
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

Microsoft Official Academic Course



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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 **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

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