SkillCheck Test Questions – PowerPoint 2007

You will be asked to do the following tasks in the SkillCheck test.

1. Center the selected text.
2. Remove the selected text so that it is not saved on the clipboard and cannot be pasted elsewhere in the presentation.
3. Close the presentation without exiting PowerPoint.
4. Copy the selected text so that it is saved to the clipboard and can be pasted elsewhere in this presentation.
5. Create a new blank presentation.
6. Create a new presentation using the Installed Template “PITCHBOOK” located on this computer.
7. Remove the selected text so that it is saved to the clipboard and can be pasted elsewhere in the presentation.
8. Exit PowerPoint.
9. Justify the selected text.
10. Open a presentation named “TRANSLATIONONE” located in the current directory. (Do not use Windows Explorer.)
11. Insert an object saved to the clipboard into the current slide.
12. Redo your last undone action.
13. Save the presentation under the name “MARKETING.PPTX” in the current directory.
14. Display slide 4 in a way that allows you to edit individual items on the slide.
15. A table created with Microsoft Word is currently saved to the clipboard. Paste this table as a Microsoft Office Word Document object into the current slide.
16. Undo your last command or action.
17. Add an Exploded Doughnut chart to the current slide.
18. Specify that the selected slide will display on the screen with a “DISSOLVE” transition during an on-screen slide show.
19. Insert a graphic file (NOT a clip art image) named “INTERPRETATION” located in the current directory into the current slide.