
Microsoft Word & PowerPoint Final Exam Review – Microsoft Latest Update.

Printer Status - CORRECT ANSWER 1. In the Print dialog box, which area provides a user with a list of available printers?

- A. Print
- B. Printer Status
- C. Printer List
- D. Printer Selector List

Window Control Buttons - CORRECT ANSWER 2. On the Title bar, which item enables a user to minimize, maximize, or close the Microsoft Word window?

- A. File tab buttons
- B. Zoom slider
- C. Window control buttons
- D. Word Ribbon tabs

Is the template easy to use? - CORRECT ANSWER 3. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?

- A. Who is the intended audience?
- B. Is the template easy to use?
- C. Will the template have correct calculations and functional macros?
- D. Will the template have correct spelling, grammar, punctuation, and mechanics?

File Name - CORRECT ANSWER 4. What is the name assigned to a file when it is saved?

- A. Document name
- B. Document title
- C. File name
- D. File title

Microsoft 20powerpoint Final Exam

Brant Reuber



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Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics Exploring Microsoft PowerPoint 2003 Comprehensive Robert T. Grauer,Maryann Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **21st Century Homestead: Beekeeping** Brant Reuber,2015-02-21 21st Century Homestead Beekeeping contains everything you need to stay up to date on beekeeping Microsoft PowerPoint Introduction and Certification Study Guide Daniel John Stine,2022-04 Serving as both a training guide for Microsoft PowerPoint and a study guide for the PowerPoint certification exam Microsoft PowerPoint Introduction and Certification Study Guide is an indispensable resource for PowerPoint users at every level of expertise Starting with the essentials and building to more complicated steps each chapter breaks one of five essential PowerPoint skill sets into manageable pieces These are the exact skills measured by the exam but the logical skill progression benefits all PowerPoint users and prepares you to create effective and compelling presentations Concise steps and descriptions make the information easy to follow and remember Clearly labeled screenshots and images clarify important PowerPoint features without being overwhelming Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whether you are looking to develop your PowerPoint skills or to positively impact your school or work life through certification Microsoft PowerPoint Introduction and Certification Study Guide can help you do both Why certification is important Microsoft PowerPoint Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your PowerPoint skills it can help get you hired boost academic performance prepare for the demands of the job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft PowerPoint

Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities. Outline of the book: Build a strong foundation in PowerPoint and prepare for the exam with this all in one manual. In the first chapter, get comfortable with PowerPoint's user interface and important terminology. A brief review of efficient practices reminds users of valuable keyboard shortcuts and commands. Those interested in taking the exam will learn how to register for the exam and find an exam center, what to expect during the exam, and get information on scoring and how to retake the exam. The subsequent chapters teach you how to independently create presentations using the core skills measured by the Microsoft PowerPoint Certification Exam: manage presentations, manage slides, insert and format text, shapes, and images, insert tables, charts, SmartArt, 3D models, and media, and apply transitions and animations. Practice tasks, a self-exam, and review questions after each chapter help solidify the skills you learn. Video camera icons within the text denote exercises that have a corresponding video tutorial. 85 in all for when you need extra help or learn best by observation. Free PowerPoint practice exam software included. Unlike any other PowerPoint exam manual available, this book includes free PowerPoint practice exam software. The final chapter focuses on the practice exam, which closely mimics the format of the real exam. Custom built and specially designed by SDC Publications, the practice exam can be taken multiple times so you are comfortable with the test software, how to mark and return to questions, question format, live in application steps, and how the results are presented. Study materials for all learning styles: 50 flashcards, Exam day study guide, Free custom made Practice Exam Software, 85 short narrated video tutorials for every exercise in the book. About the author: Daniel John Stine, AIA, IES, CSI, CDT is a registered architect with over twenty years of experience in the field of architecture. Throughout these years of professional practice, Stine has leveraged many of the Microsoft Office products to organize and manage complex projects. In addition to Microsoft Office certification study guides, Stine has written multiple books on architectural design software, all written using Microsoft Word and published by SDC Publications.

Microsoft Powerpoint 97 Carlos F. Gonzalez, Deborah Gonzalez, 1997-11-01. Written by a PowerPoint expert, this title helps readers of varied experience levels gain the knowledge necessary to pass the expert Microsoft PowerPoint 97 exam. It prepares the certification candidate to pass the timed task-based test by providing a review of the application as well as test-taking strategies, tips, and hints.

MOS Study Guide for Microsoft PowerPoint Exam MO-300 Joan Lambert, 2020. Advance your everyday proficiency with PowerPoint and earn the credential that proves it. Demonstrate your expertise with Microsoft PowerPoint 2019 and PowerPoint for Office 365. Designed to help you practice and prepare for Microsoft Office Specialist PowerPoint Associate Exam MO 300 certification, this official Study Guide delivers in-depth preparation for each MOS objective. Detailed procedures to help build the skills measured by the exam. Hands-on tasks to practice what you've learned. Ready-made practice files. Sharpen the skills measured by these objectives: Manage Presentations, Manage Slides, Insert and Format Text, Shapes and Images, Insert Tables, Charts, SmartArt, 3D Models, and Media, Apply Transitions and Animations. About the MOS Associate Certification: A Microsoft Office

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Microsoft PowerPoint 97 David W. Beskeen,1998 The demand for highly trained office workers prompted Microsoft to create the Certified Microsoft Office User CMOU program Written by expert trainers this book helps candidates prepare quickly for the program s PowerPoint 97 exam After the reader works through the lessons and uses the active learning CD ROM he or she will be fully prepared to pass the exam **Exam 77-883** Microsoft Official Academic Course,2011-10-11 [Exam 77-883 Microsoft PowerPoint 2010 High School Version with MOS Practice Test Set](#) Microsoft Official Academic Course,2011-10-10 **Exam 77-883 Microsoft PowerPoint 2010 Certiprep** MOAC,2014-03-20 **Microsoft PowerPoint 97 Exam Guide** Jane Calabria,Dorothy Burke,1997 **Exam 77-883** Microsoft Official Academic Course,2011-10-11 **Exam 77-422 PowerPoint 2013 with MS Office 2013 180 Day Trial Reg Card Set** Microsoft Official Academic Course,2013-12-23 Preparing for a PowerPoint 2013 certification This Microsoft PowerPoint 2013 Exam 77 422 book is the Microsoft Official Academic Course MOAC text It supports a complete instructional program in the classroom This text is mapped to the PowerPoint 2013 certification exam objectives Using this resource students can develop their career skills as they create complex slides product plans reports and marketing materials They ll know how to mark up slides pause a presentation and move through slideshows Sharing data visually and presenting professionally is easier with the knowledge from a MOAC course [Set: Exam 77-883 Microsoft PowerPoint 2010 with WileyPLUS, digital certification and digital Gmetrix](#) Microsoft Official Academic Course,2014-03-20 [Set](#) MOAC,2013-12-24 [Exam 77-883 Microsoft PowerPoint 2010](#) Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course Material The new and enhanced MOAC Microsoft Office PowerPoint 2010 by Catherine Binder features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re enforce workforce skills The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses textbooks include additional materials on different skill levels to help users keep pace WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment to help users practice and hone skills at their own pace MOAC Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book helps users comprehend how a task is applied on the job OfficeGrader functionality added to WileyPLUS provides immediate

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