

PowerPoint informatics test P10

A set of multiple-choice questions about PowerPoint 2010, invite readers to test their knowledge. The set of questions includes 10 sentences to try.

1. Question 1. To save the slides into jpeg files, which option do you use?
 1. Go to File - Save As - select Powerpoint Picture Presentation
 2. Go to File - Save As - select JPEG File Interchange Format
 3. Go to File - Save As - select GIF Graphics Interchange Format
 4. Go to File - select Powerpoint Picture Presentation
2. Question 2. To stop a presentation that is playing, which option do you use?
 1. Right Arrow
 2. Esc
 3. Down Arrow
 4. Left Arrow
3. Question 3. To create a link in Powerpoint 2010, which option do you use in the Insert Hyperlink screen?
 1. Place in This Document
 2. Existing File or Web Page or Place in This Document or E-mail Address
 3. Existing File or Web Page
 4. E-mail Address
4. Question 4. To create a link to a web page in Powerpoint 2010, which option do you use in the Insert Hyperlink screen?
 1. Place in This Document
 2. Existing File or Web Page
 3. Hyperlink
 4. Email Address
5. Question 5. To create a general template for the presentation, how to do it? What type of sample file?
 1. View - Slide Master, designed and saved as .PPTX
 2. View - Slide Master, designed and saved as .PPSX
 3. Create a sample file, then save the file as a template file
 4. View - Slide Master, designed and saved as .POTX
6. Question 6. To create or delete, edit the presentation, which option do you use?
 1. Play Narations
 2. Broadcast Slide Show
 3. Slide Show - Custom Slide Show - Custom show .
 4. Set Up Slide Show
7. Question 7. To create a hyperlink in a presentation, which option do you use?
 1. Select Tools - Hyperlink
 2. Select the object, go to Insert - choose Hyperlink or Right-click on the object to select Hyperlink
 3. Select the object, go to Insert - select Hyperlink
 4. Right-click on the object to select Hyperlink
8. Question 8. To create a hyperlink in the presentation, which option do you use?

1. Insert Hyperlink or select the object to select Hyperlink
 2. Select the Tools-> Hyperlink object.
 3. Select the object, go to Insert, select Hyperlink
 4. Right-click on the object, select Hyperlink
9. Question 9. To quickly create a simple presentation (with the help of PowerPoint 2010), after entering File - New, which option do you use?
1. Presentation
 2. Template
 3. Sample template
 4. Themes
10. Question 10. To quickly create a sample background for the presentation, which option do you use?
1. Design - Slides
 2. Home - Design - Themes
 3. Design - Themes
 4. Insert - Themes

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