S. C. MCPHERSON JUNIOR HIGH SCHOOL
SUMMER TERM EXAMINATION 2026
SUBJECT: BUSINESS STUDIES
GRADE LEVEL: 9



MICROSOFT POWERPOINT

DATE: 13TH MAY 2026
DURATION: 1 Hour

STUDENT'S NAME:_____

TEACHER'S NAME: Place a check mark next to the name of their teacher

	Mrs. J. Clare
	Ms. J. Jones
	Mrs. N. Sweeting-Uriz

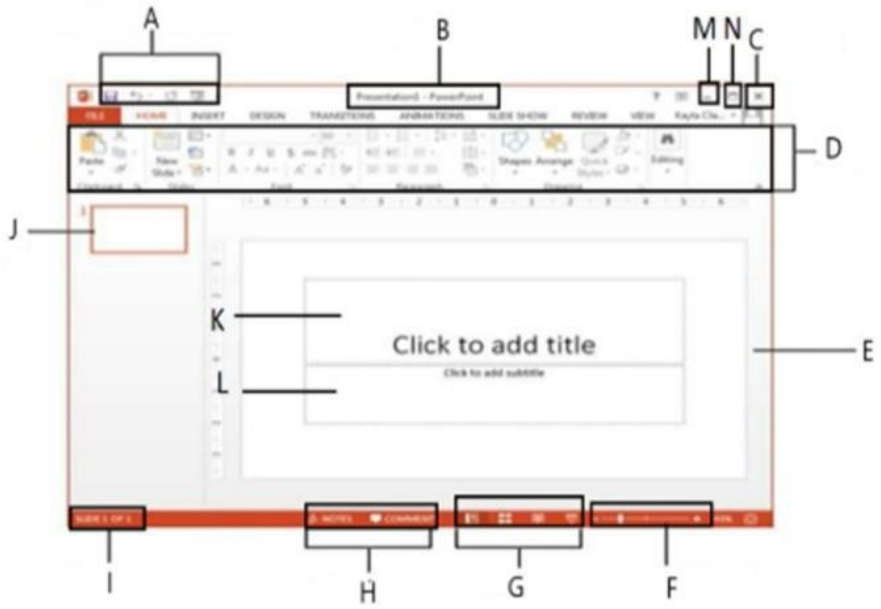
Instructions: This exam includes ____3__sections. Read the instructions and answer all questions in each section appropriately. The number of points awarded for each section is included in the instructions before each section.

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SECTION A – LABELING 14 Points

Instructions: Choose the correct answer for each part of the PowerPoint Window. 1 point each

Questions 1 to 14 refer to the PowerPoint window shown below:



A)	B)	C)
D)	E)	F)
G)	H)	I)
J)	K)	L)
M)	N)	O)

SECTION B - MULTIPLE CHOICE 27 Points

Instructions: SELECT the BEST possible answer for the questions listed. 1 point each

1. The proper way to exit a PowerPoint presentation is to:
   a. turn off the computer.
   b. select the Start button and then the Shut Down command.
   c. press the close button.
   d. double-click on the Windows 2016 Desktop.

2. Scroll bar is used to:
   a. add text to a document.
   b. decrease the length of a page.
   c. increase the length of a page.
   d. bring into view parts of a document that are off the screen.

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3. Selecting the Zoom slider allows you to:
    a. open a copy of the presentation in a different view.
    b. print a copy of the displayed presentation.
    c. change the magnification of the displayed presentation.
    d. save a copy of the displayed document

4. The Status Bar:
    a. are used to perform tasks and run programs.
    b. display a list of commands.
    c. display the information about the document.
    d. contains a series of options users select to communicate with an application.

5. A _____ is a collection of slides used to enhance an informative speech.
    a. presentation
    b. template
    c. notes and comments
    d. transparencies

6. _____ refers to the text, graphics, and other objects on the slides.
    a. Content
    b. Contrast
    c. Design
    d. Graphics

7. The _____ is the arrangement of text and graphics.
    a. Content
    b. Layout
    c. Design
    d. Graphics

8. The _____ consist of fonts, colors, and accent graphics.
    a. Content
    b. Layout
    c. Design
    d. Contrast

9. _____ is the difference between the lightness and darkness of two colors.
    a. Content
    b. Graphics
    c. Layout
    d. Contrast

10. _____ and other objects are added to the slides to enhance the lecture or speech.
    a. Content
    b. Graphics
    c. Layout
    d. Contrast

11. A presentation application that is used to create professional-looking visuals.
    a. Outlook
    b. Access
    c. PowerPoint
    d. Publisher

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12. A _____ is a visual representation of something, in the form of a painting, drawing, and photograph.
    a. GIF
    b. Screenshot
    c. Picture
    d. Image

13. A _____ are a series of images or soundless video that will loop continuously motions.
    a. GIF
    b. Screenshot
    c. Picture
    d. Image

14. _____ are basically snapshots of your computer screen.
    a. GIF
    b. Screenshot
    c. Picture
    d. Image

15. GIF is abbreviated for _____.
    a. Graphics Image Format
    b. Graphics Image File
    c. Graphics Intel File
    d. Graphics Interchange Format

16. What is a PNG?
    a. type of image file that supports clear backgrounds
    b. A kind of video file used for movies
    c. A program used to type documents
    d. A website for sharing pictures

17. What is a JPEG?
    a. A type of video file format
    b. A type of image file format used to store digital pictures
    c. A software program used to edit photos
    d. A type of internet browser

18. What file format type is this picture?



    a. JPEG
    b. PNG
    c. GIF

19. What file format type is this picture?



    a. JPEG
    b. PNG
    c. GIF

20. Which Tab on the ribbon allow you to open a picture from a file?
    a. Home
    b. Insert
    c. Design
    d. Picture

21. To select a picture:
    a. Click and drag the corner sizing handles.
    b. Simply click to select a picture
    c. Click and drag the arrow above the image.
    d. Click and drag to move a picture to a new location on a slide.

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22. To move a picture:
    a. Click and drag the corner sizing handles.
    b. Simply click to select a picture
    c. Click and drag the arrow above the image.
    d. Click and drag a picture to a new location on a slide.

23. To resize a picture:
    a. Click and drag the corner handles.
    b. Simply click to select a picture
    c. Click and drag the arrow above the image.
    d. Click and drag to move a picture to a new location on a slide.

24. What happens if you use too many images on one slide_____?
    a. The presentation looks clearer
    b. The presentation may look confusing
    c. Slides disappear
    d. Text becomes bigger

25. What happens when you click a hyperlink during a slideshow?
    a. The slide deletes
    b. It opens the linked slide, file, or webpage
    c. The presentation ends
    d. Nothing happens

26. What color are hyperlinks usually shown as in PowerPoint?
    a. Red
    b. Green
    c. Blue (and sometimes purple after being clicked)
    d. Black

27. What is the purpose of using hyperlinks in a presentation?
    a. To add sound effects
    b. To decorate slides
    c. To quickly navigate to other slides or resources
    d. To change slide colors

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SECTION C - True and False 14 Points

Instructions: Choose T for True and F for False based on the statements given. 1 point each

1.	Animation refers to the visual effects that control how objects appear or move on a slide.
2.	Entrance animations show how an object leaves a slide.
3.	Emphasis animations take place while an object is already on the slide.
4.	Exit animations control how objects disappear from a slide.
5.	Motion Path animations allow objects to move along a set path, such as a line or circle.
6.	Using too many animations can make a presentation difficult to follow.
7.	The Effect Options feature allows you to change the direction of an animation.
8.	A slide transition describes how one slide changes to another during a slideshow.
9.	The Home tab is used to apply transitions to slides.
10.	Subtle transitions are the most complex types of transitions.
11.	Dynamic Content transitions are used when slides have very different layouts.
12.	Exciting transitions use simple effects between slides.
13.	The first step in applying a transition is to click a transition effect before selecting a slide.
14.	The transition icon in the Slide Preview Pane appears as a number.

Total Marks [55]

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