

# Desk Top Publishing

**1. An acronym for a compressed graphics format for images with blocks of color and a limit of 256 colors. It was originally developed by CompuServe ®.**

- A. GUI B. Gamut C. GCR D. GIF

**2. What are the type of orientation-**

- A. Tall B. Wide C. Both a&b D. None of these

**3. The range of colors that a color system can display or print.**

- A. Global B. Generate C. Gamut D. Grow

**4. An Image menu command that increases the pixels of an existing selection and includes all neighboring pixels that fall within the tolerance range specified in the selection tool options.**

- A. Grid B. Grow C. Gamut D. Gradient

**5. A design that controls floating lines that do not print and are helpful in positioning images or elements precisely across the width or length of the image. They can be moved, removed, or locked to avoid moving unintentionally.**

- A. Guides B. Grid C. Field of View D. Gutters  
Generate

**6. A dialog box that helps define a new gradient by modifying a copy of an existing gradient by adding intermediate colors and creating a blend between two or colors.**

- A. Gradient Map B. Gradient Editor C. Gradient Overlay D. General Blending

**7. A Layer effect that specifies the slope of colors and how they are dithered or changed in a layer.**

- A. Gradient Map B. Gradient Fill C. Gradient Overlay D. General Blending

**8. An Image submenu adjustment dialog box for using the colors of a gradient in place of the tones in the image.**

- A. Gradient Map B. Gradient Fill C. Gradient Overlay D. General Blending

**9. One of a series of layer effects in the Layer Styles dialog box that spreads inside the surface of the layer.**

**10. A progression of gray tones from white to pure black.**

- A. Gamut B. GIF C. Grayscale D. Gradient

## ANSWERS:

1. D. GIF
2. C. both a&b
3. C. Gamut
4. B. Grow
5. A. Guides
6. B. Gradient Editor
7. B. Gradient Fill
8. A. Gradient Map
9. C. Gradient Overlay
10. C. Grayscale

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1. What are .gif, .jpg, .bmp, psd, .tiff, .jpe?
  1. Words from the colour palette
  2. File extensions for the 'Save as' function.
  3. File extensions for the 'Save' function.

Answer: 2

2. If you save a file as .psd, what is it saved as?
  1. Bit-mapped file

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2. Graphics Interchange Format
3. Joint Photographics Expert Group
4. A photoshop working file

Answer:3

Answer:4

3..What does dpi means-

- 1 Resolution
- 2 Hight of page
- 3 Width of page
- 4 None of these

Answer:1

- 4 What does resolution-dependent mean?

- a. I can change the photo size with no loss of quality.
- b. I lose quality from the picture when I change its size.
- c. I can change the photo size only once before saving.

Answer:b

- 5 What does this symbol mean?



- a. Eraser
- b. Text move
- c. Rectangular Marquee
- d. Dotted line box

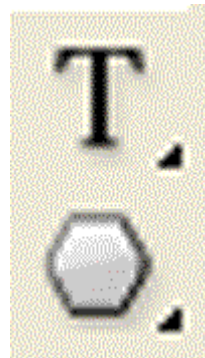
- 6 What does this symbol mean?



- a. Basic Lasso
- b. Magnetic Lasso
- c. Background Path Selector
- d. Magnetic Paint

Answer:2

- 7 What do these symbols mean?



- a. Text and Crop
- b. Poly Shape and Move
- c. Move and Lasso
- d. Poly Shape and Text

Answer:4

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8 What does this symbol mean?



- a. Eraser
- b. Background Eraser
- c. Magnetic Eraser
- d. Magnetic Lasso

Answer:2

9 What does this symbol mean?



- a. Move
- b. Cut
- c. Select
- d. Colour

Answer:1

10 What does DTP stand for-

- a. Desktop publishing
- b. Desktop programming
- c. Both a&b
- d. None of these

Answer:1

# Desk Top Publishing

## PowerPoint

1. Which is used for page numbering

- a. .Master page
- b. .Layers
- c. .Header & footer
- d. None of these

Correct Answer: C

2. Tab setting used for preparing and object-

- a. .true
- b. false
- c. both a and b
- d. none of these

Correct Answer: b

3. menu bar is a center point on pagemaker-

- a. .true
- b. false
- c. both a and b
- d. none of these

Correct Answer: b

4. we can alter any photograph in Photoshop-

- a. .true
- b. false
- c. both a and b
- d. none of these

Correct Answer: a

5. to set the color in resolution text box-

- a. .true
- b. false
- c. both a and b
- d. none of these

Correct Answer: b

6. PPI have full form-

- a. picture per inch
- b. pixel per inch
- c. both a and b
- d. none of these

Correct Answer: b

7. in which file type image save in photo shop

- a. .PDF
- b. .JPG
- c. .PSD
- d. none of these

Correct Answer: c

8. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)

- a. Inclusion
- b. Attachment
- c. Reply
- d. Forward

Correct Answer: b

9. In order to edit a chart, you can

- a. Triple click the chart object

## Desk Top Publishing

- b. Click and drag the chart object
- c. Double click the chart object
- d. Click the chart object

Correct Answer: c

10. to exit the PowerPoint

- a. click the application minimize button
- b. click the document close button
- c. double click the applications control menu icon
- d. double click the document control menu icon

Correct Answer: c

11. low image quality file save in GIF

- a. .true
- b. false
- c. both a and b
- d. none of these

Correct Answer: a

12. You can create a new presentation by completing all of the following except

- a. Clicking the new button on the standard toolbar
- b. Clicking file, new
- c. Clicking file open
- d. Pressing ctrl + N

Correct Answer: c

13. You can embed a MS-Organization Chart in a slide by

- a. Clicking the object command on the edit menu
- b. Clicking the object command on the edit menu

c. Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar

d. Clicking the MS-Organization Chart button on the standard toolbar

Correct Answer: b

14. To select one hyperlink after another during a slide presentation, what do you press?

- a. Tab
- b. Ctrl + K
- c. Ctrl + h
- d. All of above

Correct Answer: a

15. special effects used to introduce slides in a presentation are called

- a. effects
- b. custom animations
- c. transitions
- d. present animations

Correct Answer: c

16. You can edit an embedded organization chart object by

- a. Clicking edit object
- b. Double clicking the organization chart object
- c. Right clicking the chart object, then clicking edit MS-Organization Chart object
- d. b and c both

Correct Answer: d

17. to draw a line we crop tool-

## Desk Top Publishing

a. .true

b. false

c. both a and b

d. none of these

Correct Answer: b

18. only picture is made in corel draw-

a. .true

b. false

c. both a and b

d. none of these

Correct Answer: b

19. How can you create a uniform appearance by adding a background image to all slides?

a. Create a template

b. Edit the slide master

c. Use the autocorrect wizard

d. All of the above

Correct Answer: b

20. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?

a. Edit the notes master and add your company logo

b. Edit the slide master and insert your company logo and notes pane

c. Edit the handout master to include your company logo and one slide per page with additional note space

d. All of the above

Correct Answer: a

21. Which option on the custom animation task pane allows you to apply a preset or custom motion path?

a. Add effect

b. Emphasis

c. Animate now

d. All of the above

Correct Answer: a

22. What is the term used when a clip art image changes the direction of faces?

a. Group

b. Flip

c. Rotate

d. All of the above

Correct Answer: c

23. object past by ctrl+v

a. .true

b. false

c. both a and b

d. none of these

Correct Answer: a

24. Which of the following features should you use when typing in the notes text box?

a. Slide show

b. Insert

c. Slide maser

d. Zoom

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Correct Answer: d

25. Which option allows you to select line, curve, freeform or scribble tools?

- a. Create effect
- b. Insert motion path
- c. Draw custom path
- d. All of the above

Correct Answer: c

26. Which of the following should be used when you want to add a slide to an existing presentation?

- a. File, add a new slide
- b. Insert, New slide
- c. File Open
- d. File, New

Correct Answer: b

27. at first in corel draw screen-

- a. menu bar
- b. taskbar
- c. title bar
- d. none of these

Correct Answer: b

28. the largest font size in pagemaker is -

- a. 650
- b. 72
- c. 823
- d. 1200

Correct Answer: b

29. Want a PowerPoint photo album slide show to play continuously?

- a. Use random slide transitions
- b. Launch an online broadcast
- c. Loop continuously
- d. All of the above

Correct Answer: a

30. what is defined by the handout master?

- a. Slide formatting
- b. Layout of audience handout notes
- c. Handout content formatting for Microsoft word export
- d. All of above

Correct Answer: b

31. Which of the following tool enables you to add text to a slide without using the standard placeholders?

- a. Text tool box
- b. Line tool
- c. Drawing tool
- d. Auto shapes tool

Correct Answer: a

32. In notes master view, how do you modify the font size of text for all the notes of a presentation?

- a. Modify the slide design
- b. Modify the notes master layout
- c. Modify the text within the body placeholder
- d. All of the above

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Correct Answer: c

33. Want your logo in the same position on every slide, automatically? Insert it on the

- a. Handout master
- b. Notes master
- c. Slide master
- d. All of the above

Correct Answer: c

34. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?

- a. Slide sorter view
- b. Notes pages view
- c. Slide view
- d. Outline view

Correct Answer: a

35. Objects on the slide that hold text are called

- a. Placeholders
- b. Object holders
- c. Auto layouts
- d. Text holders

Correct Answer: a

36. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?

- a. Slide with animation
- b. Outline view
- c. Notes page

d. Audience handout

Correct Answer: d

37. Which command brings you to the first slide in your presentation?

- a. Next slide button
- b. Page up
- c. Ctrl + Home
- d. Ctrl + End

Correct Answer: c

38. In normal view, how can you quickly change to handout master view?

- a. Click the outline tab and select handout master view
- b. Press the shift key and click the handout master view button
- c. On the view menu, click slide sorter, and click handouts.
- d. All of above

Correct Answer: b

39. how can you quickly reinstate a deleted footer placeholder in master view?

- a. Create a new slide master
- b. Re-apply the footer placeholder
- c. Re-apply the slide layout
- d. All of the above

Correct Answer: b

40. Which of the following can you use to add times to the slides in a presentation?

- a. Slide show menu



## Desk Top Publishing

- b. Rehearse timings button
- c. Slide transition button
- d. All of the above

Correct Answer: b

41. To select all of the boxes of an organization chart

- a. Clicking and edit and select all
- b. Right click the chart background and then click select all
- c. Press and hold the SHIFT key and click each box
- d. All of above

Correct Answer: d

42. You can show the shortcut menu during the slide show by

- a. Clicking the shortcut button on the formatting toolbar
- b. Right clicking the current slide
- c. Clicking an icon on the current slide
- d. a and b

Correct Answer: b

43. Auto clipart is a feature that

- a. Automatically places clipart in your presentation
- b. Scans your presentation for incorrect spelling in your words on each slide
- c. Scans your presentation for incorrect spelling in Word Arts objects
- d. All of above

Correct Answer: d

44. to edit the text within the boxes of an organization chart, you

- a. select the box and text, then make changes
- b. select the box, then make the dchanges
- c. highlight the text, them make the changes
- d. a and b both

Correct Answer: a

45. Which of the following allow you to select more than one slide in a presentation?

- a. Alt + Click each slide
- b. Shift + drag each slide
- c. Shift + Click each slide
- d. Ctrl + Click each slide

Correct Answer: c

46. The view that displays the slides on a presentation as miniature representations of the slides is called

- a. slide show
- b. slide sorter view
- c. notes page view
- d. outline view

Correct Answer: b

47. The PowerPoint view that displays only text (title and bullets) is

- a. Slide show
- b. Slide sorter view
- c. Notes page view
- d. Outline view

Correct Answer: d

## Desk Top Publishing

48. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)

- a. animation
- b. slide transition
- c. custom animation
- d. preset animation

Correct Answer: b

49. Which of the following presentation elements can you modify using the slide master?

- a. Slide comments
- b. Slide transitions
- c. Speaker note font and color
- d. All of above

Correct Answer: b

50. Which of the following provides a printed copy of your presentation?

- a. Outline
- b. Speaker notes
- c. Audience handouts
- d. All of the above

Correct Answer: c

51. Slide show options available to the presenter include all of the following except

- a. Transitions command
- b. Speaker notes command
- c. Meeting reminder command
- d. Navigation commands

Correct Answer: a

52. which menu contains the document setup command-

- a. edit
- b. file
- c. document
- d. view

Correct Answer: b

53. Which of the following bypasses the print dialog box when printing individual slides or an entire presentation?

- a. File, print, preview
- b. The print button
- c. File, print
- d. Ctrl + p

Correct Answer: b

54. how many master pages in pagemaker

- a. unlimited
- b. 255
- c. 172
- d. 2

Correct Answer: d

55. Which of the following will not advance the slides in a slide show view?

- a. Esc key
- b. The spacebar
- c. The Enter key
- d. The mouse button

## Desk Top Publishing

Correct Answer: a

56. What are lines, curve, freeform, and scribble?

- a. Emphasis effects that can be applied to animations
- b. Types of custom motion paths
- c. Predefined entrance and exit effects
- d. All of the above

Correct Answer: b

57. which of the following are text option in pagemaker

- a. standard
- b. auto flow
- c. semi auto flow
- d. all above

Correct Answer: a

58. pick the kind of tab that pagemaker does not support

- a. left
- b. right
- c. decimal
- d. flash

Correct Answer: b

59. In Microsoft PowerPoint in order to see all the slides on one screen use

- a. view, slide sorter
- b. view, slide
- c. view, master
- d. view, slide show

Correct Answer: a

60. What's the best place to find animated images for your PowerPoint 2002 presentation?

- a. Microsoft online
- b. Word clipart
- c. PowerPoint tools and ins
- d. All of the above

Correct Answer: b

61. what's the easy way to apply varied animations to text on slides

- a. apply effects in the custom animation text pane
- b. apply an animation scheme
- c. customize bullets with animated clipart
- d. all of above

Correct Answer: b

62. Using a custom animation effect, how do you make text appear on a slide by letter

- a. Apply the animation scheme fade in one by one.
- b. Apply an entrance effect, and then set it to by letter in the effect option dialog box
- c. Apply the fly in entrance to the text, and then set its speed to very slow.
- d. All of above

Correct Answer: b

63. The smallest font size in pagemaker is -

- a. 7
- b. 6
- c. 4
- d. 8

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Correct Answer: b

64.You can create a new presentation by completing all of the following except:

- a. Clicking the new button on the standard toolbar
- b. Clicking file, new
- c. Clicking file open
- d. Pressing Ctrl + N

Correct Answer: c

65.You have customized a design template in one presentation and you want to use it in another presentation. What the best way to do this?

- a. Use the browse feature in the slide design task pane to find the file that has your design template and apply it to the current file.
- b. Copy and paste the slide with the design template you want to include the new presentation; inserted slide will inherit the design
- c. Save the presentation that has the design template with a new name, and then use a new file to your presentation
- d. All of the above.

Correct Answer: a

66.Which of the following options in the printer dialog box would you select to print slides 5 and 12 in a presentation?

- a. Slides
- b. Custom shows
- c. Current slide
- d. All

Correct Answer: a

67.Which of the following toolbars provides different options in various master views?

- a. Common tasks toolbar
- b. Drawing toolbar
- c. Formatting toolbar
- d. Standard toolbar

Correct Answer: a

68.which of the following can't be included in a style sheet-

- a. Drop cap
- b. Leading
- c. Font color
- d. Line end

Correct Answer: d

69.Which of the following is not an option when printing handouts?

- a. Six slides per page
- b. Five slides per page
- c. Three slides per page
- d. Two slides per page

Correct Answer: b

70.What's the best way to design the layout for your slides?

- a. Create layouts for slides, handouts and notes using the Master Layout dialog box in slide master view
- b. For each new slide, select a layout from the Slide Layout task pane
- c. Apply templates from the Slide Design task pane

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d. None of above

Correct Answer: b

71.Any and every command can be found on the

a. Drawing toolbar

b. Formatting toolbar

c. Standard toolbar

d. Menu bar

Correct Answer: d

72.The slide that is used to introduce a topic and set the tone for the presentation is called the

a. Table slide

b. Graph slide

c. Bullet slide

d. Title slide

Correct Answer: d

73.How do you print your slides in a handout that includes lines for notes?

a. In the print dialog box, select handout and set the number of slides per page to 3

b. In the print dialog box, select handout and set the number of slides per page, then select the include comment page option

c. In the print dialog box select note page instead of handout

d. All of above

Correct Answer: a

74.Which of the following features should you use when typing in the notes text box?

a. Slide shows

b. Insert

c. Slide master

d. Zoom

Correct Answer: d

75.Which of the following should be used when you want to add a slide to an existing presentation?

a. File, add a new slide

b. Insert, new slide

c. File, open

d. File, new

Correct Answer: b

76.Which of the following is the default page setup orientation for notes pages, outlines and handouts?

a. Vertical

b. Landscape

c. Portrait

d. None of above

Correct Answer: c

77.Which of the following is the default page setup orientation for slides in PowerPoint?

a. Vertical

b. Landscape

c. Portrait

d. None of above

Correct Answer: b

78.How can you get your photo album slide show to play continuously?

a. Use random slide transition

## Desk Top Publishing

- b. Launch an online broadcast
- c. Loop continuously
- d. All of above

Correct Answer: c

79.What are symbols used to identify items in a list?

- a. Icons
- b. Markers
- c. Bullets
- d. Graphics

Correct Answer: c

80.The toolbars that are displayed by default in the PowerPoint window includes

- a. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar
- b. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar
- c. Standard toolbar, formatting toolbar, drawing toolbar, status bar
- d. Menu bar, standard toolbar, status bar, drawing toolbar

Correct Answer: b

**81.Objects on the slide that hold text are called**

- a. Placeholders
- b. Object holders
- c. Auto layout
- d. Text holders

Correct Answer: a

82.You have got a bunch of digital holiday photo you want to put into a slide show. What the quickest method?

- a. Apply a multiple-picture layout to several slides, and use the clipart icon on the slides to import your picture
- b. On the insert menu, point to the picture, click from file, and select your picture in a group for each slide
- c. On the insert menu, point the picture and click new photo album
- d. All of the above

Correct Answer: c

83.how would you create the following diagram in PowerPoint

- a. Use auto shapes and the drawing toolbar to create the diagram and design it
- b. Open the diagram gallery from the drawing toolbar and choose this diagram type
- c. Use the chart command on the insert menu to import the diagram
- d. All of above

Correct Answer: b

84.Which of he following provides a means of printing out features notes with a miniature slide on a printed page?

- a. Slides with animation
- b. Outline view
- c. Notes page
- d. Audience handout

Correct Answer: d

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85.Which command brings you to the first slide in your presentation?

- a. Next slide button
- b. Page up
- c. Ctrl + home
- d. Ctrl + end

Correct Answer: c

86.You were giving your presentation, and you need to click a slide that's few slides back. How do you get there?

- a. Press ESC to get back into a normal view; click the slide thumbnail in normal view; then click the resume slide showbutton
- b. Press backspace until your desired slide
- c. Right click, point to go on the shortcut menu, point to by title, and click the slide you want to go to
- d. All of above

Correct Answer: c

87.Which of the following should you do to bring a bullet back to a previous level?

- a. Press the shift + tab keys
- b. Press the shift key
- c. Press the enter key
- d. Press the tab key

Correct Answer: a

88.Good design determines

- a. Credibility
- b. Readability
- c. First impression

d. All of above

Correct Answer: d

89.To make a selection of slides on our presentation, use a different design template from the other slides, what do you do?

- a. Select the slides thumbnails in that section, and apply a different color scheme
- b. Select the slide thumbnails in that section and apply a different design template
- c. Select one of the slide in the section you want to change, customize the fonts and colors, and use the format painter tool to apply those styles to the other slides in the section
- d. All of above

Correct Answer: b

90.-----is used for selecting and deselecting objects.

- a. Bezier tool
- b. freehand tool
- c. shap tool
- d. pick tool

Correct Answer: d

91.The view that displays the slides of a presentation as miniature representations of the slides is called

- a. Slide show
- b. Slide sorter view
- c. Notes page view
- d. Outline view

Correct Answer: b

## Desk Top Publishing

92.the zoom tool is used for -----object.

- a. magnifying
- b. cropping
- c. marquee selecting
- d. embedding

Correct Answer: a

93.Which of the following provides a printed copy of your presentation?

- a. Outlines
- b. Speaker notes
- c. Audience handouts
- d. All of above

Correct Answer: c

94.Presentation designs regulate the formatting and layout for the slide and are commonly called

- a. Design templates
- b. Templates
- c. Placeholders
- d. Blueprints

Correct Answer: b

95.the ruler bar is used for.

- a. setting of margin
- b. for book design
- c. dividing your work
- d. all of above

Correct Answer: a

96.Line spacing refers to

- a. The space between the lines of text
- b. The height of the line
- c. The length of the line
- d. a and c

Correct Answer: a

97.Which of the following uses the spelling and grammar feature to indicate an incorrect spelling?

- a. The incorrect word appears in all capital letters
- b. The incorrect word has a wavy red line under it
- c. The incorrect word appears italicized
- d. The incorrect word appears bold

Correct Answer: b

98.bitmap images are made up of -----

- a. pixel
- b. vector
- c. pericles
- d. line

Correct Answer: a

99.The handout master contains placeholders for all of the following except

- a. Slide number
- b. Title
- c. Footer
- d. Header

Correct Answer: b

100. How do you add degrees of transparency to shapes such as arrows, so that the slide background shows through?



## Desk Top Publishing

- a. Use #D style 4 button on the drawing toolbar
- b. Use the Set Transparent Color button on the Picture toolbar
- c. Use the Transparency slider in the Format AutoShapes dialog box
- d. All of above

Correct Answer: c

101. what is the default paper size when you open corel draw.

- a. A4
- b. B4
- c. Letter
- d. A3

Correct Answer: A

102. Which of the following displays when an image is selected?

- a. Add clip art only if it relates to your topic
- b. Be sure to place at least one clipart image per slide
- c. Resize the image so it takes up as much space as your text
- d. A and b

Correct Answer: d

103. The Microsoft clip gallery allows you to

- a. Add word art images to a slide
- b. Spell check your presentation
- c. Add clip art images to a slide or slides
- d. Add slides to a presentation

Correct Answer: c

104. Which command select all object at one time when selecting multiple objects to be deleted?

- a. Alt + a
- b. Ctrl + a
- c. Shift + Enter
- d. Edit, Select All

Correct Answer: d

105. printers use -----colors to generate the rainbow.

- a. 3
- b. 4
- c. 8
- d. 16

Correct Answer: b

106. To select all the boxes of an organization chart

- a. Click edit, select all
- b. Right click the chart background click select all
- c. Press and hold the shift key and click each box
- d. All of the above

Correct Answer: d

107. in a laser printer the transfer the imago to paper.

- a. Laser
- b. roller
- c. toner
- d. drum

Correct Answer: d

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108. to add a new row to a table you would

- a. click the insert rows command on the insert menu
- b. press the enter key
- c. click the insert rows button on the standard toolbar
- d. none of the above

Correct Answer: d

109. which of the following measure the speed of dot- matrix printer

- a. PPM
- b. DPI
- c. CPS
- d. IPM

Correct Answer: B

110. You can edit an embedded organization chart object by

- a. Clicking the edit object
- b. Double clicking the organization chart object
- c. Right clicking the chart object, then clicking edit MS-Organization Chart object
- d. B and c

Correct Answer: d

111. You edit an embedded table object by

- a. Clicking the edit sub command of the document object command on the edit menu
- b. Double clicking the table object
- c. Right clicking the table object, then clicking edit document on the edit menu

d. All of above

Correct Answer: d

112. You can embed a Microsoft Word tale in a slide by

- a. Clicking the insert new slide button on the standard toolbar, then double clicking table
- b. Clicking the insert Microsoft word table button on the formatting toolbar
- c. Clicking the insert Microsoft word table button on the standard toolbar
- d. A and c

Correct Answer: d

113. you can embed a organization chart in a slide by

- a. Clicking the object command on the edit menu
- b. clicking the insert new slide button on the standard toolbar, then double clicking the organization chart auto layout
- c. clicking the ms organization chart button on the formatting toolbar
- d. clicking the ms organization chart button on the standard toolbar

Correct Answer: b

114. You can add multiple subordinates to a position by

- a. Clicking the subordinate button as you press and hold shift
- b. Clicking the subordinate button each and every time you add a subordinate
- c. Clicking the subordinate button as many times as the desired boxes
- d. All of above

## Desk Top Publishing

Correct Answer: d

115. What is the name of the form used to input chart values?

- a. Datasheet
- b. Microsoft Excel
- c. Microsoft graph
- d. Auto form

Correct Answer: a

116. Which of the following you must first complete in order to delete an object?

- a. Double click the image
- b. Select the image
- c. Resize the image
- d. Move the image to a new location

Correct Answer: b

117. What is the term used to described the separation of a clip art object into different parts so that it becomes a PowerPoint object?

- a. Embedding
- b. Regrouping
- c. Ungrouping
- d. Grouping

Correct Answer: c

118. The auto shapes tool provides you with

- a. Fancy text to place on your slide
- b. Commonly found shapes
- c. Any shape you want to add on a slide
- d. Clip art that is related to your presentation

Correct Answer: b

119. Which of the following should e used when you want to add a slide to an existing presentation?

- a. File, add a new slide
- b. Insert, new slide
- c. File, open
- d. File, new

Correct Answer: b

120. The-----printer sprays ink on the pages.

- a. laser
- b. dot-matrix
- c. non-image
- d. inkjet

Correct Answer: d