**MS Publisher / Power Point 2007 Exam**

1. **To Create a New Publication**: Select File > New from the menu to display the \_\_\_\_\_\_\_\_\_\_\_ window. Select the type of Publication you want to create and choose a design.

A. Publisher B. Microsoft Wizard

C. Getting Started C. Help

2. **To Open a Publication**: Press \_\_\_\_\_\_\_\_.

A. Ctrl + O B. F1

C. Enter D. F2

3. **To Close a Publication**: Press \_\_\_\_\_\_\_\_.

A. Ctrl + C B. Ctrl + W

C. Delete D. Shift + C

4. **To access Help**: Press \_\_\_\_\_\_\_\_\_.

A. Ctrl + H B. File > Help

C. F1 D. F7

5. **To check Spelling**: Press \_\_\_\_\_\_\_.

A. F7 B. F1

C. Ctrl + C D. Ctrl + S

6. **To Undo an action**: Press \_\_\_\_\_\_\_.

A. Ctrl + U B. Ctrl + Z

C. Ctrl + W D. Ctrl + Y

7. **To Redo an action**: Press \_\_\_\_\_\_\_.

A. Ctrl + W B. Ctrl + Y

C. Ctrl + R D. Ctrl + Z

8. **To Change the Background of a Publication**: Select \_\_\_\_\_\_\_\_ > Background from the menu and select the options you want.

A. Format B. Edit

C. Change D. New

9. **To Adjust the Margins of a Publication**: Select Arrange > \_\_\_\_\_\_\_\_\_\_\_\_\_ from the menu and click the Margin Guides tab. Make your adjustments and click OK.

A. Publication B. Format

C. Margins D. Layout Guides

10. **To Show or Hide Layout Guides**: Select View > \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from the menu.

A. Publication B. Boundaries and Guides

C. Layouts D. File Options

11. **To Change Page Orientation**: Select File > Page Setup from the menu. In the Page Setup dialog box select the page size that has the orientation you want and click \_\_\_\_\_\_\_\_\_\_.

A. OK B. Save Settings

C. Ctrl + C D. Change Page

12. **To Change Font Style**: Click the Bold button, Italic button, or Underline button on the \_\_\_\_\_\_\_\_\_\_\_\_ toolbar.

A. Editing B. Publication

C. Font D. Formatting

13. **To Change Font Type**: Click the Font list arrow on the \_\_\_\_\_\_\_\_\_\_\_ toolbar and select a font from the list.

A. Formatting B. Editing

C. Font D. Publication

14. **To Change Paragraph Alignment**: Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, Align Right, or Justify) on the \_\_\_\_\_\_\_\_\_\_\_\_ toolbar.

A. Editing B. Formatting

C. Publication D. Orientation

15. **To Create a Style**: Click the Styles and Formatting button on the \_\_\_\_\_\_\_\_\_\_\_ toolbar and click the Create New Style Button in the task pane. Make your specifications for the new style and click OK.

A. Publication B. Editing

C. Formatting . Layout / Styles

16. **To Insert a Clip Art Graphic**: Select \_\_\_\_\_\_\_\_ > Picture > Clip Art from the menu, locate an appropriate graphic, and click the graphic to insert it.

A. Graphics B. Images

C. Format D. Insert

17. **To Adjust Text Wrapping**: Double-Click the object, click the \_\_\_\_\_\_\_\_\_\_ tab, select a text wrapping option, and click OK.

A. Layout . Format

C. Publication D. Editing

18. **To Draw an Object**: Click the appropriate button (Line, Arrow, Oval, Rectangle, or Auto Shapes) on the \_\_\_\_\_\_\_\_\_\_\_ toolbar, click where you want to draw the object, and drag to draw a perfectly proportioned shape or straight line.

A. Editing B. Layout

C. Paint D. Publication

19. **To Move an Object**: Mouse click on the object and drag it to a new location. \_\_\_\_\_\_\_\_\_\_\_ when you’re finished.

A. Press F1 B. Press Ctrl + M

C. Release the Mouse Button D. Press Shift + Tab

20. **To Resize and Object**: Click the object to select it, click and drag one of its sizing handles, and release the mouse button when the object reaches the desired size. Hold down the \_\_\_\_\_\_\_\_\_ key while dragging to maintain the object’s proportions while resizing it.

A. R B. Ctrl

C. Function D. Shift

21. **To Insert a WordArt Object**: Select \_\_\_\_\_\_\_\_\_\_\_\_ > Picture > WordArt from the menu, select a design for the WordArt Gallery dialog box, and click OK.

A. Gallery B. Layout

C. Insert D. Edit

22. **To Start a Mail Merge**: Select \_\_\_\_\_\_\_\_ > Mailings and Catalogs > Mail Merge from the menu.

A. Tools B. Merge

C. Publications D. Communications

23. **To Select a Data Source**: In the Mail Merge task pane, select the appropriate option under *\_\_\_\_\_\_\_\_* and click Next.

A. Select Data B. Create Data Source

C. Select Source D. Create Recipient List

24. **To Insert a Merge Field**: In the Mail Merge task pane, click and drag the appropriate merge field to the desired location in the publication. Use the options listed under *\_\_\_\_\_\_\_\_\_* as necessary Click Next.

A. Merge Fields B. Edit Items

C. Insert Fields D. More Items

25. **To Complete the Merge**: Select the desired option under *\_\_\_\_\_\_\_\_\_\_\_\_\_\_* and perform the necessary tasks.

A. Merge Fields B. More Items

C. Send Publications D. Create Merged Publications

***MS Power Point 2007***

26. **To Apply a Document Theme**: Click the \_\_\_\_\_\_\_\_\_\_\_ tab on the Ribbon, click the More button in the Themes group, and select a theme from the gallery.

A. Design B. Layout

C. Backgrounds D. Themes

27. **To Change the Slide Background**: Click the Design tab on the Ribbon, click the \_\_\_\_\_\_\_\_ Styles button in the Background group, and select a background.

A. Theme B. Design

C. Layout D. Background

28. **To View the Slide Master**: Click the View tab on the Ribbon, click the Slide Master Button in the \_\_\_\_\_\_\_ Views group, and click the Slide Master or the appropriate Layout Master in the Outline pane.

A. Slide B. Master

D. Presentation D. Layout

29. **To Change Paragraph Line Spacing**: Select the paragraph(s), click the Line Spacing button in the Paragraph group on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, and select an option from the list.

A. Presentation B. Home

C. Edit D. Format

30. **To Insert a Header or Footer**: Click Insert on the Ribbon and click the Header & Footer button in the \_\_\_\_\_\_\_\_\_\_\_ group. Select the option(s) that you want and click Apply or Apply to All.

A. Text B. Home

C. Edit D. Layout

31. **To Create a Bulleted or Numbered List**: Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the \_\_\_\_\_\_\_\_ tab.

A. Numbers B. Layout

C. Format D. Home

32. **The \_\_\_\_\_\_\_\_\_\_\_ tab contains a thumbnail image of every slide in the presentation**.

A. Presentation B. Layout

C. Slides D. Outline

33. **The \_\_\_\_\_\_\_\_\_\_ tab focuses on the content of the presentation rather than its appearance**.

A. Layout B. Outline

C. Home D. Format

34**. Use the \_\_\_\_\_\_\_\_\_ tab to adjust the textual structure of a presentation or add large amounts of text**.

A. Outline B. Format

C. Text D. Layout

35**. \_\_\_\_\_\_\_\_\_\_\_ View is the default view in PowerPoint 2007**.

A. Presentation B. Master

C. Slide Sorter D. Normal

36. **\_\_\_\_\_\_\_\_\_\_ view includes the Outline pane, Slide pane, and Notes pane**.

A. Presentation B. Slide Sorter

C. Normal D. Master

37. **\_\_\_\_\_\_\_\_\_\_\_ view displays all the slides in the presentation as thumbnails**.

A. Normal B. Slide Sorter

C. Presentation D. Master

38. **Use \_\_\_\_\_\_\_\_\_\_ view when you want to rearrange the order of slides or add transition effects between slides**.

A. Slide Sorter B. Normal

C. Presentation D. Slide Show

39. **\_\_\_\_\_\_\_\_\_\_\_\_ view displays the presentation as an electronic slideshow.**

A. Presentation B. Normal

C. Master Digital D. Slide Show

40. **To Add a Slide Transition**: Navigate to the slide you want to add a transition to. Click the \_\_\_\_\_\_\_\_\_\_ tab on the Ribbon, click the More button in the Transition to This Slide group, and select a transition effect.

A. Transitions B. Design

C. Animations D. Slide Show

41. **To Add an Animation Effect to an Object**: Select the object that you want to animate, click the Animations tab on the Ribbon, and click the Custom Animation button in the Animations group. Click the \_\_\_\_\_\_\_\_\_\_ button, select a category, and select a category, and select the effect you want to use.

A. Insert B. Add Effect

C. Effects / Objects D. Edit

42. **To Use the Pen**: In Slide Show view, press \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then draw on the screen.

A. Ctrl + P B. Shift + P

C. Ctrl + D D. Shift + D

43. **To Add Slide Timings**: Click the \_\_\_\_\_\_\_\_\_\_tab on the Ribbon and click the Rehearse Timings button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display slide during the show.

A. Home B. Design

C. Outline D. Slide Show

44. **To Navigate to the next slide in a slideshow**: Press \_\_\_\_\_\_\_\_\_.

A. Ctrl + N B. Enter

C. Spacebar D. Shift + N

45. **To Pause a Show**: Press \_\_\_\_\_\_\_\_\_\_.

A. Spacebar B. S

C. P D. Ctrl + S

46. **To show / Hide Pointer**: Press \_\_\_\_\_\_\_\_.

A. A B. H

C. Ctrl + H D. Spacebar

47. **To Insert a New Slide**: Press \_\_\_\_\_\_\_\_\_\_\_.

A. Cntrl + I B. Ctrl + N

C. Shift + N D. Ctrl + M

48. **To Get Help with Power Point**: Press \_\_\_\_\_\_\_.

A. F2 B. Ctrl + H

C. F1 D. Ctrl + M

49. **To End a Presentation**: Press \_\_\_\_\_\_\_\_.

A. F1 B. Esc

C. Ctrl + S D. Ctrl + P

50. **To Close a Presentation**: Press \_\_\_\_\_\_\_\_.

A. Ctrl + W B. Ctrl + P

C. Ctrl + C D. Ctrl + E