

77-883

Microsoft

Microsoft Office PowerPoint 2010 Practice

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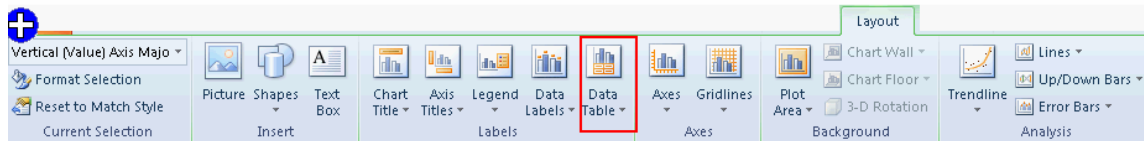
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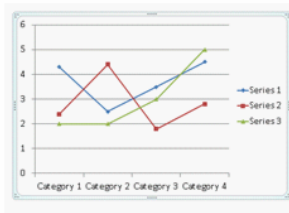
QUESTION: 1

You work as an Office Assistant for uCertify Inc. You are preparing a presentation in PowerPoint 2010. You want to display a grid attached to a chart that displays the data used to create the chart. You have selected the chart and clicked on the Layout tab of the Chart Tools tab. Mark the option/button in the following image of the Layout tab to accomplish the task.

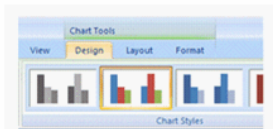
**Answer:**

Explanation: A data table is a grid attached to a chart that displays the data used to create the chart. It is attached to the category axis of the chart. It is used to replace the tick-mark labels on the category axis. A data table can be displayed in line, area, column, and bar charts. A data table does not replace an axis of the chart, but is aligned to the bar charts. Take the following steps to display or hide a data table in a chart:

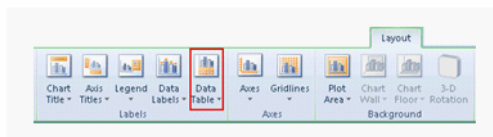
1. Click the chart on which you want to add a data table.



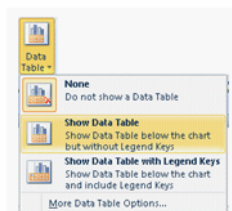
2. Click on the Chart Tools tab.



3. Click on the Layout tab, and then click the Data Table drop-down list.

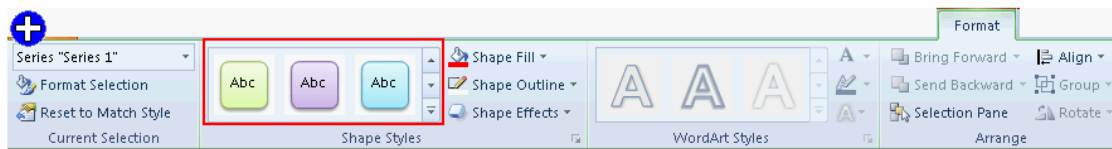
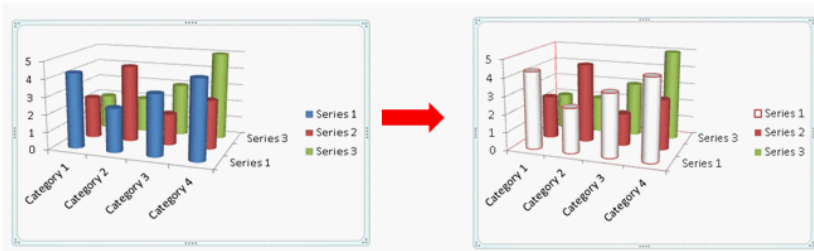


4. To display the chart data in a grid at the bottom of the chart, select the Show Data Table option. To hide the data table, select the None option.



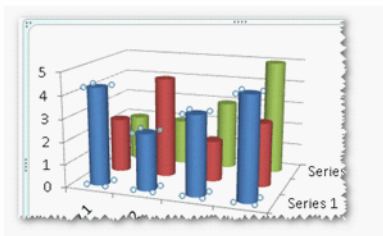
QUESTION: 2

Mark the option/button in the following image of the Format tab to apply quick styles to Series 1 of the chart as shown below:

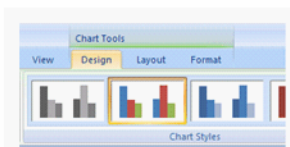
**Answer:**

Explanation: A user can change the style of a chart element by using the Format tab of the Chart Tools tab. Take the following steps to apply quick styles to a chart element:

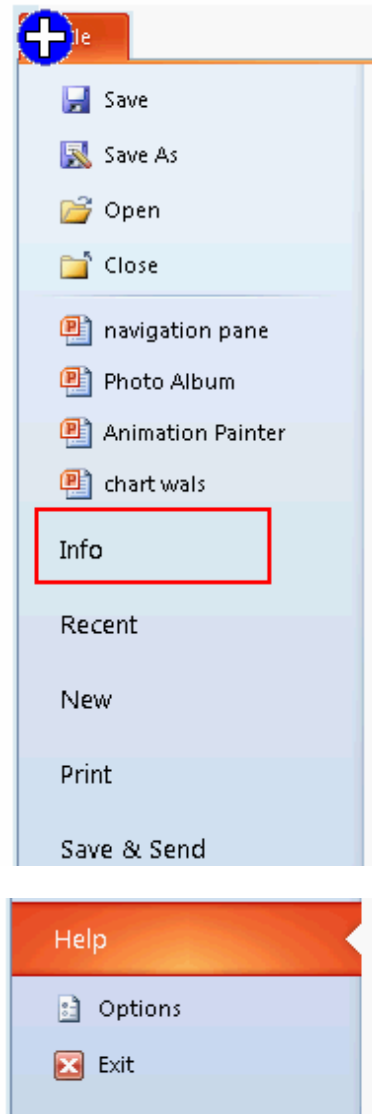
1. Select the chart element.



2. The Chart Tools tab will be displayed containing the Design, Layout, and Format tabs.

**QUESTION: 3**

Mark the option/button in the following image of the File tab to mark a presentation as final.



Answer:

Explanation: The Mark as Final command is used to mark a presentation as read-only. The Mark as Final command does not provide security feature. If a user receives a presentation marked as final, he can reverse the Mark as Final status and edit the presentation. The Mark as Final icon in the status bar at the lower-left side of the PowerPoint window can be used to determine whether a presentation is marked as final. The icon disappears from the status bar when a presentation is unmarked. Take the following steps to mark a presentation as final:

1. Open the presentation to mark it as final. Click the File tab.



2. In the left pane, click the Info pane.



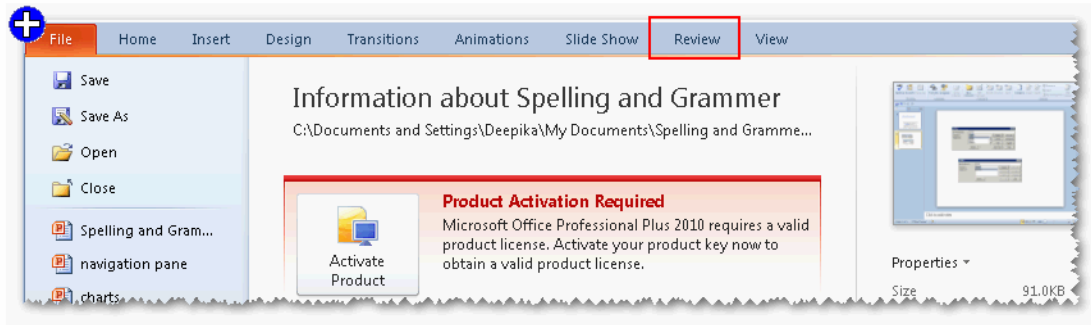
3. Click Protect Presentation, and then click Mark as Final from the drop-down list to undo Mark as Final option.

3. Click Protect Presentation, and then click Mark as Final from the drop-down list to undo Mark as Final option.



QUESTION: 4

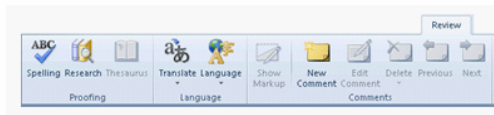
Mark the menu in the following image of the PowerPoint 2010 window to use the spelling and grammar checker tool.



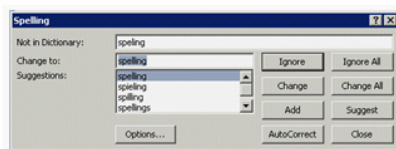
Answer:

Explanation: The spelling and grammar checker tool is used to identify errors and to suggest alternatives for corrected text in a presentation. According to the office program, the spelling and grammar checker tool is located in different places on the ribbon. A user can either check the spelling and grammar in a file all at once or can let the spelling and grammar checkers suggest corrections automatically. A dictionary of standard grammar and spellings is available with all office programs, but they are not comprehensive. Hence, the spelling and grammar checker tool is used. Take the following steps to use the spelling and grammar checker tool:

1. Click on the Review tab. In the Proofing group, click Spelling.



2. A dialog box or task pane appears with the first misspelled word found by the spelling checker if the program finds spelling mistakes.



QUESTION: 5

You work as an Office Assistant for uCertify Inc. You are preparing a presentation named SalesDetails.pptx and you want to merge the slides of the presentation to the current presentation. Mark the option/button in the following image of the Review tab to merge the presentation slides from one presentation to the other.



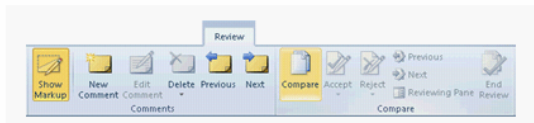
Answer:

Explanation: Merging and comparing presentations is a new feature in PowerPoint 2010. A user can compare his current presentation with another one and combine them instantly. This feature is helpful if a user is working with others on presentations and using e-mails or network shares to communicate changes with others. This feature can also be used to compare two presentations to see the differences between them. By using this feature a user can minimize the time on synchronizing edits from multiple versions of the same presentation. Take the following steps to combine multiple presentations:

1. Open the presentation to which you want to combine another presentation. Click on the Review tab.



2. Click the Compare button.

**QUESTION: 6**

You work as an Office Assistant for uCertify Inc. You are preparing a presentation through PowerPoint 2010. You want the presentation to run as a self-running presentation, so that you can control whether a mouse click anywhere on the screen advances a slide. Which of the following actions will you take to accomplish the task?

- A: Use the rehearse timings feature and browse the presentation at a kiosk.
- B: Use the rehearse timings feature and browse the presentation by a speaker.
- C: Use the rehearse timings feature and browse the presentation using the Presenter view.
- D: Use the rehearse timings feature and browse the presentation at an individual window.

Answer:

Explanation: Answer option A is correct.

Using the rehearse timing feature and setting a presentation to run at a kiosk will allow you to control whether a mouse click anywhere on the screen advances a slide. A kiosk is used to give users additional control by adding navigation, hyperlinks, or action buttons to the presentation slides.

By using the rehearse timing feature, a user can record the time to present each slide, and then use the recorded times to advance the slides automatically while giving the presentation to the actual audience. It launches a full screen slide show for rehearsing presentations and is the quickest way to set the slide show timings. It is used to create self-running presentations.

Note: If you are going to run a presentation at a kiosk, it is necessary to use rehearse timings, navigation hyperlinks, or action buttons. Otherwise, the presentation will not advance beyond the first slide. Take the following steps to set a presentation at a kiosk after setting the rehearse timing of the slides:

1. On the Slide Show tab, in the Set Up group, click Set Up Slide Show.
2. Under Show type, click Browsed at a kiosk (full screen). Click the OK button.

Answer option B is incorrect. If you want to deliver a presentation before a live audience, then the Presented by a speaker (full screen) option will be used.

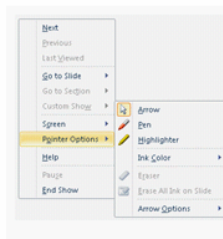
QUESTION: 7

You are viewing a presentation in the Slide Show view. You want to add annotations to a slide during the slide show. Which of the following will you use to accomplish the task?

- A: Shape Fill
- B: Animation Painter
- C: Format Painter
- D: Pointer Options

Answer:

Explanation: Answer option D is correct.



The Pointer Options option is a sub-option that is used to add annotation during a slide show.

Answer option A is incorrect. The Shape Fill option is used to format the background of a shape.

Answer option C is incorrect. Format painter is a formatting tool of Microsoft office. It is used to replicate the format of the selected text and paste the selected attributes to the target text. By using format painter, a user can replicate the various formatting attributes, such as font size, font style, indentation, alignment, etc.



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