Name: _____ Grade: _____ Date:_____

S. C. McPherson Junior High School

Computer Studies

Grade 9

POWERPOINT

Summer Examination 2022

Answer All Questions

Section	Points	Total
A	30	
B	20	
TOTAL	50	

LIVEWORKSHEETS

Name: _____ Grade: _____ Date:_____

Section A (30 points)

Answer the following questions by clicking on the best option that answers the question or completes the statement.

1. A gif is a _____.
    a. animated picture
    b. graphic
    c. image

2. There are _____ types of transition that could be inserted in ppt.
    a. 3
    b. 5
    c. 7

3. A resume should be _____.
    a. One page long
    b. truthful
    c. all of the above

LIVEWORKSHEETS

4. PowerPoint is a _____ software.

   a. word

   b. Excel

   c. presentation

5. PowerPoint is made from a series of _____.

   a. slides

   b. sheets

   c. pages

6. Transition is the movement _____.

   a. between slides

   b. of objects on a slide

   c. words

7. To run your presentation you _____.

   a. Click on start

   b. Click on slide show tab, from the beginning

   c. Click on slide show tab, enter

LIVEWORKSHEETS

8. Animation is the movement of _____.

    a. Objects only

    b. Objects and words

    c. characters

9. The motion path animation _____

    a. Moves the objects on a path

    b. Moves the words up and down

    c. Moves the object randomly

10. To add a new slide you click on _____.

    a. Home tab, new slide

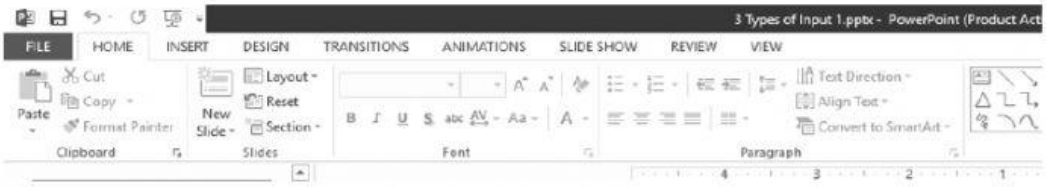
    b. New slide, home tab

    c. New slide, enter

LIVEWORKSHEETS

Name: _____ Grade: _____ Date:_____

Study the picture and answer questions 11 – 13.



11. How many tabs are in the picture?

    a. 8

    b. 9

    c. 7

12. Which tab is selected?

    a. File

    b. Home

    c. Insert

    d.

13. What is the first icon in the second group?

    a. New Slide

    b. Paste

    c. Text Direction

LIVEWORKSHEETS

Name: _____ Grade: _____ Date:_____

Click on the line and from the drop down list then select the best answer to make the statement correct.

1 _____ PowerPoint is a presentation software

2 _____ PowerPoint is used by teachers and at church.

3 _____ A resume is needed when applying for a job.

4 _____ A presentation starts with a title only slide.

5 _____ You can press any key to move from one slide to another when viewing your presentation.

6 _____ Transitions are subtle, exciting and dynamic content.

7 _____ Educational and work history are included in resumes.

8 _____ You can only have 5 slides in a presentation.

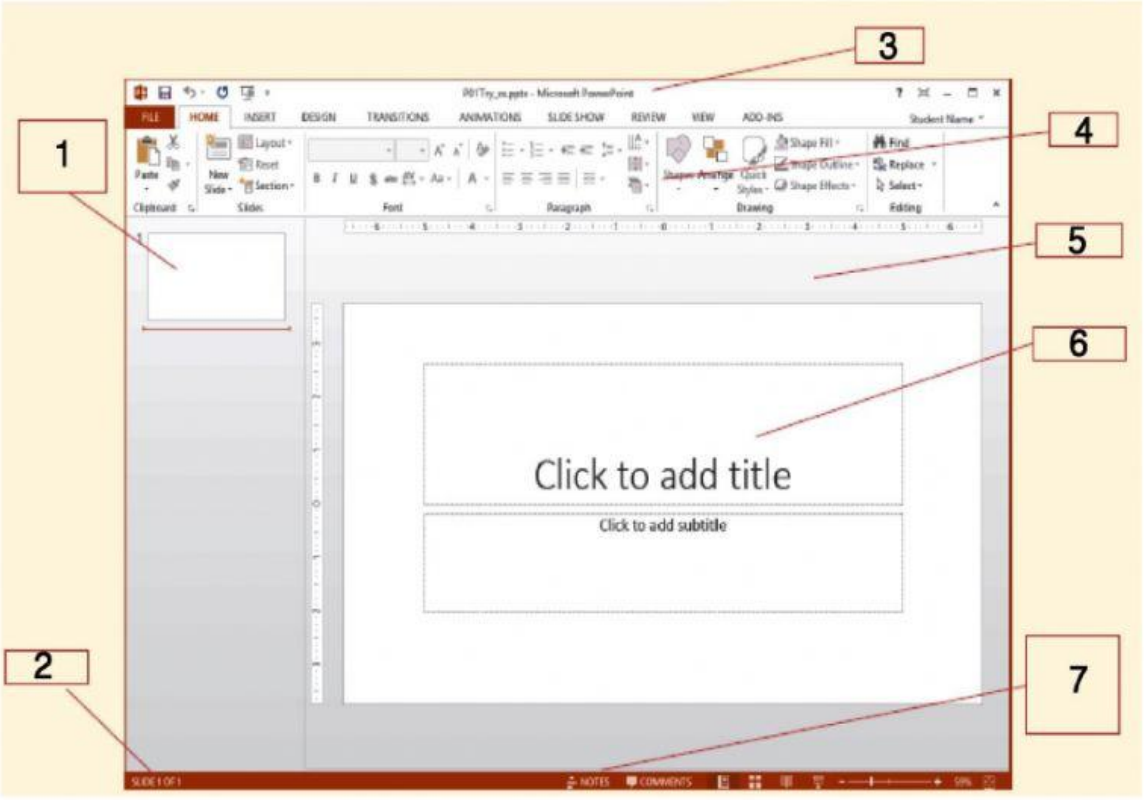
9 _____ You can include a picture and your religion in a resume.

10 _____ Your words and background should be different colors.

LIVEWORKSHEETS

Name: _____ Grade: _____ Date:_____

Label the following diagram by dragging and dropping the words from the in the word bank on the correct line.



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Word Bank	
Slide number indicator	Speaker's Notes
Title Bar	Ribbon
Slide Navigation	Work Area
Slide	

LIVEWORKSHEETS