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QUESTION 1

You are preparing a presentation about screen time for Try Research. Hide slide 5.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the slide that you want to set the timing for. To make the slide advance to the next slide when you

click the mouse, select the On Mouse Click check box. To make the slide advance automatically, select

the After check box, and then enter the number of minutes or seconds that you want.

QUESTION 2

Configure the printing options to print three copies of the Notes Pages for all slides. All copies of page 1 should print
before any copies of Page 2.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select File > Print.

For Printer, select the printer you want to print to.

For Settings, select the options you want:

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide

and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one

page using a variety of layouts, some with space for notetaking.

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For Copies, select how many copies you want to print.

Select Print.

QUESTION 3

On Slide 5, use the Draw tab to highlight the text '???' with the Yellow, 6 mm highlighter, approximately as shown:

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the text that you want to highlight.

On the Home tab, select the arrow next to Text Highlight Color .

Choose a color. The text you selected will be highlighted in the color you chose

QUESTION 4

On slide 5, group the three images.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Press and hold CTRL while you click the shapes, pictures, or other objects to group. You will need to

select more than one shape, picture or object in order to enable the Group button. You can select all the

objects on a slide by pressing CTRL+A. Select the Arrange button and choose Group.

QUESTION 5

On slide 2, in the content placeholder, insert a Vertical Curved List SmartArt graphic. Label the first shape
''Structures'' and the second shape ''Perennials'', Delete any unused shapes.

A. See the steps below.

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B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the slide where you want the SmartArt graphic to appear.

From the Insert tab, select the SmartArt command in the Illustrations group.

A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.

The SmartArt graphic will appear on the current slide.

Testlet 1

Topic 4, Screen TimeExhibit.

Screen Time:
How much is too much?

Report by Trey Research

What is a screen?

► TVs and monitors
► Computers and laptops
► Tablets
► Smartphones
► Video games
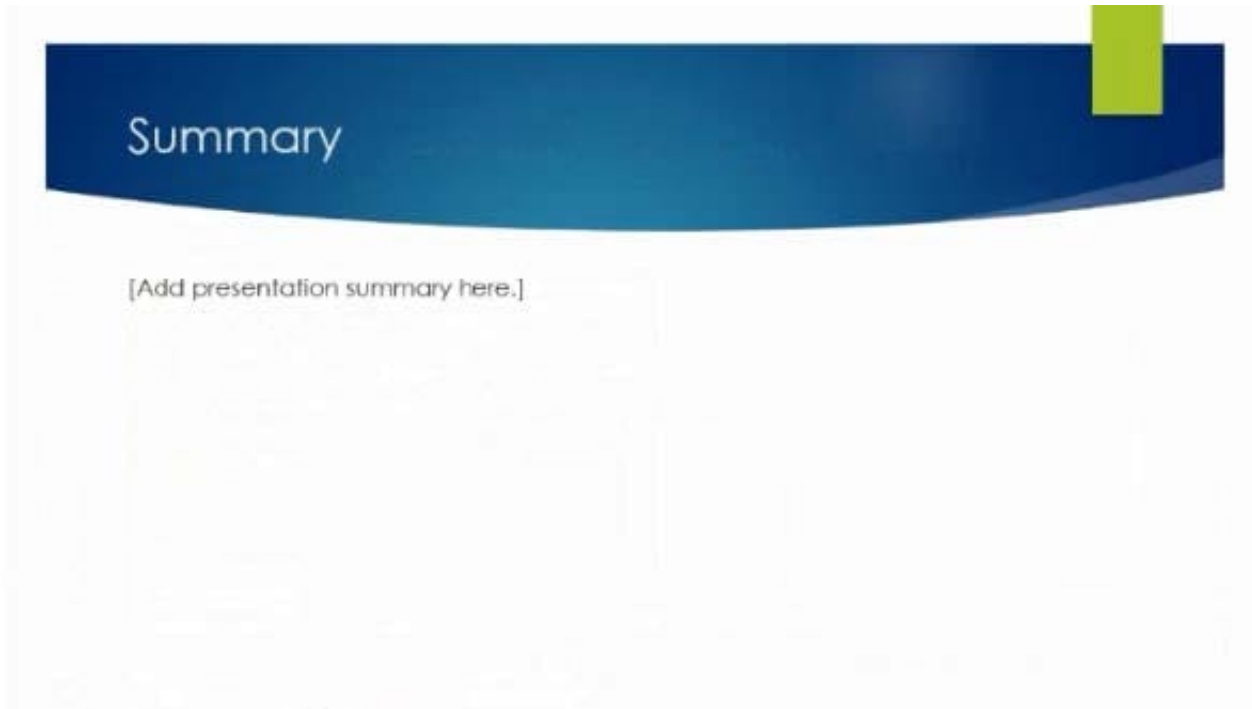
What are the dangers of too much screen time?

- Increased hyperactivity
- Decreased focus
- Poor school performance
- Difficulty making friends
- Irregular sleep patterns
- Obesity

How much screen time is acceptable?

- Children younger than 2 years old: none
- Children 2–5 years old: 1 hour/day
- Children 6 years old and older: 2 hours/day

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QUESTION 6

You are completing a presentation about Adventure Works Cycles.

On slid 2, insert a slid footer that displays the slide number and ''www.adventureworks.com''. Apply the

footer to all slides except the title slide.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the Insert tab, select Slide Number.

On the Slide tab, check the Slide number box.

Select Apply to All.

QUESTION 7

On the ''Extra Activities'' slide, insert a row at the end of the table. In the row, enter ''Sporting Event'' in the
''Event'' column and ''$175'' in the ''Price'' column.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

To add a row above the selected cell, click Insert Above.

To add a row below the selected cell, click Insert Below. Notes: To add a row at the end of a table, you can

click the rightmost cell of the last row, and then press TAB.

QUESTION 8

On Slide 1, insert a hyperlink from the text 'Try Research' to 'http://www.treyresearch.net''.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

On the slide, tap where you want to add the link.

On the Insert tab of the ribbon, select Link.

Select Insert Link. ...

In the Text to display box, enter the text that will be the hyperlink.

Select Insert.
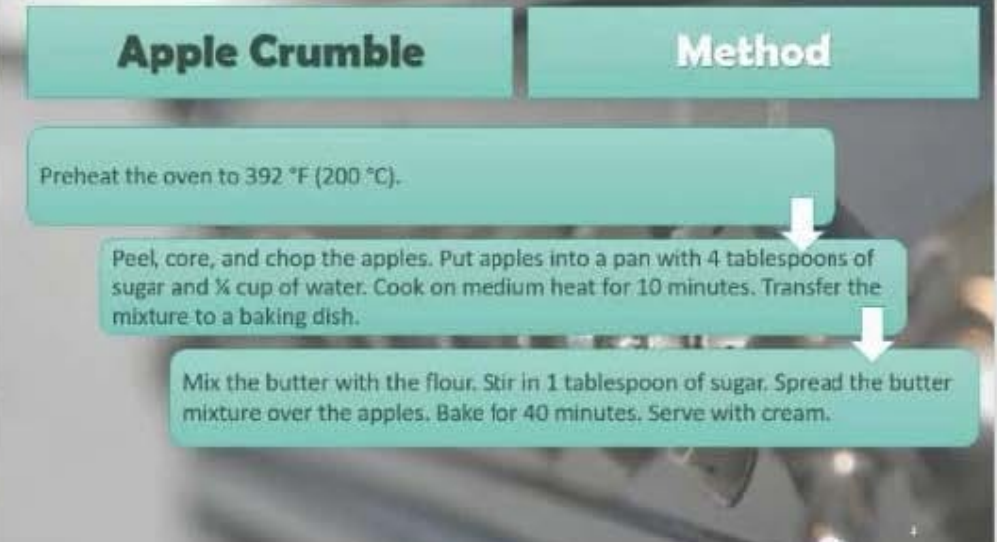
Testlet 1

Topic 5, RecipeExhibit.

Apple Crumble — Ingredients

- 10 apples
  - Any color
  - Preferably sweet
- 1½ cups flour
- ½ cup butter, cubed
- 6 tablespoons sugar
  - Brown or white

Apple Crumble — Method

Preheat the oven to 392 °F (200 °C).

Peel, core, and chop the apples. Put apples into a pan with 4 tablespoons of sugar and ¼ cup of water. Cook on medium heat for 10 minutes. Transfer the mixture to a baking dish.

Mix the butter with the flour. Stir in 1 tablespoon of sugar. Spread the butter mixture over the apples. Bake for 40 minutes. Serve with cream.

Apple Crumble — Portions

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QUESTION 9

You are developing a sales presentation for Margie\\'s Travel. In the file properties, add ''Travel'' as a category.

A. See the Steps below

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

To see more properties or statistics, click Project Information at the top of the page, and then click Advanced Properties or Project Statistics. On the Summary tab in the Properties dialog box, you can add or edit the Title, Subject, Author, Manager, Company, Category, Keywords (also called Tags), and Comments.

QUESTION 10

You are creating a presentation about landscape products.

Create a section named ''Structures'' that includes only slides 3 and 4.

A. See the steps below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Right-click between slides and select Add Section. An Untitled Section is added in the thumbnail pane, and

the Rename Section dialog box opens.

Type a name in the Section name box.

Select Rename.

To collapse a section, click the triangle next to the section name.

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