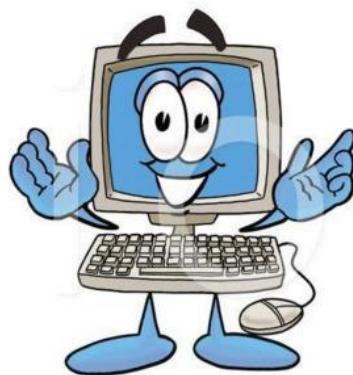




S. C. MCPHERSON JUNIOR HIGH SCHOOL
SUMMER TERM EXAMINATION 2025
SUBJECT: BUSINESS STUDIES
GRADE LEVEL: 9



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MICROSOFT POWERPOINT

DATE: 12th – 20th May 2025
DURATION: 1 Hour

STUDENT'S NAME: _____

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

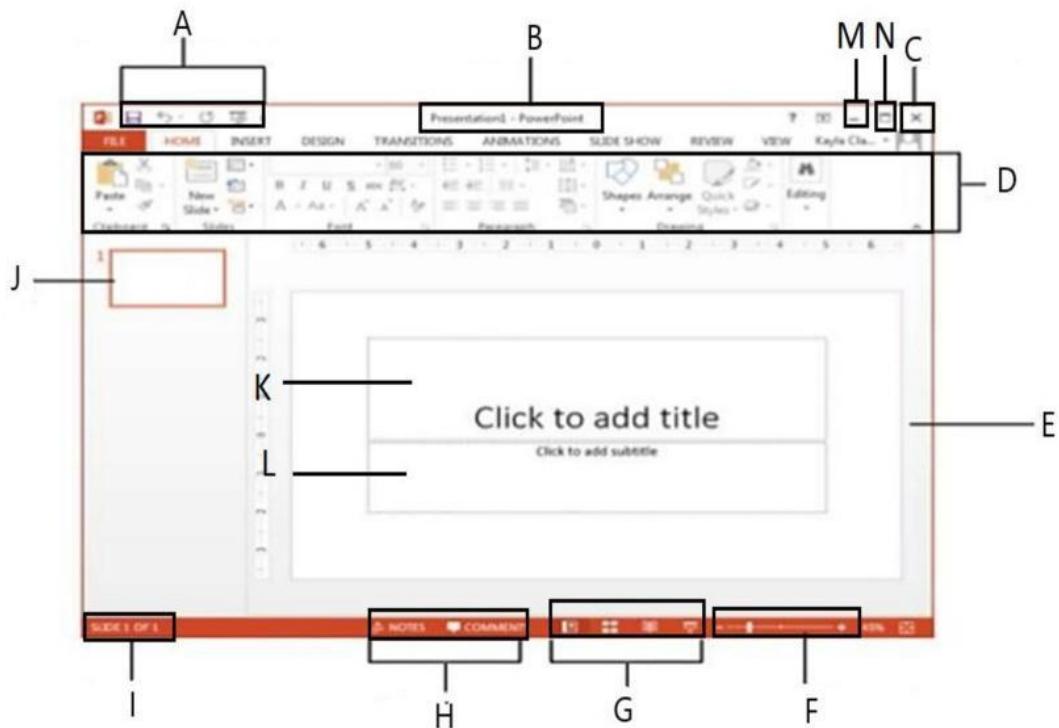
<input type="checkbox"/>	Ms. T. Johnson
<input type="checkbox"/>	Mrs. J. Clear
<input type="checkbox"/>	Mrs. N. Sweeting-Uriz

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.

SECTION: A
Multiple choice

Instructions: For each question there are four suggested answers – **a, b, c, and d**. To answer to a question, circle the letter in front of the correct answer. Each question is worth 1 point.

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



1. The part of the window labelled **A** is:

- a) Title bar
- b) Ribbon
- c) File tab
- d) Quick access toolbar

2. The part of the window labelled **B** is:

- a) File tab
- b) Title bar
- c) Ribbon
- d) Quick access toolbar

3. The part of the window labelled **C** is:

- a) Close button
- b) Ribbon
- c) Help button
- d) File Tab

4. The part of the window labelled **D** is:

- a) Slide stage
- b) Zoom slider
- c) View button
- d) Ribbon

5. The part of the window labelled **E** is:

- a) Slide stage
- b) Zoom slider
- c) View button
- d) Status bar

6. The part of the window labelled **F** is:

- a) Zoom slider/button
- b) Help
- c) View buttons
- d) Slide stage

7. The part of the window labelled **G** is:

- a) Notes and Comments
- b) Status bar
- c) Horizontal scroll bar
- d) View buttons

8. The part of the window labelled **H** is:

- a) Notes and Comments
- b) Status bar
- c) Slide Preview Pane
- d) Title Placeholder

9. The part of the window labelled **I** is:

- a) Notes and Comments
- b) Status bar
- c) View button
- d) Subtitle Placeholder

10. The part of the window labelled **J** is:

- a) Sliders Preview Pane
- b) Subtitle Placeholder
- c) Title Placeholder
- d) Status bar

11. The part of the window labelled **K** is:

- a) Title Placeholder
- b) Subtitle Placeholder
- c) Slider Preview Pane
- d) Status bar

12. The part of the window labelled **L** is:

- a) Title Placeholder
- b) Subtitle Placeholder
- c) Slider Preview Pane
- d) Status bar

13. The part of the window labelled **M** is:

- a) File Tab
- b) Close Button
- c) Minimize Button
- d) Maximize Button

14. The part of the window labelled **N** is:

- a) Minimize Button
- b) Close Button
- c) Maximize Button
- d) Status bar

15. 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.

16. 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.

17. 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

18. 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.

19. A _____ is a collection of slides used to enhance an informative speech.

- a) presentation
- b) template
- c) notes and comments
- d) transparencies

20. A _____ is a predesigned presentation you can use to create a new slide show quickly.

- a) presentation
- b) template
- c) notes and comments
- d) transparencies

21. To displays backstage view press:

- a) Title bar
- b) File tab
- c) Status bar
- d) Quick access toolbar

22. What is the first thing you would do before you create slides?

- a) Choose a predesigned presentation
- b) Create a new slide show quickly.
- c) Develop a plan.
- d) Clearly conveys a message.

23. What are the three (3) steps involved in the planning process?

- a) Carefully plan the lecture or speech.
- b) Determine the content of the slides.
- c) Determine the design and layout of the slides.
- d) All of the above.

24. _____ refers to the text, graphics, and other objects on the slides.

- a) Content
- b) Contrast
- c) Design
- d) Graphics

25. The _____ is the arrangement of text and graphics.

- a) Content
- b) Layout
- c) Design
- d) Graphics

26. The _____ consist of fonts, colours, and accent graphics.

- a) Content
- b) Layout
- c) Design
- d) Contrast

27. _____ is the difference between the lightness and darkness of two colours.

- a) Content
- b) Graphics
- c) Layout
- d) Contrast

28. _____ and other objects are added to the slides to enhance the lecture or speech.

- a) Content
- b) Graphics
- c) Layout
- d) Contrast

29. A presentation application that is used to create professional-looking visuals.

- a) Outlook
- b) Access
- c) PowerPoint
- d) Publisher

Questions 30 to 38 refer to the Alignment buttons shown below:



30. Name the slide labelled 1:

- a) Title Only
- b) Section Header
- c) Caption and Picture
- d) Title Slide

31. Name the slide labelled **2**:

- a) Title Only
- b) Section Header
- c) Title and Content
- d) Title Slide

32. Name the slide labelled **3**:

- a) Section Header
- b) Picture with Caption
- c) Comparison
- d) Two Content

33. Name the slide labelled **4**:

- a) Title Only
- b) Blank
- c) Comparison
- d) Two Content

34. Name the slide labelled **5**:

- a) Caption with Picture
- b) Section Header
- c) Two Content
- d) Comparison

35. Name the slide labelled **6**:

- a) Title Only
- b) Section Header
- c) Title and Content
- d) Title Slide

36. Name the slide labelled **7**:

- a) Title Only
- b) Title Slide
- c) Comparison
- d) Blank

37. Name the slide labelled **8**:

- a) Picture with Caption
- b) Content with Caption
- c) Comparison
- d) Two Content

38. Name the slide labelled **9**:

- a) Picture with Caption
- b) Content with Caption
- c) Section Header
- d) Comparison

39. A _____ is a visual representation of something, in the form of a painting, drawing, and photograph.

- a) GIF
- b) Screenshot
- c) Picture
- d) Image

40. A _____ are a series of images or soundless video that will loop continuously motions.

- a) GIF
- b) Screenshot
- c) Picture
- d) Image

41. _____ are basically snapshots of your computer screen.

- a) GIF
- b) Screenshot
- c) Picture
- d) Image

42. GIF is abbreviated for _____.

- a) Graphics Image Format
- b) Graphics Image File
- c) Graphics Intel File
- d) Graphics Interchange Format

43. Which Tab on the ribbon allow you to open a picture from a file?

- a) Home
- b) Insert
- c) Design
- d) Picture

44. 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.

45. 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.

46. 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.

47. To rotate 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.

48. What is animation?

- a) The Advance Slides setting in the Timing group
- b) The way one slide changes to the next in Slide Show view.
- c) A visual effect that refers to the way items move onto a slide.
- d) It is not possible to reverse the effects of the last command.

49. These animations control how the object arrives the slide.

- a) Exit
- b) Motion Path
- c) Emphasis
- d) Entrance

50. These animations occur while the object is on the slide, often triggered by a mouse click.

- a) Exit
- b) Motion Path
- c) Emphasis
- d) Entrance

51. These animations control how the object leaves the slide.

- a) Exit
- b) Motion Path
- c) Emphasis
- d) Entrance

52. These animations move the object within the slide along a predetermined path, like a circle.

- a) Exit
- b) Motion Path
- c) Emphasis
- d) Entrance

53. This command allows you to control which direction the object comes from.

- a) Insert tab
- b) Options
- c) Effect Options
- d) Animations

54. A slide _____ is the way one slide changes to the next in Slide Show view.

- a) Animations
- b) Timing
- c) Slide Show
- d) Transitions

55. Which tab is use to apply transitions to slides?

- a) Transitions
- b) Insert
- c) Home
- d) Slide Show

56. These are the most basic types of transitions.

- a) Dynamic Content
- b) Subtle
- c) Entrance
- d) Exciting

57. Transitioning between two slides that use similar slide layouts.

- a) Dynamic Content
- b) Entrance
- c) Subtle
- d) Exciting

58. These use more complex animations to transition between slides.

- a) Subtle
- b) Entrance
- c) Exciting
- d) Dynamic Content

59. What is the first step when applying transitions to a slide?

- a) Click the Transitions tab
- b) Click the More drop-down arrow to display all transitions.
- c) Select the desired slide from the Slide Navigation pane.
- d) Click a transition to apply it to the selected slide.

60. How does the transition icon look next to the slide in the Slide Preview Pane.

- a) A black dot.
- b) An arrow
- c) A number
- d) A black star

Total Marks [60]