



Linked



TOP LinkedIn PowerPoint Assessment Test Questions & Answers





**PowerPoint
Assessment Test**

Question:

Which feature analyzes the content of your slide and offer suggested options?

CHOOSE ONE:

- A *Brose for theme*
- B *Design idea*
- C *Add-Ins*
- D *SmartArt*



PowerPoint Assessment Test

Correct Answer



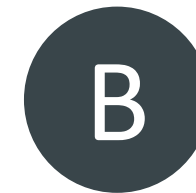
Think of PowerPoint Designer or the Design Ideas tool as your personal presentation designer.



Just type in a few lines of text to the slide, maybe an image or two, and voila! You have 8 different layout and design suggestions from PowerPoint! The first time you use it, you'll probably be amazed by the visual feast PowerPoint will serve right before your eyes.



If you have an Office 365 subscription, you can go to the Design tab. The Design Ideas button should be on the right side of your screen, like you see here:



Design idea



**PowerPoint
Assessment Test**

Question:

How can you change color in your presentation all at once without changing the design?

CHOOSE ONE:

- A *Apply a Color Template*
- B *Apply a Color Theme*
- C *Apply a Color Palette*
- D *Customize the color Fills*



PowerPoint Assessment Test

Correct Answer



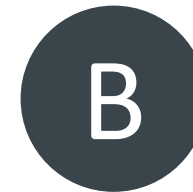
PowerPoint color themes are key to make your presentation look consistent and professional. Using theme colors correctly also makes it easy to change colors and branding later.



If you don't want any of the pre-set color themes, you can choose the Customize Colors option down at the bottom of the list, which brings up a pop-up box that allows you to alter any of the colors.



Select any of the color scheme options, and then More Colors at the bottom.



Apply a Color Theme



**PowerPoint
Assessment Test**

Question:

What do you use to align the objects on a slide to one another?

CHOOSE ONE:

- A *Design Idea Feature*
- B *Layouts Tools*
- C *Pictures Tools*
- D *Arrange tools*



PowerPoint Assessment Test

Correct Answer



When you move objects in PowerPoint, alignment guides and spacing guides will appear around the objects to help you align them.



However, if you have many different objects on a slide, it may be difficult and time consuming to get them perfectly aligned.



Arrange tools



Luckily, PowerPoint provides you with several alignment commands that allow you to easily arrange and position objects.



**PowerPoint
Assessment Test**

Question:

Which statement about the compress pictures command is true?

CHOOSE ONE:

- A *You can compress only one picture at a time*
- B *You can compress all picture at the same time*
- C *There are no options for printout*
- D *You cannot delete cropped area*



PowerPoint Assessment Test

Correct Answer



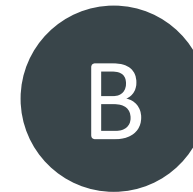
If you have converted a number of your photos into paintings and your presentation is now too large to share, then compressing your images can reduce the size of your presentation by as much as 80%.



Select the image you want to compress, and then:
Go up to the Picture Tools Format tab
Click on the Compress Pictures command



Select your Compression options.
Select your Resolution.
Click OK



*You can compress all
picture at the same
time*



**PowerPoint
Assessment Test**

Question:

Which protect presentation option protect a presentation from accidental changes?

CHOOSE ONE:

- A *Add a digital signature*
- B *Encrypt with a password*
- C *Mark as fill*
- D *Always open read-only*



PowerPoint Assessment Test

Correct Answer



If you are finished with a presentation and ready to share it electronically, marking it as "final" and read-only indicates to those who open it that it should not be changed, and locks it against editing.



To mark a document as final, click the "File" tab in your open presentation and click "Info." Click "Protect Presentation" in the "Permissions" box and select "Mark as Final."



Mark as final



PowerPoint will save the presentation and notify whoever opens it about its read-only status.