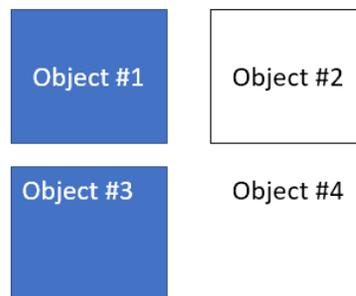


PowerPoint Pro

– Certification Quiz Questions

Module 1 – Core Commands and Shortcuts

1. You have just opened a new PowerPoint file, and you've installed the QAT and macro package in this course. What is the **FASTEST** way to duplicate Slide #1, which is currently blank, 3 times and then jump to this first slide?
 - a. Ctrl + Shift + D, F4, F4, and then Home.
 - b. Ctrl + Shift + D three times and then Home.
 - c. Click on the slide pane and press Ctrl + D, F4, F4, and Home.
 - d. Alt, H, I to insert a new slide, select its layout, and then F4, F4, and Home.
2. You are still working on Slide #1 of this new presentation, and you've just inserted some Shapes and Textboxes, shown in the screenshot below:

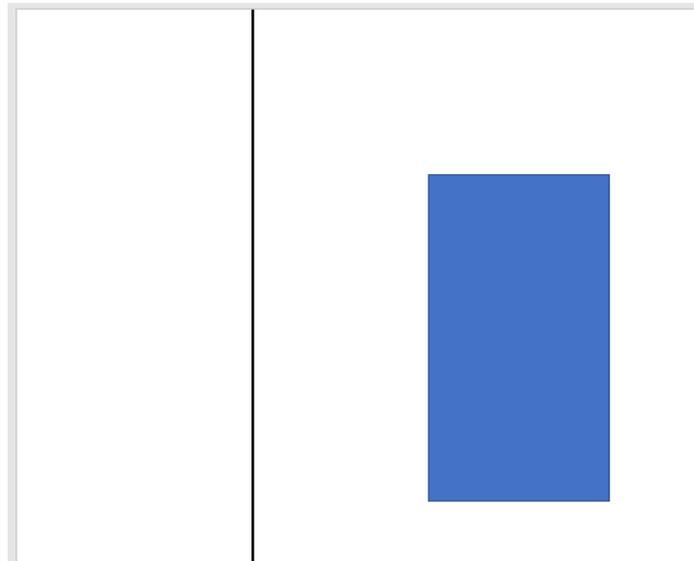


Which of these objects is **MOST LIKELY** to be a default “Shape” and not a default Textbox or a Shape with formatting modifications?

- a. Object #1.
- b. Object #2.

- c. Object #3.
- d. Object #4.

3. You've now inserted a vertical line and a rectangle on your slide, as shown below:



What is the BEST way to turn the rectangle into a square and then left-align it to the vertical line?

- a. Use the Shift + Drag Diagonal shortcut to resize the rectangle, use Shift + Left Click to select the square and the line, and then use Alt, 1, L to left-align the square.
- b. Drag the rectangle's diagonal corner until you've changed it into a square, use Shift + Left Click to select the square and the line, and then use Alt, 1, L to left-align the square.
- c. Click the rectangle and use the Alt, JD shortcut to set the same height and width, use Shift + Left Click to select the square and the line, and then use Alt, 1, L to left-align the square.
- d. Click the rectangle and use the Alt, JD, E shortcut to make it a perfect square by changing the shape type, use Shift + Left Click to select the square and the line, and then use Alt, 1, L to left-align the square.

4. You are editing a slide in an existing presentation, and you're trying to fix the alignment of the left-hand side. You want all the blue boxes on the left, as shown below, to align their left edges to the left edges of the "Project Jaguar" and "Goldman Stanley" text:



You've selected all the blue boxes and both textboxes and used the Alt, 1, L shortcut, but the blue boxes are not left-aligning the way you want. Which of the following are the MOST LIKELY potential problems?

(This question has multiple correct answers. To earn this point, you must select the **CORRECT** answers and **NO INCORRECT** answers.)

- a. The blue boxes are not “encompassed” within the Goldman Stanley logo, so this alignment will not work correctly; you must resize the boxes.
 - b. You might have selected “Align to Slide” rather than “Align to Selected Objects” before pressing Alt, 1, L.
 - c. You need to move the blue boxes to the right so that the left edge of each box is to the **RIGHT** of the left edges of the Goldman Stanley and Project Jaguar text.
 - d. You must distribute the blue boxes to ensure the same vertical spacing between them before aligning them to the left.
5. Consider the “Before” and “After” screenshots below, which show changes in the “Market Update and Summary” shape at the top of the slide:

BEFORE:

The screenshot shows a slide with a blue header bar containing the text 'MARKET UPDATE AND SUMMARY'. Below the header, the text 'Executive Summary' is displayed, followed by the sentence 'Jaguar Could Achieve a Positive Outcome for Shareholders with the Right Process'. At the bottom of the slide, there is a blue callout box with a white arrow pointing to the left, containing the text 'Jaguar is Significantly Undervalued at Its Current Share Price'. Below this callout box, there are two bullet points: 'Over the past year, Jaguar’s share price has ranged between \$131.51 and \$186.42, recently falling by 25% after its Q2 earnings announcement' and 'The Comparable Public Companies, Precedent Transactions, and a Discounted Cash Flow (DCF) analysis based on management numbers point to a company undervalued by at least 30%'.

MARKET UPDATE AND SUMMARY

Executive Summary

Jaguar Could Achieve a Positive Outcome for Shareholders with the Right Process

Jaguar is Significantly Undervalued at Its Current Share Price

- Over the past year, Jaguar’s share price has ranged between \$131.51 and \$186.42, recently falling by 25% after its Q2 earnings announcement
- The Comparable Public Companies, Precedent Transactions, and a Discounted Cash Flow (DCF) analysis based on management numbers point to a company undervalued by at least 30%

AFTER:

MARKET UPDATE AND SUMMARY

Executive Summary

Jaguar Could Achieve a Positive Outcome for Shareholders with the Right Process

Jaguar is Significantly Undervalued at Its Current Share Price

- Over the past year, Jaguar's share price has ranged between \$131.51 and \$186.42, recently falling by 25% after its Q2 earnings announcement
- The Comparable Public Companies, Precedent Transactions, and a Discounted Cash Flow (DCF) analysis based on management numbers point to a company undervalued by at least 30%

Which of the following keyboard shortcut sequences is the BEST way to make the "Market Update and Summary" shape in the "Before" version look more like the "After" version?

You do not need an exact match, just something close to it.

- Use Alt, JD to change the shape's height and width manually, and then use Ctrl + Shift + C / Ctrl + Shift + V to copy and paste in the correct formats from the other shapes.
 - Drag the diagonal corner to change the height, use Alt, 4 to remove the border, use Alt, 3 to change the fill color, and press Ctrl + L to left-align the text.
 - Delete the shape, use Ctrl + Shift + Drag to duplicate the "Jaguar is Significantly Undervalued" shape and move it up, and then use Alt, 4 to remove the border, Alt, 3 to change the fill color, and Ctrl + L to left-align the text, and re-type the "Market Update and Summary" text.
 - All these methods are equally valid and efficient.
6. Consider the section of the slide shown below, in which the second bullet of the paragraph is **INCORRECTLY in bold with the wrong font size.**

Its bullet style also does not match the first one, and the entire paragraph incorrectly has a black border around it:

▶ **Jaguar is Significantly Undervalued at Its Current Share Price**

- Over the past year, Jaguar’s share price has ranged between \$131.51 and \$186.42, recently falling by 25% after its Q2 earnings announcement
- **The Comparable Public Companies, Precedent Transactions, and a Discounted Cash Flow (DCF) analysis based on management numbers point to a company undervalued by at least 30%**

You try to fix these problems by using the Ctrl + Shift + C and Ctrl + Shift + V shortcuts *on this same paragraph,* so you copy the formatting FROM this textbox TO this textbox.

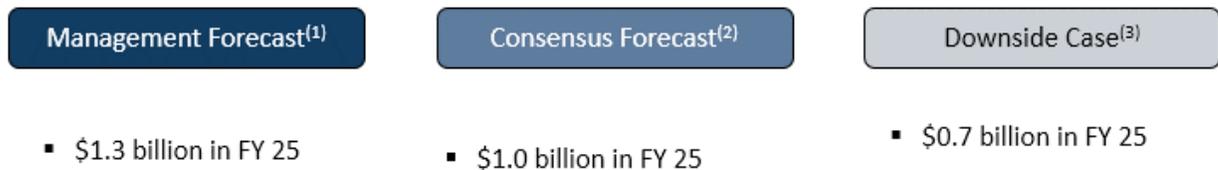
Will this trick fix all the formatting problems? Why or why not?

- a. Yes, because Ctrl + Shift + C and Ctrl + Shift + V copy and paste the formatting of only *the first line of text* in the shape or textbox and apply it to everything else in the shape or textbox.
 - b. No, because you’ll also need to change the “Resize Shape to Fit Text” settings in the internal margins area of the Alt, 5 dialog box.
 - c. No, because Ctrl + Shift + C and Ctrl + Shift + V copy and paste font styles, fills, and borders, but not bullet styles.
 - d. It will fix some, but not all, of the problems because the black border around the paragraph will still be there.
7. You want to use Default Shapes to speed up the process of inserting new shapes, textboxes, and lines in your presentation. Which of the following qualities in your presentation would make Default Shapes LESS useful?

(This question has multiple correct answers. To earn this point, you must select the CORRECT answers and NO INCORRECT answers.)

- a. You frequently mix and match shapes and textboxes with different styles, such as textboxes that appear more like shapes or shapes that lack borders and fills, making them look more like textboxes.
- b. Your slides contain many duplicate layouts, such as 3-column slides that compare the assumptions used in different versions of a financial model.
- c. There's little consistency between the shape formats on different slides, with many different fill and font colors and border styles.
- d. The paragraphs of text in your shapes and textboxes are heavily stylized such that each bullet or new line uses a different font size or bold/italic/underline style.
- e. Many of your slides contain "table-like" arrangements of shapes, such as multiple rows and columns to describe the valuation methodologies, but not actual tables.

8. Consider the image below, which shows the top part of a slide you are trying to fix:



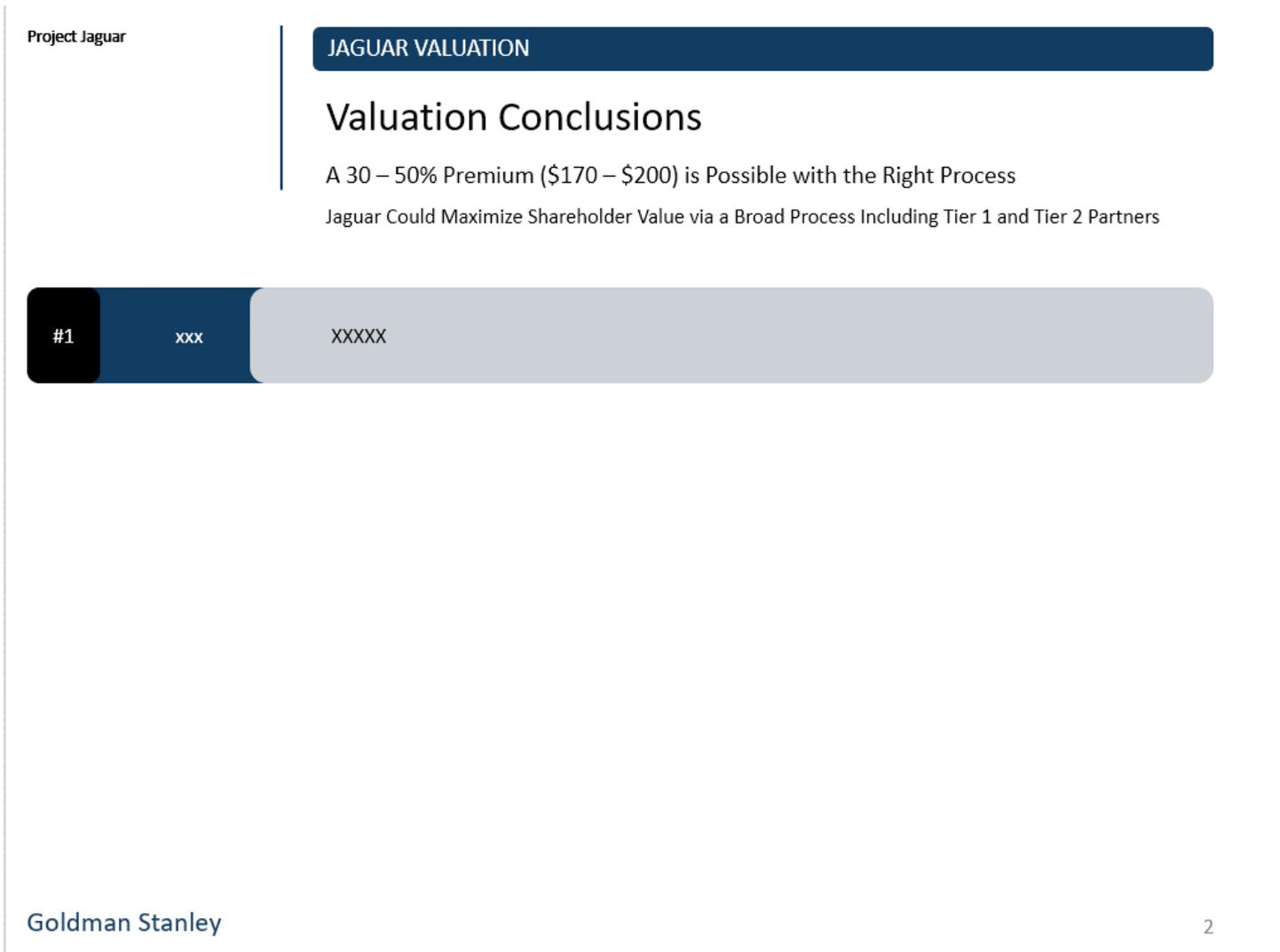
You've already left-aligned each textbox to the left edge of the shape above it, and you've top-aligned all the textboxes to each other.

According to PowerPoint, everything is aligned properly, but these textboxes still look misaligned. What is the MOST LIKELY problem?

- a. The internal margins for the textboxes are inconsistent.
- b. The internal margins for both the textboxes and the shapes are inconsistent.
- c. In addition to the alignment commands, you must distribute the textboxes horizontally and the shapes and textboxes vertically.

- d. You accidentally selected “Align to Slide” rather than “Align Selected Objects” when entering the alignment commands.

9. You are working on a “Valuation Conclusions” slide for a client, as shown below:

The image shows a presentation slide for 'Project Jaguar'. The slide has a dark blue header bar with the text 'JAGUAR VALUATION' in white. Below the header, the main title 'Valuation Conclusions' is displayed in a large, dark font. Underneath the title, there are two lines of text: 'A 30 – 50% Premium (\$170 – \$200) is Possible with the Right Process' and 'Jaguar Could Maximize Shareholder Value via a Broad Process Including Tier 1 and Tier 2 Partners'. At the bottom of the slide, there is a horizontal bar with three segments: a black segment on the left containing '#1', a dark blue segment in the middle containing 'xxx', and a light grey segment on the right containing 'XXXXX'. The slide is set against a white background with a thin grey border. In the bottom left corner of the slide area, the text 'Goldman Stanley' is visible, and in the bottom right corner, the number '2' is displayed.

There are some issues with this slide because the blue shape on the right should be an arrow, but the right edge is hidden under the grey shape; also, the right part of the black shape on the left should be “under” the blue shape.

Which of the following shortcut/command sequences is the BEST way to fix these issues, duplicate the entire “compound shape” 3 times, and distribute these 4 compound shapes appropriately on the slide?

- a. Select the black shape, press Alt, 6, K, select the blue shape, press Alt, 6, R, select all 3 shapes, press Ctrl + G, and then press Ctrl + Shift + Drag 3 times to create the duplicates; select these 4 compound shapes and the text at the top and bottom and press Alt, 1, V.
- b. Select the black shape, press Alt, 6, R, select the blue shape, press Alt, 6, K, select all 3 shapes, press Ctrl + G, and then press Ctrl + Shift + D 3 times to create the duplicates; select these 4 compound shapes and the text at the top and bottom and press Alt, 1, V.
- c. Select the black shape, press Alt, 6, R, select the blue shape, press Alt, 6, R, select all 3 shapes, press Ctrl + G, and then press Ctrl + Shift + D 3 times to create the duplicates; select these 4 compound shapes and press Alt, 1, V.
- d. Select the grey shape, press Alt, 6, K, select the black shape, press Alt, 6, K, select all 3 shapes, and press Ctrl + Shift + Drag 3 times to create the duplicates; select these 4 compound shapes and the text at the top and bottom and press Alt, 1, V.

10. You are dragging around shapes on an “Executive Summary” slide to make a few final alignment and distribution changes. Your current slide is shown below:

Project Jaguar

MARKET UPDATE AND SUMMARY

Executive Summary

Jaguar Could Achieve a Positive Outcome for Shareholders with the Right Strategy

Current Valuation

Jaguar is Significantly Undervalued at Its Current Share Price

- Over the past year, Jaguar's share price has ranged between \$131.51 and \$186.425% after its Q2 earnings announcement
- The Comparable Public Companies, Precedent Transactions, and a Discounted Cash flow analysis based on management numbers point to a company undervalued by at least 25%

Why is this slide setup NOT ideal for making these final “precision” adjustments?

(This question has multiple correct answers. To earn this point, you must select the CORRECT answers and NO INCORRECT answers.)

- Drawing Guides are more useful than the Grid in this case due to the irregular spacing of the shapes, but the Drawing Guides are either not set up or not visible.
- The Grid spacing is too wide to be useful here; it should be much finer so that the “grid dots” are less visible.
- It seems like there are no orange or red Drawing Guides from the Slide Master view, and they would be more helpful than the standard black/grey Guides.
- It seems like the “Smart Guides” option in the Grid menu is not enabled, but it would be extremely helpful for this task.

11. You are working on a “Product Pipeline” slide for a client, and you need to fix the table layout below so that the green checkmarks and red “X” symbols are centered within each table cell (both horizontally and vertically):

Overview of Jaguar's Product Pipeline

Approval Statuses Based on Latest Investor Presentation⁽¹⁾

Product	Pre-Clinical	Phase 1	Phase 2	Phase 3	Approved	Included in Valuation	
JZP-458 (Rylaze)	FDA Approval on June 30, 2021					█	✓
Zepzelca (1L SCLC)	Phase 3 Trial Planned			█			✓
Vyxeos (AML or HR-MDS)	Cooperative Group Study Planned			█			✓
Epidiolex (EMAS)	Phase 3 Trial Planned			█			✓
JZP-385 (Tremor)	Phase 3 Trial Planned			█			✓
JZP-150 (PTSD)	Phase 3 Trial Planned			█			✓
JZP-324 (Oxybate)	█	█					✗
JZP-341 (Hematological)	█						✗

Goldman Stanley

(1) Source: Management. █ Oncology █ Cannabinoids █ Neuroscience

2

What is the BEST/EASIEST way to do this, considering all the tools and techniques taught in this course?

- Insert "Ninja Lines" along each row border in the table and along the vertical borders of the last column, and then distribute each checkmark and "X" vertically and horizontally between its matching Ninja Lines.
- Insert Drawing Guides in the same places as in the answer choice above but use the "Distribute Vertically Between Guides" and "Distribute Horizontally Between Guides" macros for each checkmark and "X."
- Select all these checkmark and "X" shapes, center them, and then distribute them vertically over the last column by adding the table to the selection and using the "Distribute Across Taller Shape" macro.
- Select the table and all the checkmark and "X" shapes and use the "Distribute Shapes in Table" macro.