Integrated Projects for Presentations

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| 1.   Which of the following procedures would you use to embed or link to an Excel chart in a PowerPoint slide?  |
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|  **A.**Select the chart in Excel, navigate to the PowerPoint slide in which you want the chart to appear, and click Copy in PowerPoint's Home tab. |
|  **B.**Navigate to the PowerPoint slide in which you want the chart to appear, click Hyperlink, browse to the Excel document that contains the chart, and click OK. |
|  **C.**Select the chart in Excel, press Ctrl+C, navigate to the PowerPoint slide in which you want the chart to appear, and click Paste Special in PowerPoint's Home tab. |
|  **D.**Select the chart in Excel, click Cut in Excel's Edit menu, navigate to the PowerPoint slide in which you want the chart to appear, and click Hyperlink. |

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| 2.   Two IT technicians are discussing PowerPoint. Technician A says that the slides' contents and notes for a presentation can be sent from PowerPoint to Word. Technician B says that the outline for a presentation can be sent from Word to PowerPoint. Who is correct?  |
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|  **A.**Only technician A is correct. |
|  **B.**Only technician B is correct. |
|  **C.**Neither technician is correct. |
|  **D.**Both technicians are correct. |
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| 3.   If you're preparing your presentation for print, the resolution should be set for \_\_\_\_\_\_\_ dpi.  |
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|  **A.**96 |
|  **B.**72 |
|  **C.**300 |
|  **D.**400 |

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| 4.   What option on the Picture Tools can you use to trim away an amount of visible image in a piece of clip art?  |
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|  **A.**Reset Picture |
|  **B.**Line Style |
|  **C.**Image Control |
|  **D.**Crop |

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| 5.   If you're preparing your presentation for online, the resolution should be set between \_\_\_\_\_\_\_ dpi.  |
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|  **A.**96–300 |
|  **B.**56–72 |
|  **C.**300–400 |
|  **D.**72–96 |

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| 6.   Which of the following file extensions is used on a document that PowerPoint can import and set up as a basic presentation?  |
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|  **A.**.bmp |
|  **B.**.avi |
|  **C.**.rtf |
|  **D.**.mid |
| 7.   Your mouse pointer appears as a four-point arrow while you're manipulating an image on a slide. You can then \_\_\_\_\_\_\_ the image.  |
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|  **A.**crop |
|  **B.**rotate |
|  **C.**move |
|  **D.**resize |

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| 8.   Before you send out your presentation, you would like to inspect it to make sure there are no issues. Which of the following is *not* an option available from Check for Issues?  |
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|  **A.**Presentation notes |
|  **B.**Objects that are off-slide |
|  **C.**Check spelling and grammar |
|  **D.**Document properties |

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| 9.   Which of the following options would you *not* find under PowerPoint's Export menu?  |
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|  **A.**Share to SkyDrive |
|  **B.**Create a Video |
|  **C.**Package Presentation for CD |
|  **D.**Create PDF/XPS Document |

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| 10.   PowerPoint's default option when you create a video is to save it in which format?  |
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|  **A.**MIDI |
|  **B.**WAV |
|  **C.**MPEG-4 |
|  **D.**MP3 |

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| 11.   Sounds can be added to a PowerPoint presentation using the  |
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|  **A.**Slide Show tab. |
|  **B.**Insert tab. |
|  **C.**Home tab. |
|  **D.**Office button. |

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| 12.   Which of the following procedures should you use to resize an image embedded in a PowerPoint slide?  |
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|  **A.**Right-click on the image, and select the Update Link option. |
|  **B.**Select the image, and drag one of the handles on the image's frame. |
|  **C.**Select the Reset Picture tool, and type in the frame's new dimensions. |
|  **D.**Select the image, select the Cropping tool, and drag one of the handles on the image's frame |

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| 13.   You're going to e-mail a PowerPoint presentation to some colleagues. Before you e-mail the file, you want to make sure all the linked objects in the presentation are up to date and mirror the data currently in their source documents. What must you do?  |
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|  **A.**Open the presentation, select Object from PowerPoint's Insert tab, enable (check) the Display as icon check box, and then save and close the presentation. |
|  **B.**Open the presentation, navigate one at a time to each slide containing a link, right-click on each link and select Hyperlink, and then save and close the presentation. |
|  **C.**Open the presentation, click Update Links in the dialog box that pops up, and then save and close the presentation. |
|  **D.**Open the presentation, select Slide Sorter from PowerPoint's Slide Show, and then save and close the presentation. |

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| 14.   You're adding effects, such as fade in, to occur in between slides. What is this effect know as?  |
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|  **A.**Manipulation |
|  **B.**Transition |
|  **C.**Conversion |
|  **D.**Animation |

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| 15.   Which of the following formats is valid for a sound file used in a PowerPoint presentation?  |
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|  **A.**.avi |
|  **B.**.mov |
|  **C.**.mp3 |
|  **D.**.rtf |

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| 16.   You want to add a fade effect in between slides in your PowerPoint presentation. Which tab should you click on to add this option?  |
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|  **A.**Transitions |
|  **B.**Objects |
|  **C.**Layout |
|  **D.**Animations |

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| 17.   Hal and Casey are discussing linking and embedding objects. Hal says that when he makes a change to the object in the source file, the change will also be made in the embedded object. Casey says that to make a change in an embedded object, he can open the embedded object and make the change. Who is correct?  |
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|  **A.**Only Casey is correct. |
|  **B.**Neither is correct. |
|  **C.**Only Hal is correct. |
|  **D.**Both are correct. |

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| 18.   If you're saving a presentation to SkyDrive and sharing it with others, you're saving it to  |
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|  **A.**the Sky. |
|  **B.**the Cloud. |
|  **C.**SharePoint. |
|  **D.**Google Docs. |

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| 19.   You've linked to an Excel bar chart on a PowerPoint slide. You want only the chart to appear on the slide and for the rest of the object box to be invisible. What should you do?  |
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|  **A.**Break the link, and edit the object in PowerPoint to turn the object's background color and border white. |
|  **B.**In Excel, specify White for the automatic background color and border. |
|  **C.**Break the link, and send the embedded object to the back of the slide. |
|  **D.**In Excel, specify No Fill on the Shape Fill section and No Line on the Border color section. |

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| 20.   Which tab should you use to apply a theme to an existing PowerPoint presentation?  |
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|  **A.**View |
|  **B.**Design |
|  **C.**Add-Ins |
|  **D.**Animations |
| Integrating Word with Access and Excel

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| 1.   How can you add a chart into a Word document?  |
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|  **A.**Draw it in Word. |
|  **B.**Use the Chart template. |
|  **C.**Use the Insert tab. |
|  **D.**Use the Page Layout feature. |

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| 2.   What should you do to narrow an active embedded worksheet window?  |  |  |  |  |  |  |  |  |  |
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|  **A.**Double-click on the worksheet window’s right-hand border. |
|  **B.**On the right side of the worksheet window, position the mouse pointer on the resizing handle in the middle of the window’s border; then click and drag to the left. |
|  **C.**Click on a cell in the rightmost column; then press the **Right Arrow**key. |
|  **D.**Position the mouse pointer in the middle of the worksheet window; then click and drag to the right. |

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| 3.   Hank is working on his embedded Excel spreadsheet in a Word document. Before he can edit the worksheet that’s embedded in his Word document, he must  |
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|  **A.**double-click on the embedded worksheet to activate Excel. |
|  **B.**copy the Excel spreadsheet into Excel. |
|  **C.**save the Word document. |
|  **D.**recalculate the Excel spreadsheet. |

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| 4.   Robert just finished his Word document with an embedded spreadsheet. What is the *easiest*way to check the overall layout?  |
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|  **A.**Use the **Print Review** |
|  **B.**Under the **View** tab, switch to **Normal View** |
|  **C.**Under the **View**tab, switch to **Form View** |
|  **D.**Zoom up to **100%** |

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| 5.   If you wish to display your database file one record at a time, you should create a  |
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|  **A.**frame. |
|  **B.**form. |
|  **C.**datasheet. |
|  **D.**table. |

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| 6.   What Microsoft Office applications can you use to create a database mail merge?  |
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|  **A.**PowerPoint, Publisher, Excel, and Word |
|  **B.**Excel, Word, and Access |
|  **C.**Word and Excel |
|  **D.**Access |

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|   Mark for review (Will be highlighted on the review page) |

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| 7.   What button on the Excel toolbar should you use to add a dollar sign?  |  |  |  |  |  |  |  |  |  |
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|  **A.**Format Option |
|  **B.**Omega Greek Symbol Auto Sum |
|  **C.**Accounting Number Format |
|  **D.**The Percent Symbol |

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| 8.   Sandrelle is working in a Word document in which she's going to insert a merge field for a greeting. What is the placeholder that will appear in the document?  |
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|  **A.**&PersonalizedGreetingHere& |
|  **B.**<<GreetingLine>> |
|  **C.**INSERTGreetingEND |
|  **D.**[[GREETING]] |

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| 9.   Which key combination will help you quickly select text from the cursor insertion point to the end of the line?  |
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|  **A. Shift + End** |
|  **B. Shift + Tab** |
|  **C. Shift + Ctrl** |
|  **D. Shift + Right Arrow** |

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| 10.   Robin has populated a database table in Access with customer names, addresses and phone numbers. She now needs to create a form to display the customer information. How does Robin create a Database Form in Microsoft Access?  |
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|  **A.**Open Access and select the **New**icon. |
|  **B.**Select the **Create** tab in the Ribbon and then click the **Form**button. |
|  **C.**Right-click the open Access database and select **Form.** |
|  **D.**Select the **Form** button, and click **Create.** |

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| 11.   The Save As command is useful if you want to copy an open document and  |
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|  **A.**delete the original document. |
|  **B.**give the copy a new name. |
|  **C.**link it to the original document. |
|  **D.**remain in the original document. |

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| 12.   How do you modify an Excel worksheet that's embedded in a Word document?  |
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|  **A.**You must rename the document to gain access into the embedded Excel spreadsheet. |
|  **B.**You first must double-click the Excel spreadsheet. |
|  **C.**You must select all the cells in the embedded Excel spreadsheet. |
|  **D.**You first must save the document. |

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| 13.   Maggie needs to create a mail merge from her existing database called Mail. The Mail Merge wizard is located in the Microsoft \_\_\_\_\_\_ application.  |
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|  **A.**Access |
|  **B.**PowerPoint |
|  **C.**Word |
|  **D.**Excel |

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| 14.   What does the first field or column in an Access form or table do?  |
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|  **A.**It identifies integrated files. |
|  **B.**It assigns a number to each record in a database. |
|  **C.**It updates changes in linked objects. |
|  **D.**It sorts database records by selected fields. |

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| http://my.pennfoster.com/exams/images/038210RRQ12.jpg |  |  |  |  |  |  |  |  |  |
| 15.   What feature or attribute will be applied if you select some text and click on the button shown above?  |  |  |  |  |  |  |  |  |  |
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|  **A.**Boldface |
|  **B.**Center |
|  **C.**Underscore |
|  **D.**Italic |

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| 16.   To select the range of cells A2:D12, first click on cell A2. Then click on D12 while you hold the \_\_\_\_\_\_\_ key.  |
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|  **A. Shift** |
|  **B. Alt** |
|  **C. Ctrl** |
|  **D. Tab** |

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| 17.   Jean and Les are discussing linked and embedded files. Jean says that the file that's embedded in a document is the source file. Les says the embedded file is the destination file. Who is *correct*?  |
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|  **A.**Only Jean is correct. |
|  **B.**Both are correct. |
|  **C.**Neither is correct. |
|  **D.**Only Les is correct. |

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| 18.   Which shortcut-key combination helps you quickly select text from cursor selection to the end of the row?  |
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|  **A.**Shift+F2 |
|  **B.**Ctrl+C |
|  **C.**Shift+End |
|  **D.**Ctrl+Alt+Delete |

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| 19.   What are the steps to embed an Excel worksheet into a Word document?  |
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|  **A.**Right-click on the Word document and select embed Excel worksheet. |
|  **B.**Select the **Insert**tab, click **Table,** and select **Excel Spreadsheet.** |
|  **C.**Select the **Embed** tab, and click on the Excel worksheet option. |
|  **D.**Go into **Excel Spread,** create table, copy, and then paste into Word document. |

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| 20.   When you embed a blank worksheet in a Word document, which Office applications are integrated?  |
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|  **A.**Word and Excel |
|  **B.**Excel and PowerPoint |
|  **C.**Excel and Access |
|  **D.**Word and Access |

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