



Power point

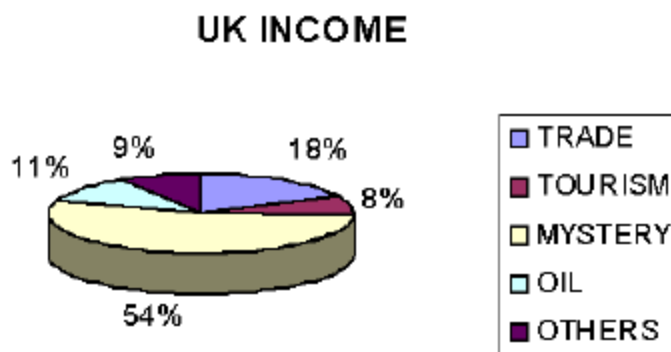
1- To insert a connector you go to

- A-Format
- B-Draw
- C-Auto shape

2- You can't insert an organization chart to your presentation.

- A- true
- B- false

3- The picture below is an example of:



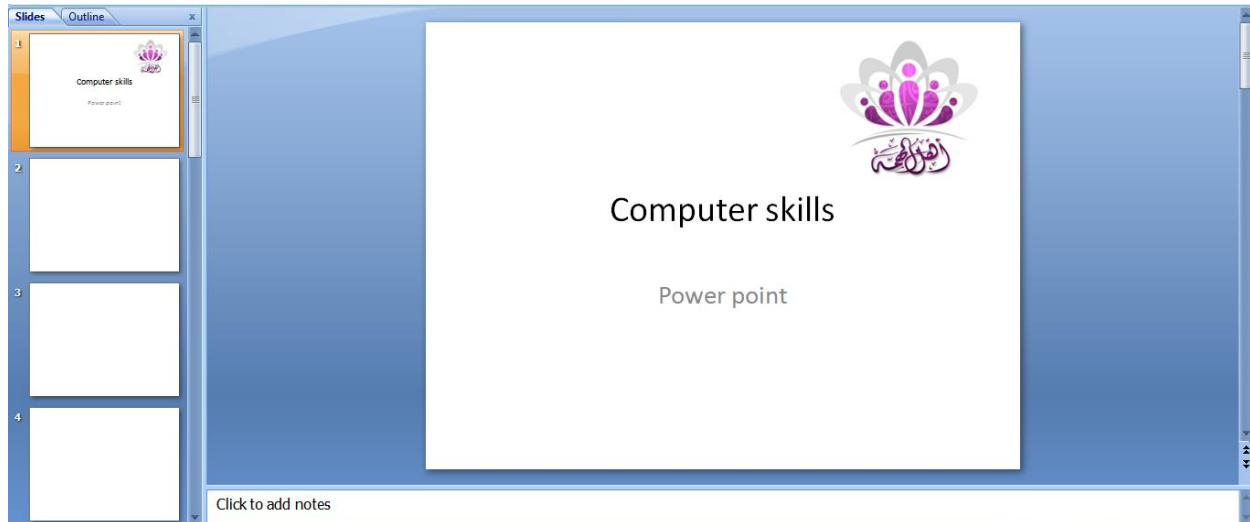
- A- chart
- B- table
- C- text

4- What are the right steps to create a shortcut of Microsoft PowerPoint?

- A-Start/Programs/MS PowerPoint/Left click/Send To/Create shortcut
- B-Start/Programs/MS PowerPoint/Right click/Send To/Create shortcut
- C-Start/Programs/MS PowerPoint/Double click/Send To/Create shortcut



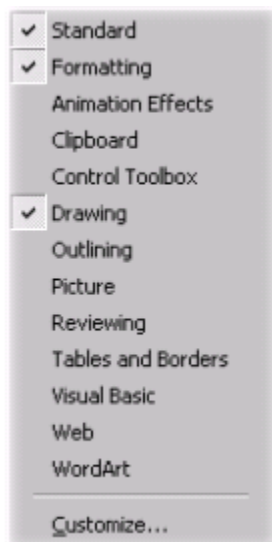
5- what view option is this ?



A- Slide view
C-Normal view

B-Slide Sorter view
D- Outline view

6- What is this pop-up menu?





- A-toolbars
- B-clipart
- C-drawing

7- What view option is this ?

- A- Slide view
- B-Slide Sorter view
- C-Normal view
- D-Outline view

8- You can decide what chart type to use in your presentation.

- A-True B-False

9- You can't change the data in a chart.

- A-True
- B-False



10-Whats view option is this ?

- A-Slide view
- B-Slide Sorter view
- C-Normal view
- D-Outline view

Answers :

1-C 2-B 3-A 4-B 5-C 6-A 7-A 8-A 9-B 10-B



Note

