**Test Bank for Illustrated Course Guide Microsoft Office 365 and PowerPoint 2016 Advanced Spiral bound Version 1st Edition Beskeen 1305878531 9781305878532**

Full link download:

Test Bank:

https://testbankpack.com/p/test-bank-for-illustrated-course-guide-microsoft-office-365-and-powerpoint-2016-advanced-spiral-bound-version-1st-edition-beskeen-1305878531-9781305878532/

Solution Manual:

https://testbankpack.com/p/solution-manual-for-illustrated-course-guide-microsoft-office-365-and-powerpoint-2016-advanced-spiral-bound-version-1st-edition-beskeen-1305878531-9781305878532/

1. Excel is integrated with PowerPoint.
    a. True
    b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

2. When you create an Excel chart in PowerPoint, you can perform advanced commands on Excel data in the worksheet window in PowerPoint.
    a. True
    b. False

| | |
|---|---|
| *ANSWER:* | False |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

3. Excel charts can be embedded or linked in PowerPoint.
    a. True
    b. False

*ANSWER:*              True

*POINTS:*                1

| | |
|---|---|
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

4. You can add trendlines and error bars to a chart.
   a. True
   b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 5/2/2016 9:01 PM |

5. A linked chart is saved as a separate file.
   a. True
   b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

6. To change PowerPoint settings, click File on the Ribbon, then click Preferences.
   a. True
   b. False

| | |
|---|---|
| *ANSWER:* | False |
| *POINTS:* | 1 |
| *REFERENCES:* | Format Chart Elements<br>PowerPoint 129 |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 9:59 PM |
| *DATE MODIFIED:* | 5/2/2016 10:01 PM |

7. The Chart Styles button allows you to show or hide axes, labels, or gridlines.
    a. True
    b. False

| | |
|---|---|
| *ANSWER:* | False |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

8. If your presentation is closed when you update a linked object, a security dialog box opens the next time you open the presentation.
    a. True
    b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 136<br>Update a Linked Excel Worksheet |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/3/2016 10:00 AM |
| *DATE MODIFIED:* | 5/3/2016 10:02 AM |

9. The Chart Styles button provides chart styles and color themes you can apply to charts.
    a. True
    b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

10. You can use a picture as a slide background for one or more slides.
    a. True
    b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart |

PowerPoint 131

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 5/2/2016 10:13 PM

*DATE MODIFIED:* 5/2/2016 10:15 PM

11. To change the chart colors, click the Change Colors button in the Chart Format group.
    a. True
    b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Change Chart Design and Style
PowerPoint 124

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 5/2/2016 9:26 PM

*DATE MODIFIED:* 5/2/2016 9:28 PM

12. Minor gridlines can also be identified by a tick mark.
    a. True
    b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Customize a Chart
PowerPoint 126

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.162 - Apply tick marks

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

13. If you animate a chart's data markers as a series, the entire data series is animated as a group.
    a. True
    b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Animate a Chart
PowerPoint 130

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.163 - Animate chart data markers

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

14. You can embed all or part of an Excel worksheet in a PowerPoint slide.

a. True
b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | Embed an Excel Chart |
| | PowerPoint 133 |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 10:36 PM |
| *DATE MODIFIED:* | 5/2/2016 10:39 PM |

15. The object you create with a source program is called the destination file.
a. True
b. False

| | |
|---|---|
| *ANSWER:* | False |
| *POINTS:* | 1 |
| *REFERENCES:* | Embed an Excel Chart |
| | PowerPoint 132 |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.164 - Insert an Excel chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

16. A linked object is stored in its source file.
a. True
b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | Link an Excel Worksheet |
| | PowerPoint 134 |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.165 - Link an Excel worksheet |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

17. When a file is linked to PowerPoint and you want to edit it in its source program, PowerPoint must be closed.
a. True
b. False

| | |
|---|---|
| *ANSWER:* | False |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 136 |
| | Update a Linked Excel Worksheet |
| *QUESTION TYPE:* | True / False |

| | |
|---|---|
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.166 - Edit and update a linked worksheet |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

18. The Change Chart Type button is in the _____ group.
    a. Type      b. Chart
    c. Style      d. Change

| | |
|---|---|
| *ANSWER:* | a |
| *POINTS:* | 1 |
| *REFERENCES:* | Change Chart Design and Style |
| | PowerPoint 124 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.167 - Change the chart type |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

19. _____ are small lines of measurement that intersect an axis and identify the categories, values, or series in a chart.
    a. Error bars      b. Trendlines
    c. Tick marks      d. Axis lines

| | |
|---|---|
| *ANSWER:* | c |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart |
| | PowerPoint 126 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.162 - Apply tick marks |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

20. Click the _____ button in the Chart Layouts group to choose a chart layout from the Layout Gallery.
    a. Chart Style      b. Chart Layout
    c. Quick Access      d. Quick Layout

| | |
|---|---|
| *ANSWER:* | d |
| *POINTS:* | 1 |
| *REFERENCES:* | Change Chart Design and Style |
| | PowerPoint 124 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.168 - Modify a chart layout |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

21. The actual value for each data series marker is called a _____.

    a. data label     b. trendline

    c. value        d. data marker

| | |
|---|---|
| *ANSWER:* | a |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart<br>PowerPoint 126 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.169 - Add data labels to data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

22. You can embed a chart using the _____ button on the Insert tab.

    a. Chart     b. Graphic

    c. Object    d. Excel

| | |
|---|---|
| *ANSWER:* | c |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Working with Charts in PowerPoint |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 9:08 PM |
| *DATE MODIFIED:* | 5/2/2016 9:11 PM |

23. A longer duration, or animation timing, slows down the the animation.

    a. True

    b. False

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart<br>PowerPoint 130 |
| *QUESTION TYPE:* | True / False |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 10:19 PM |
| *DATE MODIFIED:* | 5/2/2016 10:21 PM |

24. Major ____ identify major units on the axis and are usually identified by a tick mark.

    a. axis      b. labels

    c. borders   d. gridlines

| | |
|---|---|
| *ANSWER:* | d |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart<br>PowerPoint 126 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |

# PowerPoint Module 6: Enhancing Charts

*LEARNING OBJECTIVES:* OFFI.PARS.13.170 - Add gridlines to a chart
*DATE CREATED:*      3/1/2016 12:08 PM
*DATE MODIFIED:*    3/1/2016 12:08 PM

25. You can add tick marks in the ____ pane.
    a. Title          b. Chart Options
    c. Format Axis    d. Format Chart

*ANSWER:*           c
*POINTS:*            1
*REFERENCES:*        Customize a Chart
                        PowerPoint 126
*QUESTION TYPE:*     Multiple Choice
*HAS VARIABLES:*     False
*LEARNING OBJECTIVES:* OFFI.PARS.13.162 - Apply tick marks
*DATE CREATED:*      3/1/2016 12:08 PM
*DATE MODIFIED:*    3/1/2016 12:08 PM

26. To change the space between data series markers in the chart, ____.
    a. adjust the number in the Series Overlap text box    b. drag a data series marker left or right
    c. change the width of the data series marker outline    d. modify the data series marker formula

*ANSWER:*           a
*POINTS:*            1
*REFERENCES:*        Format Chart Elements
                        PowerPoint 128
*QUESTION TYPE:*     Multiple Choice
*HAS VARIABLES:*     False
*LEARNING OBJECTIVES:* OFFI.PARS.13.171 - Modify data markers overlap
*DATE CREATED:*      3/1/2016 12:08 PM
*DATE MODIFIED:*    3/1/2016 12:08 PM

27. When adjusting the space between data series markers, a positive number ____.
    a. moves the data markers up in the plot area    b. adds space between the data markers
    c. moves the data markers to the left in the plot area    d. overlaps the data markers

*ANSWER:*           d
*POINTS:*            1
*REFERENCES:*        Format Chart Elements
                        PowerPoint 128
*QUESTION TYPE:*     Multiple Choice
*HAS VARIABLES:*     False
*LEARNING OBJECTIVES:* OFFI.PARS.13.171 - Modify data markers overlap
*DATE CREATED:*      3/1/2016 12:08 PM
*DATE MODIFIED:*    3/1/2016 12:08 PM

28. Linear Up is a type of ____ that you can apply to data series markers.
    a. Gradient       b. Pattern

c. Trendline     d. Tick Mark

| | |
|---|---|
| *ANSWER:* | a |
| *POINTS:* | 1 |
| *REFERENCES:* | Format Chart Elements<br>PowerPoint 128 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.172 - Add gradient fill to data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

29. You can enter a value from _____ percent to 100 percent in the Series Overlap text box.
    a. -100     b. -10
    c. 0          d. 50

| | |
|---|---|
| *ANSWER:* | a |
| *POINTS:* | 1 |
| *REFERENCES:* | Format Chart Elements<br>PowerPoint 128 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.171 - Modify data markers overlap |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

30. You can animate data makers of the same color individually _____.
    a. by category     b. by chart
    c. by group          d. by series

| | |
|---|---|
| *ANSWER:* | d |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart<br>PowerPoint 130 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.163 - Animate chart data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

31. Which group in PowerPoint allows you to modify the chart title and axis labels?
    a. Arrange          b. Shape Styles
    c. Chart Styles    d. Chart Designs

| | |
|---|---|
| *ANSWER:* | b |
| *POINTS:* | 1 |
| *REFERENCES:* | Format Chart Elements<br>PowerPoint 128 |
| *QUESTION TYPE:* | Multiple Choice |

*HAS VARIABLES:*   False
*LEARNING OBJECTIVES:* OFFI.PARS.13.173 - Format chart title and axis labels
*DATE CREATED:*   3/1/2016 12:08 PM
*DATE MODIFIED:*   3/1/2016 12:08 PM

32. The program used to create an embedded object is called the _____.
  a. source program   b. embedded program
  c. destination program  d. linked program

| | |
|---|---|
| *ANSWER:* | a |
| *POINTS:* | 1 |
| *REFERENCES:* | Embed an Excel Chart |
| | PowerPoint 132 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.164 - Insert an Excel chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

33. The object you create with the source program is saved to a file called the _____.
  a. destination file  b. linked file
  c. source file   d. fixed layout file

| | |
|---|---|
| *ANSWER:* | c |
| *POINTS:* | 1 |
| *REFERENCES:* | Embed an Excel Chart |
| | PowerPoint 132 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.164 - Insert an Excel chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

34. A destination file is _____.
  a. the file that is saved by a source program when creating an embedded object
  b. another type of source file
  c. a linked object
  d. the file, such as a presentation file, where an object is embedded

| | |
|---|---|
| *ANSWER:* | d |
| *POINTS:* | 1 |
| *REFERENCES:* | Embed an Excel Chart |
| | PowerPoint 132 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.164 - Insert an Excel chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |

# PowerPoint Module 6: Enhancing Charts

*DATE MODIFIED:*   3/1/2016 12:08 PM

35. A link is a _____.
 a. connection between a source file and a destination file
 b. connection between an embedded object and a source file
 c. picture that is pasted to a slide
 d. chart created using Microsoft Graph

*ANSWER:*    a
*POINTS:*    1
*REFERENCES:*   Link an Excel Worksheet
       PowerPoint 134
*QUESTION TYPE:*  Multiple Choice
*HAS VARIABLES:*  False
*LEARNING OBJECTIVES:* OFFI.PARS.13.165 - Link an Excel worksheet
*DATE CREATED:*   3/1/2016 12:08 PM
*DATE MODIFIED:*   3/1/2016 12:08 PM

36. Which tab is used for modifying a chart?
 a. Chart Tools Design  b. Excel
 c. Excel Tools    d. Modify Chart

*ANSWER:*    a
*POINTS:*    1
*REFERENCES:*   Embed an Excel Chart
       PowerPoint 132
*QUESTION TYPE:*  Multiple Choice
*HAS VARIABLES:*  False
*LEARNING OBJECTIVES:* OFFI.PARS.13.175 - Modify an Excel chart
*DATE CREATED:*   3/1/2016 12:08 PM
*DATE MODIFIED:*   5/2/2016 10:30 PM

37. When you change the source file of a linked object, _____.
 a. the linked object becomes invalid and is removed from the slide
 b. a new linked object is created
 c. the linked object reflects the changes made
 d. access to the linked object is restricted

*ANSWER:*    c
*POINTS:*    1
*REFERENCES:*   Link an Excel Worksheet
       PowerPoint 134
*QUESTION TYPE:*  Multiple Choice
*HAS VARIABLES:*  False
*LEARNING OBJECTIVES:* OFFI.PARS.13.165 - Link an Excel worksheet
*DATE CREATED:*   3/1/2016 12:08 PM
*DATE MODIFIED:*   3/1/2016 12:08 PM

38. To format a linked Excel worksheet, right-click it and then click _____.
    a. Format Object               b. Format Painter
    c. Format Linked Object     d. Format

*ANSWER:*                 a

*POINTS:*                 1

*REFERENCES:*          Link an Excel Worksheet
                        PowerPoint 134

*QUESTION TYPE:*       Multiple Choice

*HAS VARIABLES:*       False

*LEARNING OBJECTIVES:*  OFFI.PARS.13.176 - Format a linked worksheet

*DATE CREATED:*        3/1/2016 12:08 PM

*DATE MODIFIED:*       3/1/2016 12:08 PM


39. The _____ function key repeats the last formatting action.
    a. F2     b. F3
    c. F4     d. F5

*ANSWER:*             c

*POINTS:*             1

*REFERENCES:*      Customize a Chart
                    PowerPoint 126

*QUESTION TYPE:*  Multiple Choice

*HAS VARIABLES:*  False

*DATE CREATED:*    5/2/2016 9:41 PM

*DATE MODIFIED:*  5/2/2016 9:43 PM


40. To edit or change a linked object, _____.
    a. click the object, then click the Link button on the Home tab
    b. double-click the source program
    c. open the linked object's source file
    d. open the Links dialog box

*ANSWER:*                 c

*POINTS:*                 1

*REFERENCES:*          PowerPoint 136
                        Update a Linked Excel Worksheet

*QUESTION TYPE:*       Multiple Choice

*HAS VARIABLES:*       False

*LEARNING OBJECTIVES:*  OFFI.PARS.13.166 - Edit and update a linked worksheet

*DATE CREATED:*        3/1/2016 12:08 PM

*DATE MODIFIED:*       3/1/2016 12:08 PM


41. To duplicate a slide, press _____ in the Slides tab.
    a. [Ctrl][D]     b. [Ctrl][H]
    c. [Ctrl][G]     d. [Ctrl][R]

*ANSWER:*               a

*POINTS:*              1

| | | |
|---|---|---|
| *REFERENCES:* | Embed an Excel Chart PowerPoint 132 | |
| *QUESTION TYPE:* | Multiple Choice | |
| *HAS VARIABLES:* | False | |
| *DATE CREATED:* | 5/2/2016 10:33 PM | |
| *DATE MODIFIED:* | 5/2/2016 10:36 PM | |

42. The following statement is not true about linked objects: _____.

 a. Your PowerPoint presentation must be open to update a linked object.

 b. You must have access to the linked object's source file.

 c. You must have access to the linked object's source program.

 d. You can open a linked object by double-clicking it.

| | |
|---|---|
| *ANSWER:* | a |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 136 Update a Linked Excel Worksheet |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.166 - Edit and update a linked worksheet |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

**Case-Based Critical Thinking Question**

Julie is working on a financial presentation that involves a number of complex charts. She wants her charts to be clear and easy to read. She also wants to use some of PowerPoint's advanced charting features.

43. What would Julie add to her chart to make sure her categories are clearly identified on the category axis?

 a. Trendlines      b. Tick marks

 c. Error bars      d. Up bars

| | |
|---|---|
| *ANSWER:* | b |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart PowerPoint 126 |
| *QUESTION TYPE:* | Multiple Choice |
| *HAS VARIABLES:* | False |
| *PREFACE NAME:* | Case 6-1 |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.162 - Apply tick marks |
| *TOPICS:* | Critical Thinking |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

44. What could Julie add to her chart that would predict future developments?

 a. Trendlines      b. Tick marks

 c. Error bars      d. Up bars

| | |
|---|---|
| *ANSWER:* | a |

PowerPoint Module 6: Enhancing Charts

*REFERENCES:*          PowerPoint 122
                      Work with Charts in PowerPoint
*QUESTION TYPE:*       Multiple Choice
*HAS VARIABLES:*       False
*PREFACE NAME:*        Case 6-1
*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts
*TOPICS:*              Critical Thinking
*DATE CREATED:*        3/1/2016 12:08 PM
*DATE MODIFIED:*       3/1/2016 12:08 PM

45. What could Julie add to her chart that would identify potential inaccuracies in data?
    a. Trendlines    b. Tick marks

    c. Error bars    d. Up bars

*ANSWER:*              c
*POINTS:*              1
*REFERENCES:*          PowerPoint 122
                      Work with Charts in PowerPoint
*QUESTION TYPE:*       Multiple Choice
*HAS VARIABLES:*       False
*PREFACE NAME:*        Case 6-1
*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts
*DATE CREATED:*        3/1/2016 12:08 PM
*DATE MODIFIED:*       3/1/2016 12:08 PM

46. You can create custom theme colors by clicking the Colors button in the _____ group.
    a. Background    b. Master Layout

    c. Edit Master    d. Edit Themes

*ANSWER:*          a
*POINTS:*          1
*REFERENCES:*      Link an Excel Worksheet
                  PowerPoint 134
*QUESTION TYPE:*   Multiple Choice
*HAS VARIABLES:*   False
*DATE CREATED:*    5/3/2016 9:55 AM
*DATE MODIFIED:*   5/3/2016 9:59 AM

47. You can animate ____ in a chart.
    a. data markers    b. gridlines

    c. the legend    d. the entire chart

*ANSWER:*              a, d
*POINTS:*              1
*REFERENCES:*          Animate a Chart
                      PowerPoint 130
*QUESTION TYPE:*       Multiple Response

| | |
|---|---|
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.163 - Animate chart data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 5/2/2016 10:08 PM |

48. Data marker animation options for a chart include _____.
    a. compound animation by series and category
    b. individual data markers by series
    c. all data markers
    d. individual data markers by category

| | |
|---|---|
| *ANSWER:* | b, d |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart<br>PowerPoint 130 |
| *QUESTION TYPE:* | Multiple Response |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.163 - Animate chart data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

49. A(n) _____ is a graphical representation of an upward or downward trend in a data series, also used to predict future trends.

| | |
|---|---|
| *ANSWER:* | trendline |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

50. _____ identify potential error amounts relative to each data marker in a data series.

| | |
|---|---|
| *ANSWER:* | Error bars |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.161 - Explain PowerPoint charts |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

51. You can change the color and effects of chart elements by applying one of the _____ in the Chart Styles gallery.

| | |
|---|---|
| *ANSWER:* | styles |
| *POINTS:* | 1 |
| *REFERENCES:* | Change Chart Design and Style<br>PowerPoint 124 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.168 - Modify a chart layout |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

52. Major_____ identify major units on the axis and are usually identified by tick marks.

| | |
|---|---|
| *ANSWER:* | gridlines |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart<br>PowerPoint 126 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.170 - Add gridlines to a chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

53. _____gridlines identify minor units on the axis and are usually identified by tick marks.

| | |
|---|---|
| *ANSWER:* | Minor |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart<br>PowerPoint 126 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.170 - Add gridlines to a chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

54. Animating data markers individually by _____ displays the data markers of each category in the chart.

| | |
|---|---|
| *ANSWER:* | category |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart<br>PowerPoint 130 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.163 - Animate chart data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

55. The _____ task pane helps you find information on a selected word or phrase.

| | |
|---|---|
| *ANSWER:* | Insights |
| | insights |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart |
| | PowerPoint 127 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 9:44 PM |
| *DATE MODIFIED:* | 5/2/2016 9:46 PM |

56. The Chart _____ button allows you to show or hide specific data in a chart, such as a data series or category.

| | |
|---|---|
| *ANSWER:* | Filters |
| | filters |
| *POINTS:* | 1 |
| *REFERENCES:* | PowerPoint 122 |
| | Work with Charts in PowerPoint |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 9:17 PM |
| *DATE MODIFIED:* | 5/2/2016 9:19 PM |

57. To insert a picture as a slide background, use the _____ Background button in the Customize group.

| | |
|---|---|
| *ANSWER:* | Format |
| | format |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart |
| | PowerPoint 131 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/2/2016 10:16 PM |
| *DATE MODIFIED:* | 5/2/2016 10:18 PM |

58. Animating data markers individually by _____ displays the data markers of each series.

| | |
|---|---|
| *ANSWER:* | series |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart |
| | PowerPoint 130 |
| *QUESTION TYPE:* | Completion |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.163 - Animate chart data markers |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

59. Describe in detail your understanding of embedded and linked charts. Discuss their differences and similarities and

properly define the terms "source file," "destination file," and "source program."

| | |
|---|---|
| *ANSWER:* | An embedded chart is an object that is created in a <u>source program</u>, such as Excel, and then inserted to a PowerPoint slide, known as the <u>destination file</u>. An embedded chart becomes a part of the destination file and can be edited in its source program by double-clicking the object. An embedded Excel chart's data is actually stored in an Excel worksheet that is included with the PowerPoint file. |
| | A linked chart is also created in another program, or <u>source program</u>, and is saved in another file known as a <u>source file</u>. A linked chart is not saved in the destination file. A representation or picture of the linked chart is inserted into the <u>destination file</u> instead of the actual chart. A linked chart can be double-clicked to edit it in its source program. |
| *POINTS:* | 1 |
| *REFERENCES:* | Embed an Excel Chart<br>PowerPoint 122<br>PowerPoint 132<br>Work with Charts in PowerPoint |
| *QUESTION TYPE:* | Essay |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.164 - Insert an Excel chart |
| *TOPICS:* | Critical Thinking |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

60. Explain how a chart is animated. Be sure to describe which parts of the chart can be animated and how the animation works.

| | |
|---|---|
| *ANSWER:* | A chart can be animated as one object, or you can animate the data markers. If the chart is animated as a whole, the entire chart, including the chart background, animate together. If the data markers are animated individually, there are two available choices: by series and by category. |
| | The by series option allows the data markers by each series to be animated. The data markers can be animated individually or as a group. |
| | The by category option allows the data markers by each category to be animated. The data markers can be animated individually or as a group. |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart<br>PowerPoint 130 |
| *QUESTION TYPE:* | Essay |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.163 - Animate chart data markers |
| *TOPICS:* | Critical Thinking |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

61. Paste <u>Format</u> is used to paste text or objects into PowerPoint using a specific format._____

| | |
|---|---|
| *ANSWER:* | False - Special, special |
| *POINTS:* | 1 |

*QUESTION TYPE:*  Modified True / False

*HAS VARIABLES:*  False

*DATE CREATED:*   5/2/2016 9:12 PM

*DATE MODIFIED:*  5/2/2016 9:14 PM

62. <u>Minor</u> gridlines are darker in color than other gridlines. _____

| | |
|---|---|
| *ANSWER:* | False - Major |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart
PowerPoint 126 |
| *QUESTION TYPE:* | Modified True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.170 - Add gridlines to a chart |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

63. You should <u>link</u> objects when you want to update the object manually while working in PowerPoint.

_____

| | |
|---|---|
| *ANSWER:* | False - embed |
| *POINTS:* | 1 |
| *REFERENCES:* | Link and Excel Worksheet
PowerPoint 135 |
| *QUESTION TYPE:* | Modified True / False |
| *HAS VARIABLES:* | False |
| *DATE CREATED:* | 5/3/2016 10:03 AM |
| *DATE MODIFIED:* | 5/3/2016 10:05 AM |

64. <u>Exit</u> animation effects cause an object to leave the slide. _____

| | |
|---|---|
| *ANSWER:* | True |
| *POINTS:* | 1 |
| *REFERENCES:* | Animate a Chart
PowerPoint 130 |
| *QUESTION TYPE:* | Modified True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | OFFI.PARS.13.174 - Set animation effects |
| *DATE CREATED:* | 3/1/2016 12:08 PM |
| *DATE MODIFIED:* | 3/1/2016 12:08 PM |

65. The information that appears in the Insights task pane is generated by the <u>Google</u> search engine.

_____

| | |
|---|---|
| *ANSWER:* | False - Bing, bing |
| *POINTS:* | 1 |
| *REFERENCES:* | Customize a Chart
PowerPoint 127 |

66. The object you create with a source program is saved in a <u>destination</u> file. _____

67. A <u>linked</u> object is stored in its source file, not on a presentation slide such as embedded objects. _____

*Match each term with its correct description.*
a. Major gridlines
b. Exit animation effect
c. Wipe
d. Trendline
e. Error bars
f. Tick Lines
g. Destination
h. Link

Work with Charts in PowerPoint

*QUESTION TYPE:*  Matching

*HAS VARIABLES:*  False

*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts

        OFFI.PARS.13.162 - Apply tick marks

        OFFI.PARS.13.163 - Animate chart data markers

        OFFI.PARS.13.164 - Insert an Excel chart

        OFFI.PARS.13.165 - Link an Excel worksheet

        OFFI.PARS.13.170 - Add gridlines to a chart

*DATE CREATED:*  3/1/2016 12:08 PM

*DATE MODIFIED:*  3/1/2016 12:08 PM

68. Identifies minor units on the axis of a chart

*ANSWER:* d

*POINTS:*  1


69. Program that linked or embedded file ultimately appears in

*ANSWER:* g

*POINTS:*  1


70. Connection between the source file and the destination file

*ANSWER:* h

*POINTS:*  1


71. Can be major or minor

*ANSWER:* f

*POINTS:*  1


72. Type of animation

*ANSWER:* c

*POINTS:*  1


73. Causes an object to leave the slide during a slide show

*ANSWER:* b

*POINTS:*  1


74. Identify potential error amounts relative to each data marker in a data series

*ANSWER:* e

*POINTS:*  1


75. Identifies major units on the axis of a chart

*ANSWER:* a

*POINTS:*  1