

# T estpassport Q&A



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**Exam** : **77-883**

**Title** : Microsoft Office PowerPoint  
2010 Practice Test

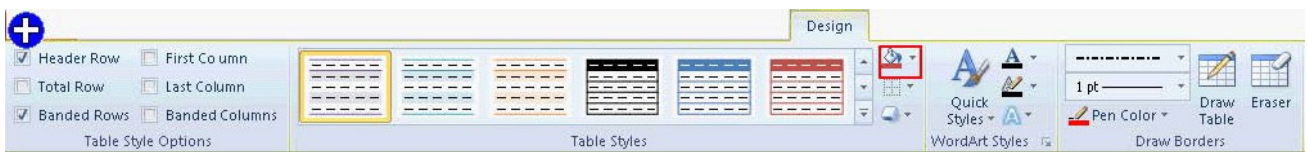
**Version** : Demo

1.You work as an Office Assistant for Company Inc. You are creating a presentation in which you have inserted a table into your presentation.

Now you want to change the background color of the table and you also want the background color to appear beneath any fill color that is applied to the table cells. Mark the option/button in the following image of the Design on which you will click to accomplish the task.



**Answer:**



**Explanation:**

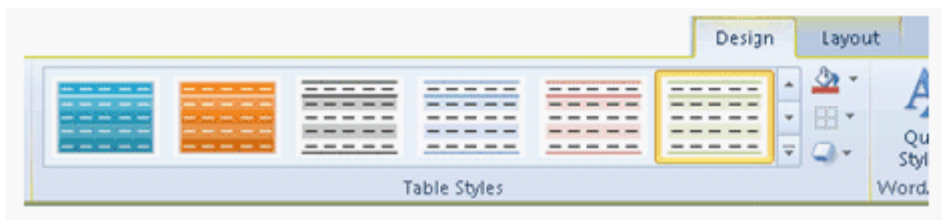
A user can change the color of a table by using the Fill Color button of the Design tab. A user can add or change the background color of an entire table. In a table, any fill color that is applied to the table cells appears above the background color.

Take the following steps to add or change the background color of a table:

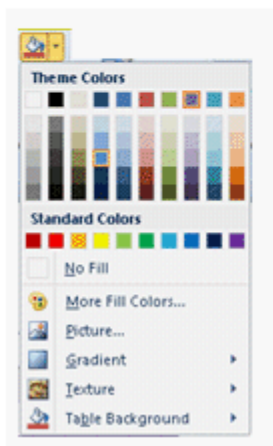
1. Click a cell in the table.



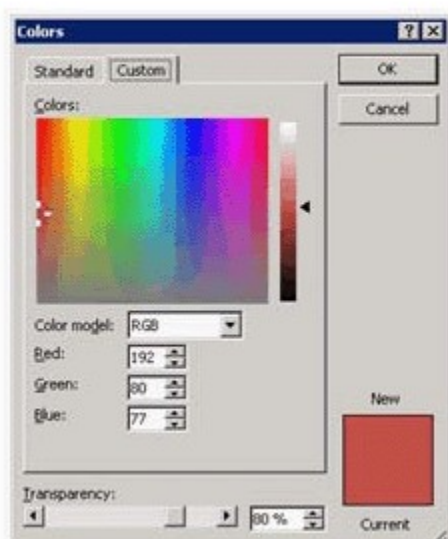
2. Under Table Tools on the Design tab, in the Table Styles group, click the arrow next to Shading, and then point to Table Background.



3. Click the color that you want to fill, or to choose no color, click No Fill.



4. The Colors dialog box opens. Click More Fill Colors to change to a color that is not in the list.



2. You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You want to ensure that the presentation returns to the first slide when it stops playing.

Which of the following steps will you take to accomplish the task?

- A. Select the Effect option under the drop-down list of the selected effect.
- B. Click on the Animations tab and select the Animation Painter option.
- C. Select the Timing option under the drop-down list of the selected effect.
- D. Click on the Animations tab and click the Triggers button.

**Answer: C**

**Explanation:**

The Timing option comprises the Rewind when done playing option to repeat the slides of a presentation during a slide show.

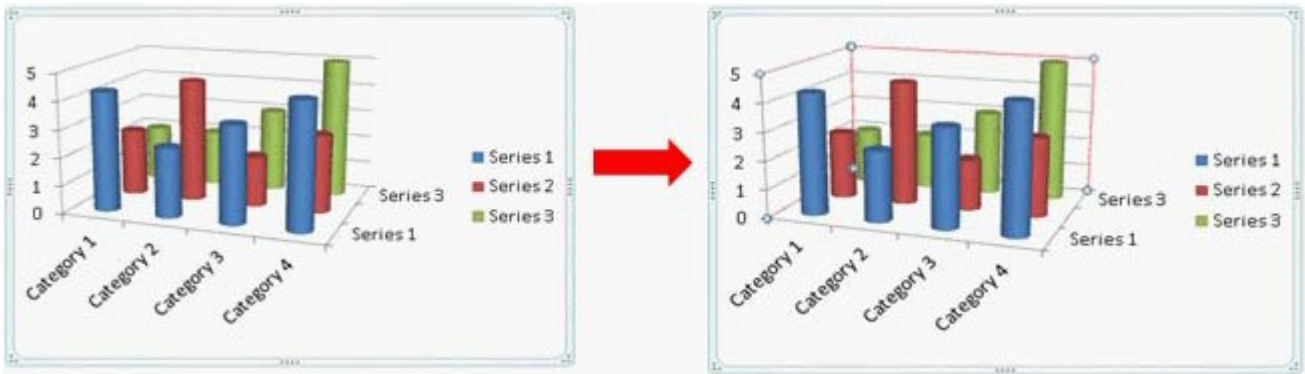
**Answer** option A is incorrect. The Effect option under the drop-down list of the selected effect does not comprise any option to repeat the slides of a presentation.

**Answer** option D is incorrect. The Triggers button is used to add triggers to set a special start condition for an animation.

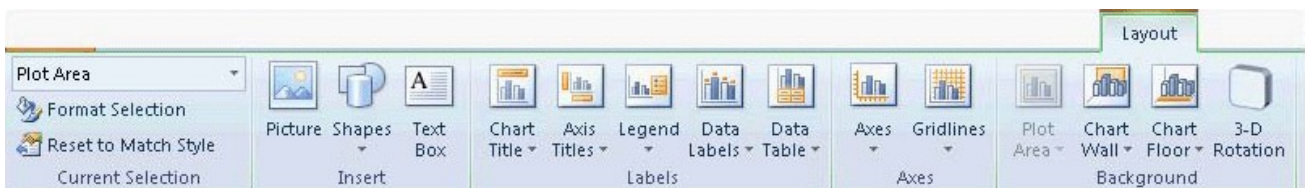
**Answer** option B is incorrect. The Animation Painter option is used to copy the animation of an object.

3. You work as an Office Assistant for Company Inc. You are preparing a presentation in PowerPoint 2010. You have inserted a chart in your presentation.

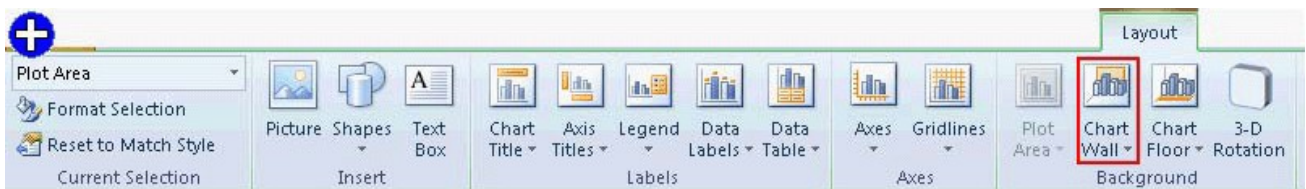
After creating the presentation, you want to change the layout of the presentation as shown in the following format:



Mark the option/button in the following image of the Layout tab to accomplish the task.



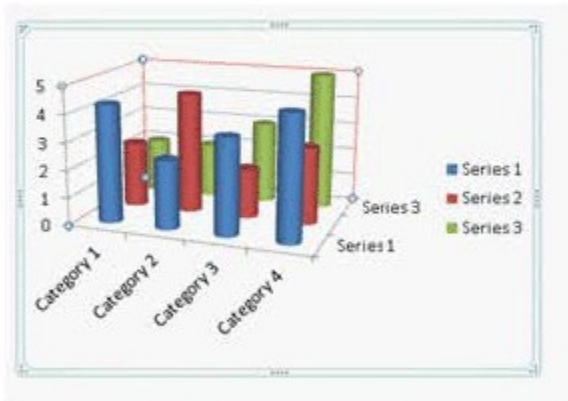
**Answer:**



**Explanation:**

A user can change the wall and plot color by using the Layout button of the Chart Tools tab.  
Take the following steps to apply a border on a chart:

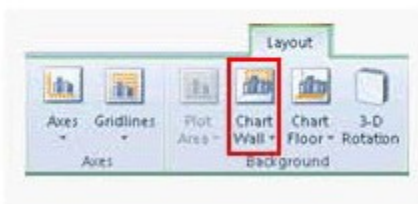
1. Select the chart.



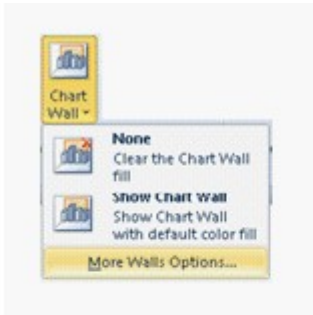
2. The Chart Tools tab will be displayed containing the Design, Layout, and Format tabs.



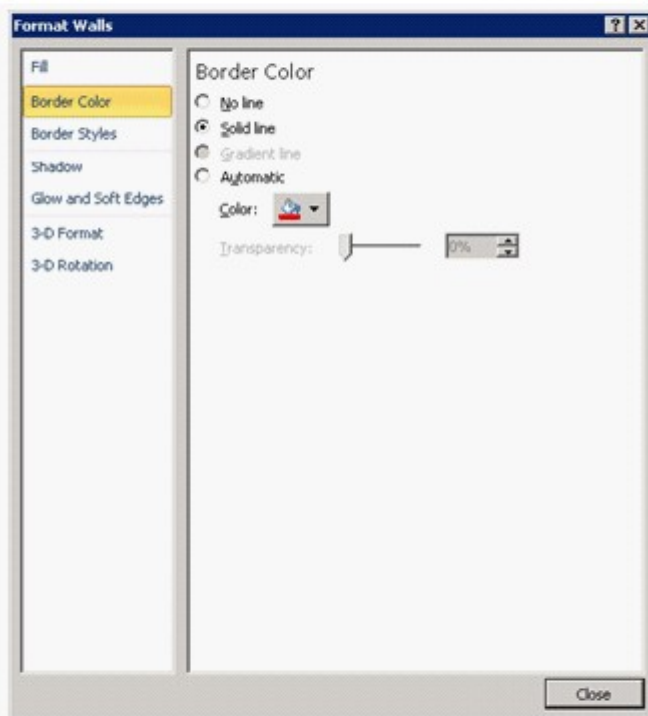
3. Click on the Layout tab.



4. Click the Chart Wall drop-down list. Select the More Wall Options option.



5. The Format Walls dialog box appears.



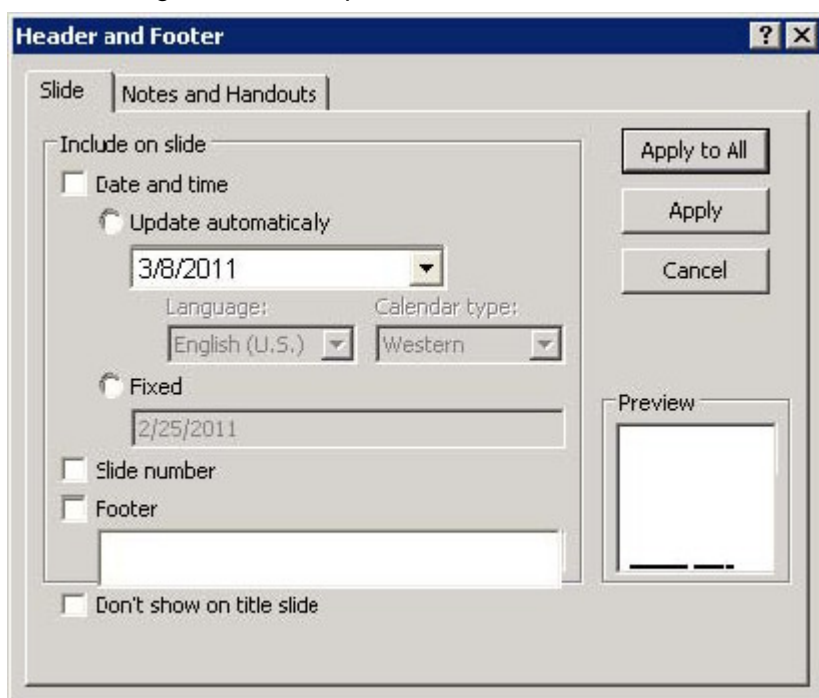
6. Select the color to be applied.



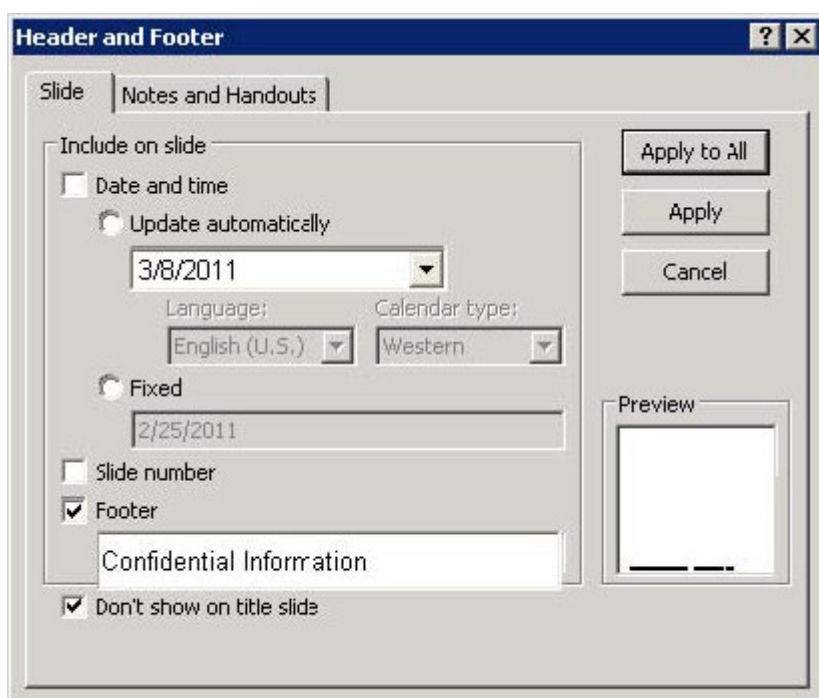
4. You work as an Office Assistant for Company Inc. You are creating a presentation about the financial report of your company. Now you want to add the Confidential Information text to the center bottom of your presentation on every slide except the first slide of the company. For this, you have to click on the Header & Footer button. Perform the required actions in the Header and



Footer dialog box to accomplish the task.



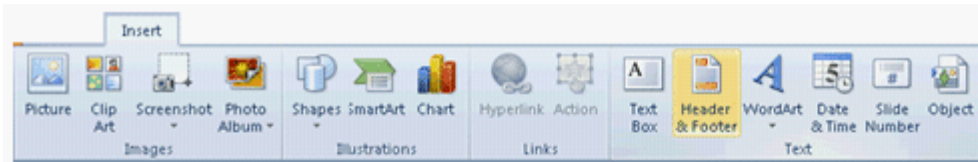
**Answer:**



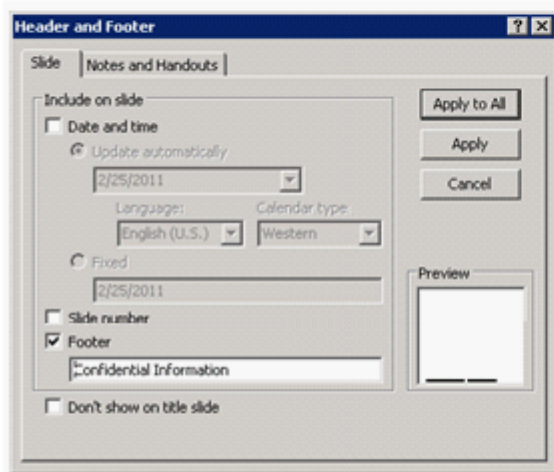
**Explanation:**

Take the following steps to add a footer to a slide:

1. Click on the Insert tab. Click the Header & Footer button in the Text group.



- The Header and Footer dialog box opens. Click on the Slide tab, select the Footer check box, and then type the text that you want to appear in the center bottom of the slide. Select the Don't show on title slide check box to keep the text in the footer from appearing on the title slide.

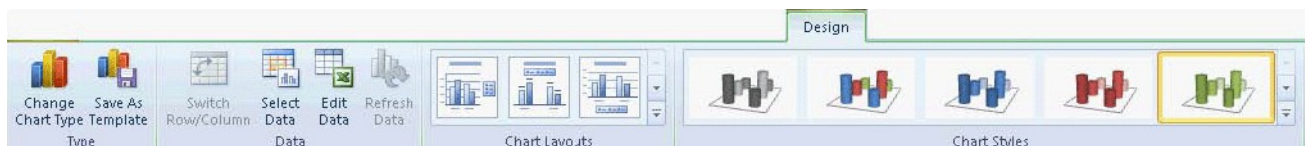


- Do one of the following:

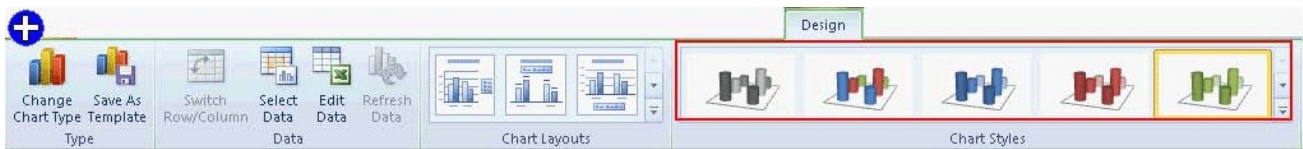
- Click the Apply button to display footer information on the selected slide only.
- Click the Apply to All button to display footer information on all of the slides in your presentation.



- Mark the option/button in the following image of the design tab to apply a set of coloring attributes to a chart with one shortcut command.



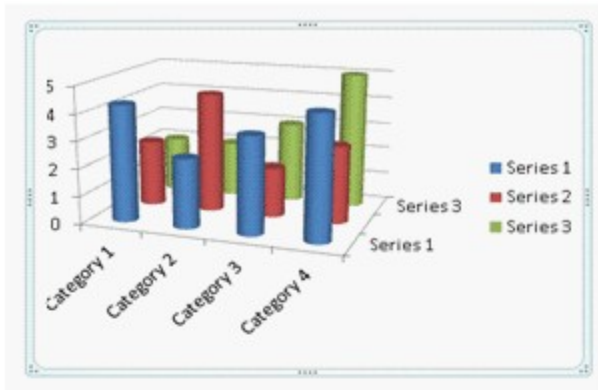
**Answer:**



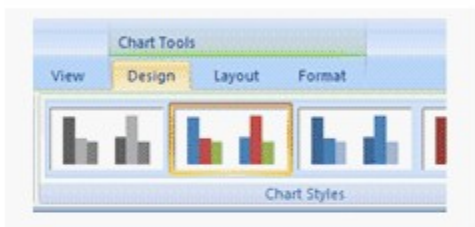
**Explanation:**

Chart styles are a set of formatting attributes that can be applied to a chart with one shortcut command. These styles use the colors of the current document theme that is applied to the workbook. A user can change the colors by switching to a different document theme. Chart styles can also be customized by changing the color and texture of the styles. Take the following steps to apply chart styles to a chart:

1. Click the chart to format.



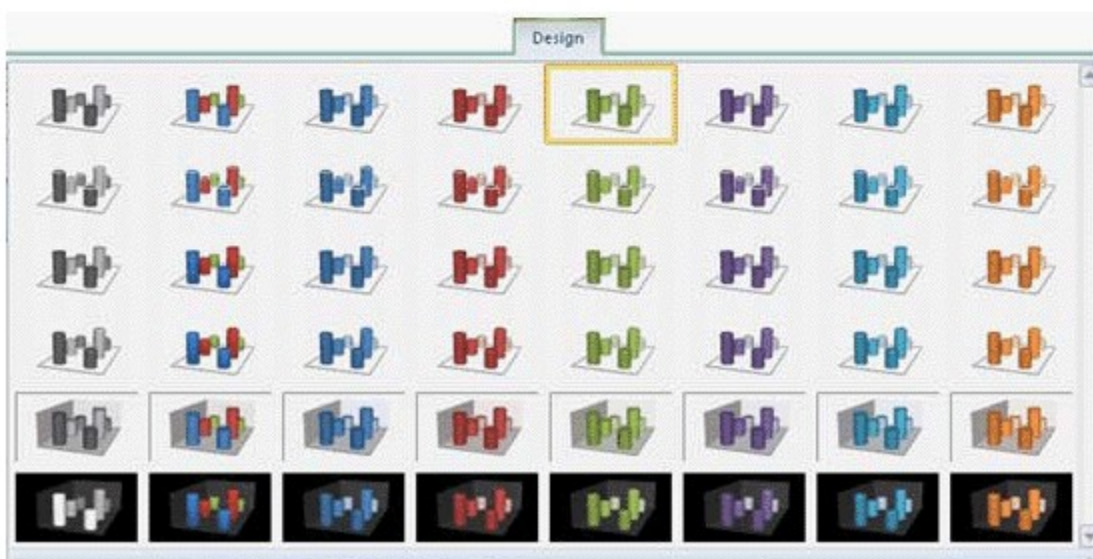
- The Chart Tools tab will be displayed containing the Design, Layout, and Format tabs.



- Click on the Design tab. In the Chart Styles group, click the chart style to be applied.



- Select the chart styles to be applied.



6. You work as an Office Assistant for Company Inc. You are reviewing a presentation in PowerPoint 2010. You have sent the presentation to your colleagues to get their feedback on the presentation. Before presenting the presentation, you have decided to remove some comments from the presentation. Which of the following actions will you take to remove the comments?

- A. Click on the Home tab > Reset.
- B. Click on the Review tab > Delete.
- C. Click on the Review tab > Section.
- D. Click on the Review tab > Show Markup > Delete.

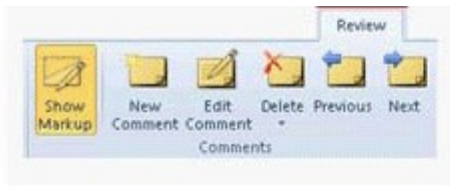
**Answer: D**

**Explanation:**

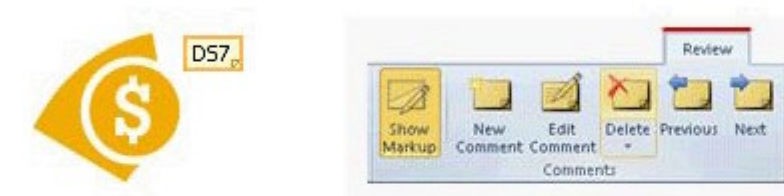
A comment is a tag that is used to provide additional information. It appears as a small rectangle containing information of the person who created the comment and a comment number. The comments are used to offer changes or suggestions to a slide. It can be attached to a letter or word on a slide, or to a whole slide. People can use the comments to review and provide feedback on a presentation that a user has created. A user can add, edit, and delete the comments. In order to see the existing comments, a user can move between the review comments.

Take the following steps to delete a comment:

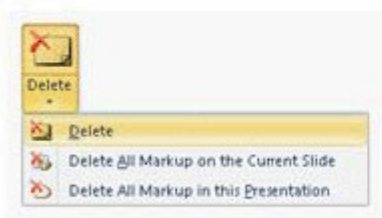
1. Click on the Review tab and click the Show Markup button.



2. Click the review comment thumbnail and click the Delete button.



3. The Delete button drop-down list opens. Select an appropriate action to be applied.



Answer option B is incorrect. It is necessary to click the Show Markup button to display the comments on a slide.

Answer option A is incorrect. The Reset button is used to reset the position, size, and format of a slide.

Answer option C is incorrect. The Section button is used to organize a slide into sections.

7. You create a presentation and add a picture from a file.

Now, you want to recolor an image and change it to Grayscale as shown in the following image:



Which of the following will you use to accomplish the task?

- A. Selection Pane
- B. Picture Layout

C. Reset Picture

D. Color

**Answer: D**

**Explanation:**

The Color button is used to recolor an image.

Take the following steps to recolor an image:

1. Select the image.
2. Click the Format tab and click the Color button.
3. The Color drop-down list opens. Specify the coloring options to be applied.

**Answer** option A is incorrect. The Selection Pane is used to select an individual object of a slide.

**Answer** option C is incorrect. The Reset Picture option is used to discard all the formatting changes of a picture.

**Answer** option B is incorrect. The Picture Layout option is used to convert the selected pictures to the Smart Art graphics.

8.You work as an Office Assistant for Company Inc. You are creating a presentation and you want to customize the Quick Access Toolbar. However, you are unable to customize the Quick Access Toolbar. Which of the following is the cause of the issue?

- A. The presentation is marked as final.
- B. The presentation comprises an action button.
- C. The presentation is packaged for a CD.
- D. The presentation comprises a digital signature.

**Answer: A**

**Explanation:**

The Mark as Final option is used to make a document read-only, so that all the proofing, typing, and editing commands become disabled. It is used to prevent the document from being changed. If a presentation is marked as final, a user becomes unable to customize the Quick Access Toolbar (QAT).

**Answer** option B is incorrect. The action buttons are used to apply interactivity to a presentation. It helps in creating a flow while presenting the presentation for accessing other files or pages on the Internet.

**Answer** option C is incorrect. Package presentations for a CD is a flexible tool that enables a user to make a presentation ready to view on any computer. It is used to copy the presentation and links to a folder that can be burned to a CD.

**Answer** option D is incorrect. A digital signature is an authentication tool that is used to ensure the integrity and non-repudiation of a presentation. It is used to authenticate the presentation by using a cryptographic mechanism. The document for a digital signature can be a presentation, a message, or an e-mail.

9.You work as an Office Assistant for Company Inc. You are creating a presentation named OrganizationWorkflow.pptx through PowerPoint 2010. The presentation contains different slides for each department of the organization. In the past, you have created a presentation for the marketing department named Sales.pptx. Now, you want to apply the same slide formatting of the marketing slide to a slide of your presentation.

Which of the following steps will you take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.



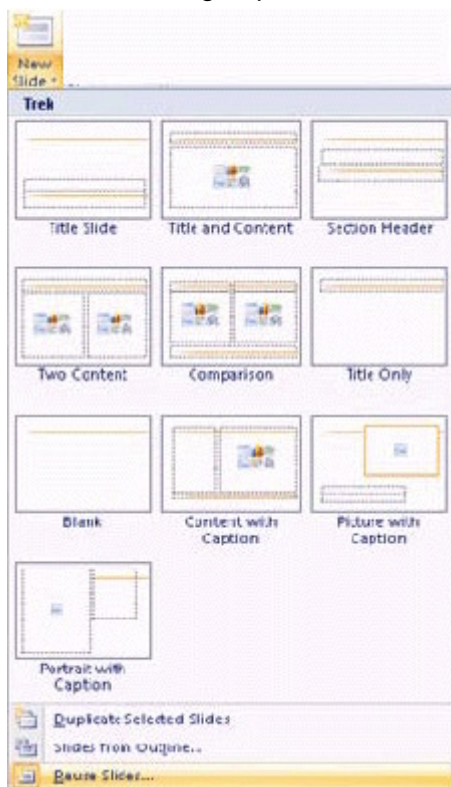
- A. Click the Home tab. In the Slides group, click the New Slides button > Reuse Slides option.
- B. Click the Insert tab. In the Illustrations group, click the Slides button.
- C. Click the Home tab. In the Slides group, click the New Slides button > Duplicate Selected Slides option.
- D. Copy and paste the marketing slide to the presentation.

**Answer:** D and A

**Explanation:**

Take the following steps to apply the same slide formatting of a slide to a slide of another presentation:

1. Copy and paste the desired slide to the presentation.
2. Click the Home tab.
  1. In the Slides group, click the New Slides button > Reuse Slides option.



10. You work as an Office Assistant for Company Inc. You are reviewing a presentation. You want to add a theme style to the Quick Access Toolbar. However, you are not able to add the style.

Which of the following is the cause of the issue?

- A. The IRM is used.
- B. The size of the theme style is very large.
- C. The individual styles are not added.
- D. The screen resolution is low.

**Answer:** C

**Explanation:**

QAT stands for Quick Access Toolbar. It is a customizable toolbar that consists of a set of commands independent of the tab on the ribbon that is currently displayed. A user can move the Quick Access Toolbar from one of the two possible locations. A user can add buttons that represent commands to the Quick Access Toolbar. A user can add only commands or tools to the Quick Access Toolbar. The individual styles of themes, transition, etc. cannot be added to the Quick Access Toolbar.

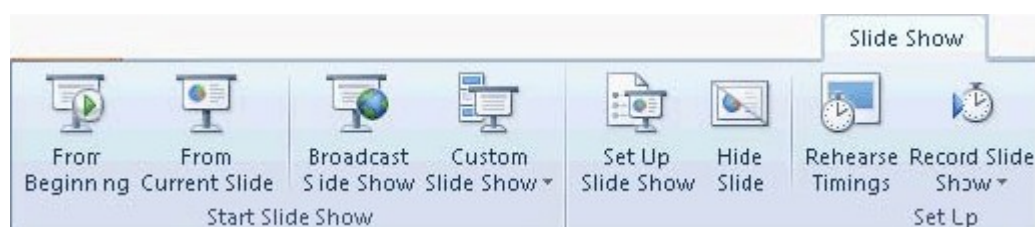


**Answer** option D is incorrect. Low screen resolution is used to increase the size of the buttons/tabs on the screen.

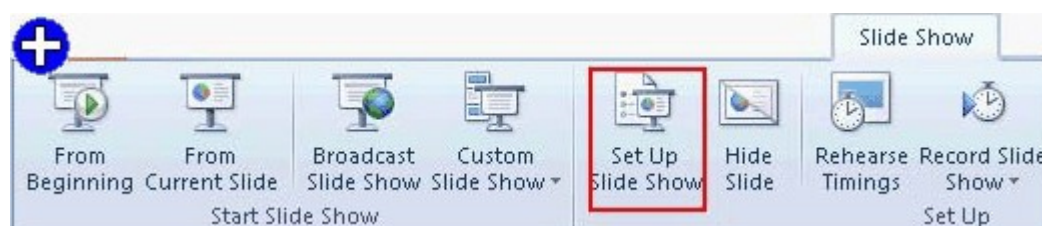
**Answer** option B is incorrect. The individual styles of themes, transition, etc. cannot be added to the Quick Access Toolbar regardless of whether the size of the theme style is large or not.

**Answer** option A is incorrect. The IRM stands for Information Rights Management. It is used to specify access permissions to documents, workbooks, and presentations for individuals and administrators. The IRM helps in preventing sensitive information from being printed, forwarded, or copied by unauthorized people. The access and usage restrictions are enforced regardless of where the information is. If the IRM is used on a document, the permission to a file is stored in the document, workbook, or presentation file itself. The IRM is used for enforcing the personal preferences of an individual regarding the transmission of personal or private information.

11. Mark the option/button in the following image of the Slide Show tab to turn off the slide timings in a presentation.



**Answer:**



**Explanation:**

Set Up Slide Show is used to setup the show type, show options, pen color and slide show resolution such as slide show without animation. By using it, a user can apply advanced options such as presented by a speaker. The slide timings can be turned off by using the Setup Slide Show button. If you turn off the slide timing, then it does not mean to delete them. You can turn the timings back on at any time without having to recreate them. The slides of a presentation will not automatically advance while recording a narration, and it is necessary to manually advance the slides when the slide timings are turned off.

Take the following steps to turn the slide timings off:

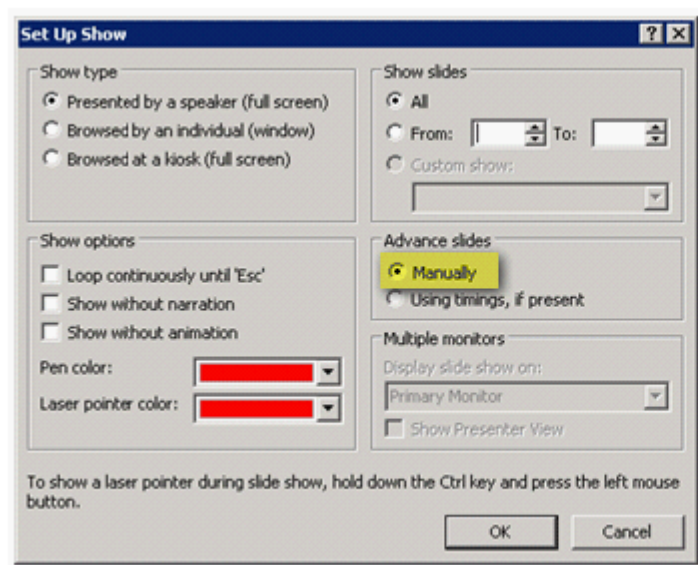
1. In the Normal view, click on the Slide Show tab.



2. In the Set Up group, click the Set Up Slide Show option.



3. The Set Up Show dialog box opens. Under Advance slides, click the Manually radio button.



12. You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You have inserted a photo album in it. Now, you want to change the color mode of the photos in the album to black and white. Choose and reorder the appropriate steps to change the pictures to black and white.

#### Correct Steps



#### Choose from here

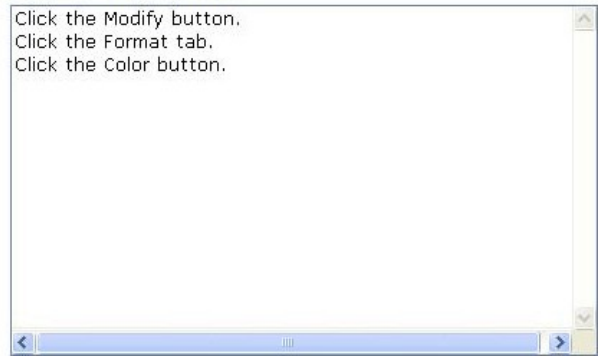


**Answer:**

### Correct Steps



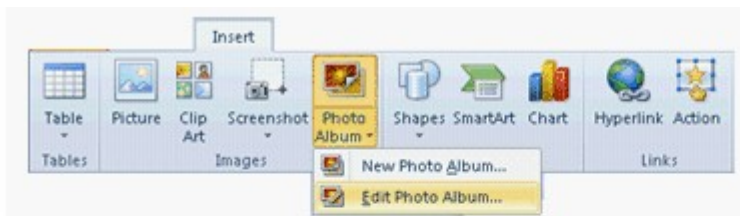
### Choose from here



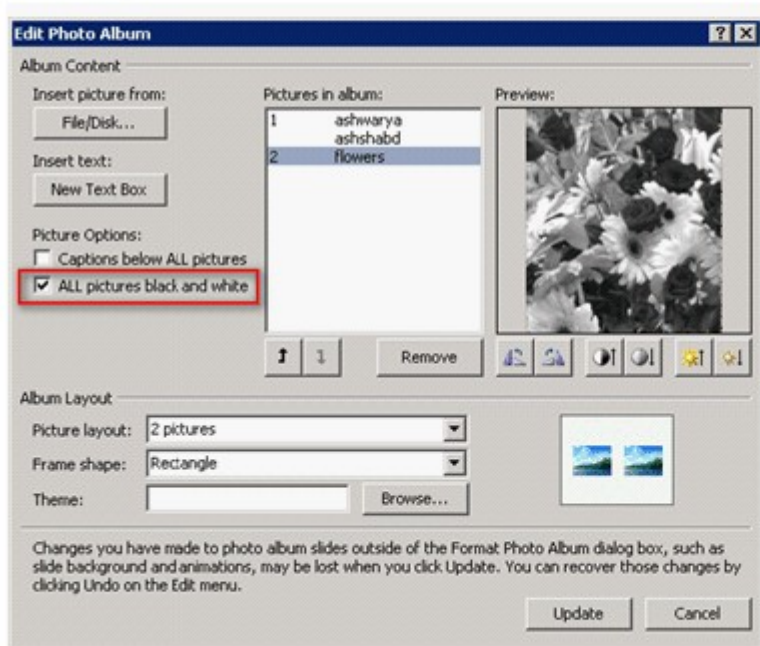
### Explanation:

A PowerPoint photo album is a collection of photographic presentation slides. It is a presentation that a user can create to display his personal or business photographs. A user can either download PowerPoint photo album templates from Microsoft Office.com or create his own. A user can change the pictures of a photo album to black and white by editing the photo album. Take the following steps to insert images in black and white:

1. Click on the Insert tab. Click Photo Album > Edit Photo Album.



2. The Edit Photo Album dialog box appears. Select the All Picture black and white check box. Click the Update button.



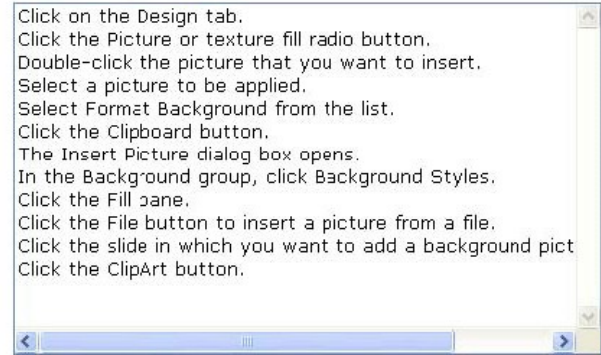
The Color button is used to change the color tone of a picture.

13. Choose and reorder the steps that you will take in order to use a picture as a background image in a Microsoft Word 2010 document.

**Correct steps**

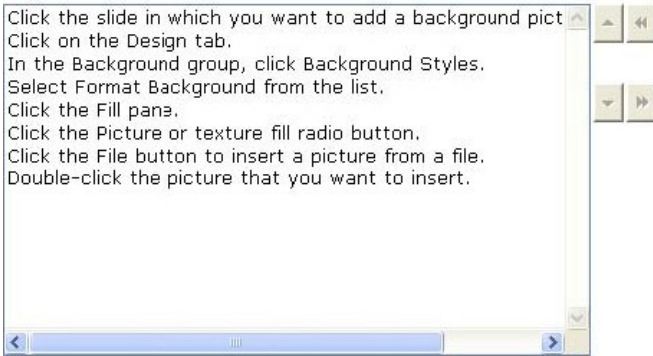


**Choose from here**



**Answer:**

**Correct steps**



**Choose from here**



**Explanation:**

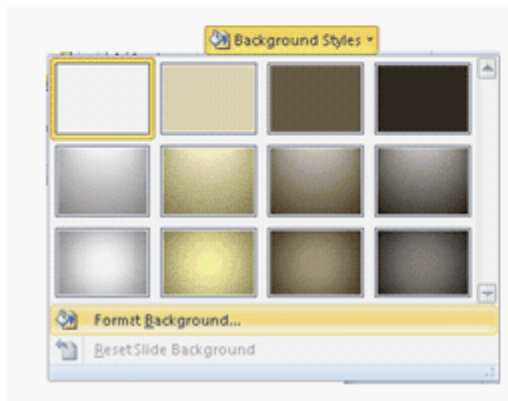
A user can easily add a picture as a background in a slide by using the background style feature.

Take the following steps to add a background picture to a slide:

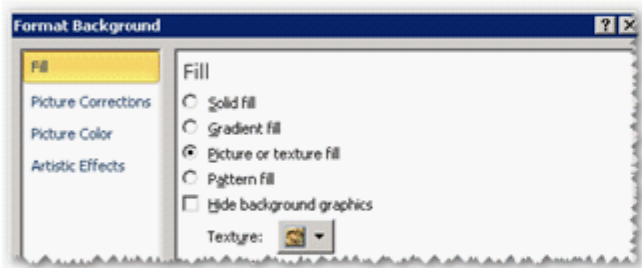
1. Click the slide in which you want to add a background picture. Click on the Design tab, and in the Background group, click Background Styles.



2. Select Format Background from the list.



3. Click the Fill pane, and then click the Picture or texture fill radio button.



4. Do one of the following:

- Click the File button to insert a picture from a file. Double-click the picture that you want to insert.

14. You work as an Office Assistant for Company Inc. You are creating some presentations in PowerPoint 2010. You are using a specific form format for creating each and every presentation. You want to automate the series of steps to create the form and use it for creating the presentations. Which of the following will you use to accomplish the task?

- A. Macro
- B. Custom Animation
- C. Hyperlink
- D. Action

**Answer:** A

**Explanation:**



A macro is a tool that is used to record the steps to perform a particular task. It is not available in Microsoft Office PowerPoint 2010, instead a user can use Visual Basic for Applications (VBA) to create or edit a macro. VBA is a macro-language version of Microsoft Visual Basic, which is used to program Microsoft Windows-based applications.

A user has to click the Macros option on the Developer tab to use the Macro tool, as shown in the following image:



**Answer** option B is incorrect. Custom Animation is a powerful tool to apply various effects on a slide object.

**Answer** option D is incorrect. Action is used to apply an action to the selected object to specify what should happen when you click on it or hover it with mouse.

**Answer** option C is incorrect. Hyperlink is used to link a text or object to another destination.

15. You work as a System Analyst for Company Inc. You are creating a presentation, and you want to assign the same transition to a group of slides in the presentation.

Which of the following steps will you take to accomplish the task?

- A. Select the Notes Page view and press Shift + mouse click.
- B. Select the Slide Sorter view and press Ctrl + mouse click.
- C. Select the Slide Sorter view and press Shift + mouse click.
- D. Select the Notes Page view and press Ctrl + mouse click.

**Answer:** B

**Explanation:**

Ctrl + mouse click in the Slide Sorter view is used for selecting a group of slides to apply similar transition to the slides. A slide transition is the special effect for creating a presentation. By using the slide transition, a user will be able to choose the speed and movement to the next slide and the type of sound to play the presentation. The slide transition (such as wedge, newsflash, etc.) is used to add visual movement on a slide during a slide show.

**Answer** option D is incorrect. In the Notes Page view, it is not possible to select a slide by using Ctrl + mouse click.

**Answer** option C is incorrect. In the Slide Sorter view, Shift + mouse click is used to select all the slides.

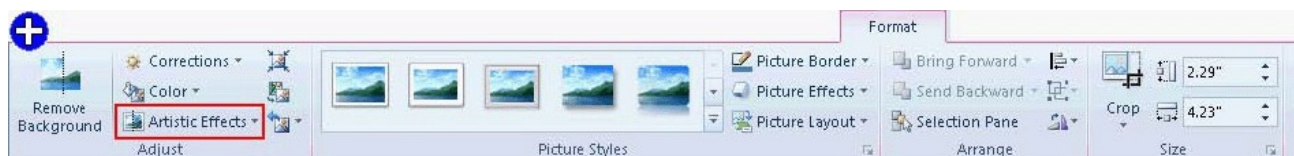
**Answer** option A is incorrect. In the Notes Page view, it is not possible to select a slide by using Shift + mouse click.

16. You work as an Office Assistant for Company Inc. You are creating a presentation in PowerPoint 2010. You have added an image to the presentation.

Now, you want to add the Paint Strokes effect to the image, so that it looks like a sketch or painting. You have selected the image and clicked on the Format tab. Mark the option/button in the following image to accomplish the task.



**Answer:**



**Explanation:**

Take the following steps to apply artistic effects on an image:

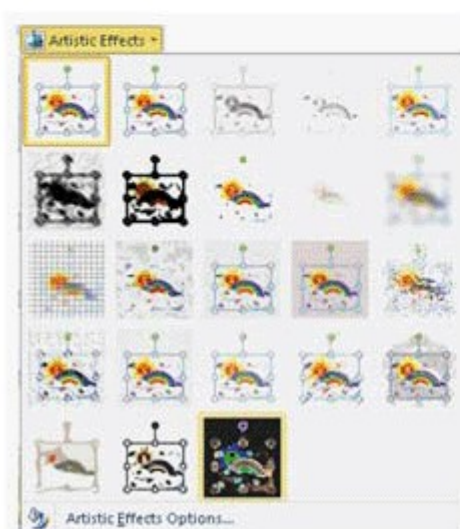
1. Select the image.



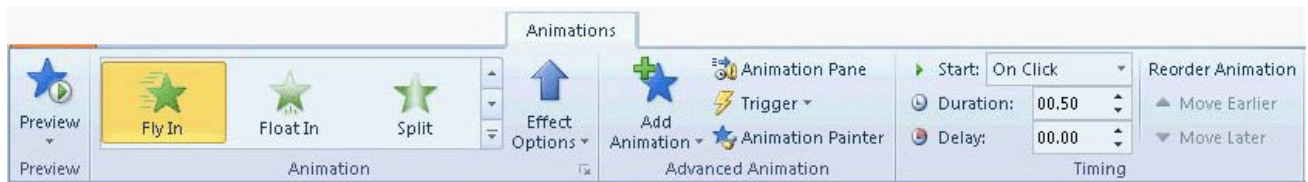
2. Click the Format tab under Picture Tools. Click the Artistic Effects button under the Adjust group.



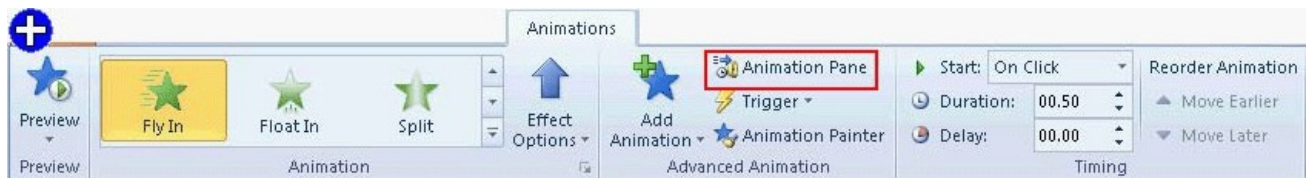
3. The Artistic Effects gallery opens. Select the appropriate effect to be applied.



17. Mark the option/button in the following image of the Animations tab to add sound effects to an animated object.



**Answer:**



**Explanation:**

In Microsoft PowerPoint 2010, the Custom Animation task pane has been renamed the Animation Pane. While using the Animation Pane, a user cannot add animations to objects. It is situated at the right side of the program.

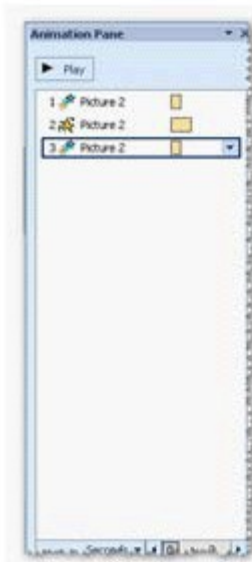
Take the following steps to apply sound effects to animated texts and objects:

1. Click on the Animations tab. In the Advanced Animation group, click the Animation Pane button.

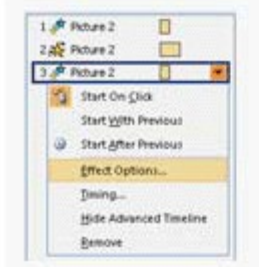




2. The Animation Pane opens on the side of the workspace pane.



3. Locate the effect to which you want to add sound.  
Click the down arrow, and then click the Effect Options option.



4. The <Effect Name> dialog box displays different options according to the type of animation selected. Click a sound from the list, and then click the OK button. To add a sound from a file, click Other Sound from the list, locate the sound file to use, and then click the Oper button.



5. The slide plays a preview of the animation with the sound added. To preview all the animation and sound applied to a slide in the Animation Pane, click the Play button.



18. Which of the following options is used to change the height and width of a table in proportion to one another?

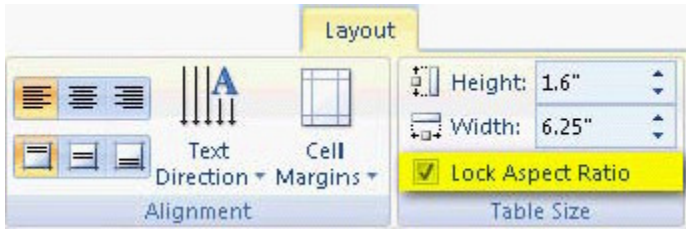
- A. Header row
- B. Cell margins
- C. Merge cells
- D. Lock aspect ratio

**Answer: D**

**Explanation:**

The lock aspect ratio of a table is used to maintain the same ratio between the height and width of the table while resizing it.

To maintain the aspect ratio, select the Lock Aspect Ratio check box that is located in the Table Size group on the Layout tab, as shown in the image given below:



**Answer** option C is incorrect. The Merge cells option is used to merge the selected cells into one cell.

**Answer** option B is incorrect. The Cell margins option is used to specify the margins for the selected cells.

**Answer** option A is incorrect. The Header row option is used to apply special formatting on the first column of the table.

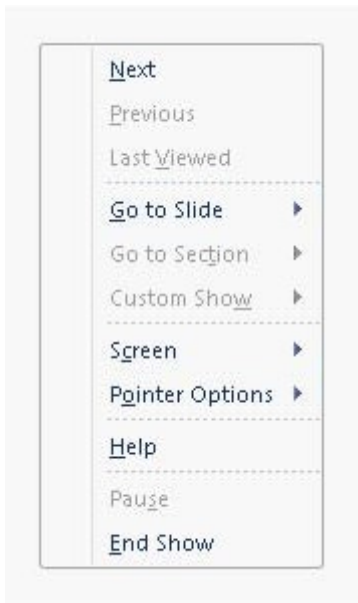
19. You work as an Office Assistant for Company Inc.

You are delivering your presentation and you have added some annotations to the slides as shown below:

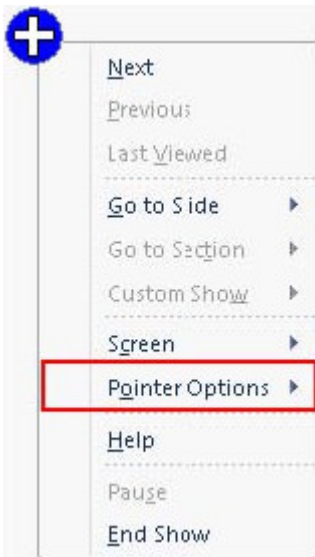
**Slab Size**

	Height(mm)	Width(mm)	Weight(Ton)	Length(m)	Temperature(°C)
Slab Size	230.00	900.00	10.93	6.72	1050.00
Bar Size	26.00	820.00	10.93	65.22	1050.00
Slab Size	234.26	916.68	10.93	6.84	1250.00
Bar Size	26.48	835.20	10.93	66.43	1250.00

Now you want to remove all the annotations from the slide. For this, you click on the slide and the shortcut menu appears. Mark the option in the shortcut menu that you will use to remove the annotations.



**Answer:**

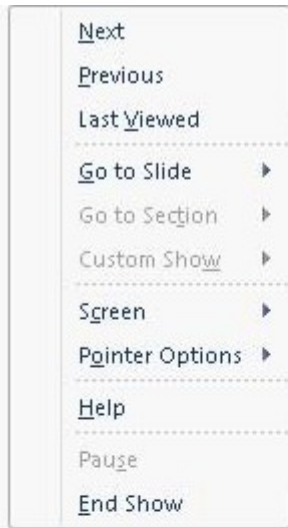


**Explanation:**

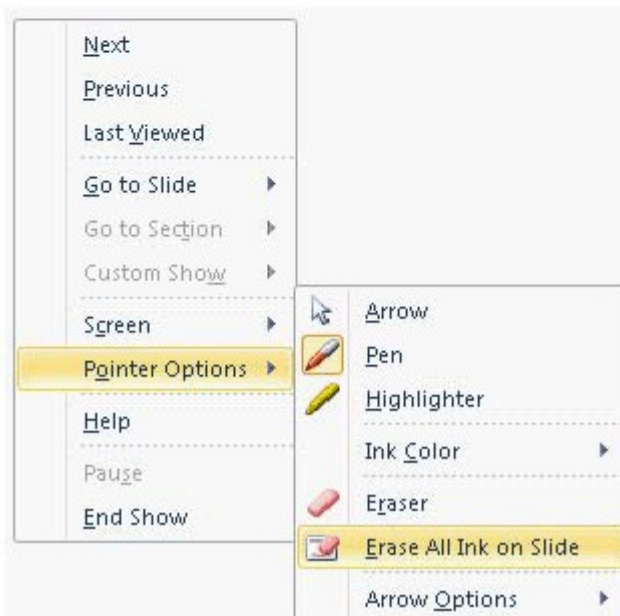
Annotations are used to write on the presentation or to add information to a slide during the slide show.

Take the following steps to remove annotations from a slide:

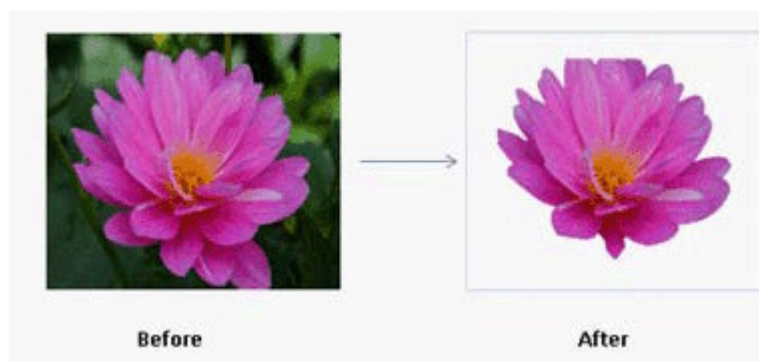
1. Press the F5 key to start a slide show.
2. Right-click on the screen and select Pointer Options.



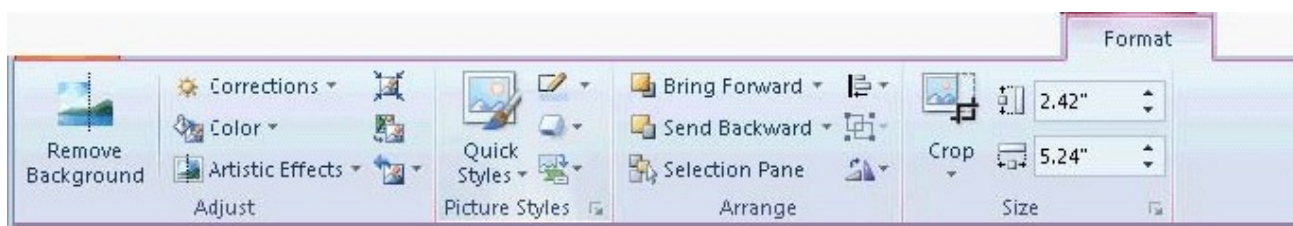
3. Select the Erase All Ink on Slide option.



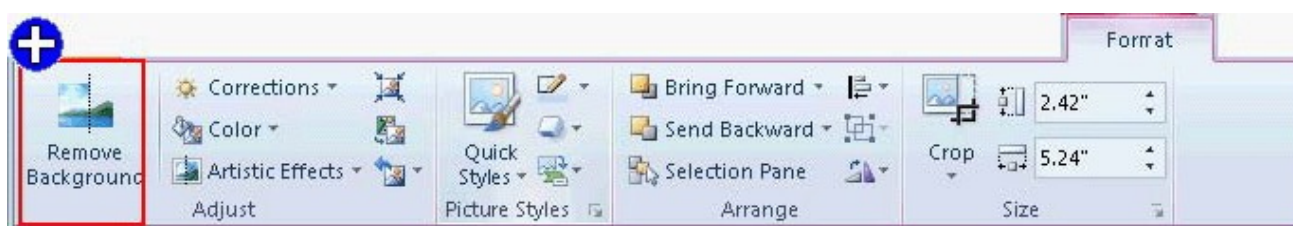
20. You work as an Office Assistant for Company Inc. You create a presentation. The presentation comprises various objects. You add an image from a file in the presentation. Now, you want to remove the unwanted portions of the image to highlight the subject of the image or to remove the distracting detail, as shown in the following image:



You have clicked the Format tab of the Picture Tools. Mark the option/button in the following image to accomplish the task.



**Answer:**



**Explanation:**

The background removal is a new feature in Word, Excel, PowerPoint, and Outlook. It is used to remove the unwanted portions of an image. It can also be used to mark the areas to keep or remove from the image. A user can remove a background from a picture to accent or highlight the subject of the picture, or to remove the distracting detail. This feature does not just select color ranges or trim to a border that a user draws.

Take the following steps to use the background removal feature:

1. Click the picture that a user wants to remove the background from.



2. Under Picture Tools, click the Format tab. In the Adjust group, click the Background Removal option.



3. Click one of the handles on the marquee lines and then drag the line, so that it contains the portion of the picture that a user wants to keep and excludes most of the areas a user wants to remove.



If necessary, do one or both of the following:

- To indicate which parts of the picture a user do not wants automatically removed, click the Mark Areas to Keep option.
- To indicate which parts of the picture a user do wants removed in addition to those automatically marked, click the Mark Areas to Remove option.

4. Click the Keep Changes option in the Close group.