



8. What is the blank space outside the printing area on a page? 1 U 1  
 A. Clipart B. Margins  
 C. Header D. Footer
9. To add a page break, you can use the shortcut: 1 U 2  
 A. Ctrl + Shift + P B. Alt + Enter  
 C. Ctrl + Enter D. Shift + Enter
10. Which tab should you use to change the margins of your document? 1 R 2  
 A. Home B. Design  
 C. Layout D. Review
11. To Rotate your text diagonally or vertically, you should use: 1 R 2  
 A. Orientation B. Format  
 C. Style D. Wrap Text
12. Which step is NOT part of the mail merge process? 1 U 2  
 A. Inserting a table B. Selecting the recipients  
 C. Choosing the document type D. Merging the documents
13. To add a shape with a specific color and style, you should: 1 R 2  
 A. Insert > Shape Styles B. Home > Shapes  
 C. Design > Shapes D. Insert > Shapes
14. What feature would you use to navigate to a specific heading in a document? 1 R 2  
 A. Find B. Bookmark  
 C. Navigation Pane D. Search
15. Which feature allows you to view the document structure and navigate through headings? 1 R 2  
 A. View > Navigation Pane B. Home > Navigation  
 C. Layout > Document Map D. Review > Outline View
16. To create a large captial letter, you should use: 1 R 2  
 A. Word Art B. Word Cap  
 C. Word Count D. Watermark
17. Which of the following is an example of an entrance animation effect? 1 U 3  
 A. Fade Out B. Spin  
 C. Shrink D. Bounce in
18. Which file format is commonly used for saving presentations in PowerPoint? 1 R 3  
 A. JPG B. XLSX  
 C. PPTX D. DOCX
19. Which of the following options allows you to customize the duration of how long each slide appears during a presentation? 1 R 3  
 A. Slide Layouts B. Animations  
 C. Presenter View D. Rehearse Timings
20. What does the “Notes” section in a presentation slide do? 1 R 3  
 A. Shows hidden text during the presentation B. Changes the background color  
 C. Allows the presenter to add speaker notes D. Displays additional images
21. Which of the following is NOT a type of slide transition? 1 R 3  
 A. Fade B. Split

- C. Push  
**22.** What is a presentation? **1 U 3**  
 E. A speech without visuals  
 F. structured way to share information with visual aids  
 G. form of communication with only images  
 H. A written report
- 23.** Which of the following options would you use to add a video to your presentation? **1 R 3**  
 A. Insert > Video  
 B. Insert>Shape  
 C. Insert > Text  
 D. Insert>Chart
- 24.** What does the "Rehearse Timings" feature allow a presenter to do? **1 R 3**  
 A. Record the voiceover for the entire presentation  
 B. Add pictures to slides  
 C. Automatically generate a script for the presentation  
 D. Set the duration each slide appears and adjust animations
- 25.** What is the primary function of "Slide Show Options" in PowerPoint? **1 R 3**  
 A. To choose the slide transition style  
 B. To set up the timing and delivery of the presentation  
 C. To insert multimedia into the presentation  
 D. To select the layout for each individual slid

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