Collated
8. Which File tab option is used to embed fonts in your presentation?
   1. Export, Embed Fonts c. Save As, Tools, Save Options
   2. Share, Publish Slides d. Info, Manage Presentation
9. Which option is used to run the Accessibility Checker?
   1. Protect Presentation c. Manage Presentation
   2. Check for Issues d. Properties
10. Which feature is used to determine whether there will be any issues when a PowerPoint presentation is opened in PowerPoint 2003 or earlier?

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| a. Compatibility Checker | c. Inspect Document |
| b. Accessibility Checker | d. Protect Presentation |

1. Which option is used to adapt a single presentation into separate presentations for different audiences?
   1. Slide Master c. Set Up Slide Show
   2. Custom Slide Show d. Slide Sorter
2. Which of the following statements is NOT true about onscreen presentation tools?
   1. The onscreen presentation tools are not visible in all show types.
   2. Marks made using the pen and highlight tools cannot be saved.
   3. The zoom option allows you to pan to a specific part of a slide.
   4. The More Options button allows you to show Presenter View.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to view your presentation with your speaker notes on one computer (your laptop, for example) while the audience views the note-free presentation on a different monitor or projected on a screen.
   1. Presenter View c. Reading View
   2. Custom Show d. Slide Master
4. To modify a slide’s rehearsed timing, select the slide and then, on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, in the Timing group, click After and increase or reduce the amount of time.

* 1. Slide Show c. Recording
  2. b. Transitions d. Animations

1. Which option allows you to establish the time required for each slide and add your own narration and annotations during a slide show?

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| a. Insert Audio | c. Record Slide Show |
| b. Set Up Slide Show | d. Rehearse Timings |
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