



Choose the correct answer

1. Where can you find the tools to format your text in PowerPoint?

- a. In the File menu
- b. On the Home tab of the ribbon
- c. In the View menu
- d. On the desktop

2. What is the transition in PowerPoint?

- a. A way to delete slides
- b. A special effect when moving between slides
- c. A type of picture
- d. A way to print slides

3. Which tab contains animation effects for objects on your slides?

- a. Home tab
- b. Insert tab
- c. View tab
- d. Animations tab

4. How can you add a new picture to your slide?

- a. Click the Insert tab and choose Picture
- b. Press the power button
- c. Close PowerPoint
- d. Delete the slide

5. What happens when you apply an animation to text on your slide?

- a. The text disappears forever
- b. The slide gets deleted
- c. The text moves or appears in a special way
- d. The computer turns off

6. What is the quickest way to add a new slide to your presentation?

- a. Turn off the computer
- b. Press the Home tab and click New Slide
- c. Delete all slides
- d. Close PowerPoint