

PowerPoint Pro – Certification Quiz Questions

Module 2 – Text and Tables

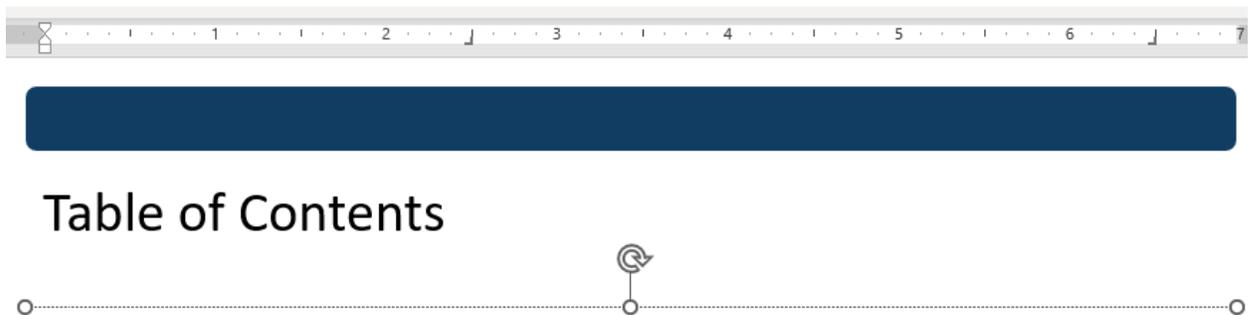
1. You are working to fix a poorly formatted slide in a client presentation, and you want to start by fixing all the text in the “Jaguar is Significantly Undervalued” grey shape shown below:

The screenshot shows a PowerPoint slide titled "Project Jaguar". The slide is divided into three main sections, each with a dark blue header bar and a light grey content area. The first section is "Market Update And Summary" with the sub-header "Executive Summary" and the text "Jaguar Could Achieve a Positive Outcome for Shareholders with the Right Process". The second section is "Current Valuation" with the text "Jaguar is Significantly Undervalued^{at Its Current Share Price}". Below this text are two bullet points: "Over the past year, Jaguar's share price has ranged \$131.51 and \$186.42, recently falling by 25% after 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 by at least 30%". The third section is "Strategic Alternatives" with the text "Equity / Debt Issuances and Add-On Acquisitions Are Not Ideal".

What is the most EFFICIENT sequence of keyboard shortcuts and commands for fixing all the formatting problems in this shape?

- a. Select the shape, select all the text with the mouse, press Alt, H, FF, and select “Calibri” for the font face and then Ctrl + B to bold everything; use the Ctrl + Arrows and Shift + Ctrl + Arrows shortcuts to jump to the superscript text at the end and press Ctrl + Shift + + to remove the superscript.
- b. Select the shape, press Alt, H, FF, select “Calibri” for the font face, press Ctrl + B to bold all the text, and then click into the shape, select the part at the end using the mouse, and press Ctrl + Shift + + to remove the superscript.

- c. Select the other grey shape below this one, press Ctrl + Shift + C to copy its formatting, and then select the original shape and press Ctrl + Shift + V to copy in this correct formatting.
 - d. Select the shape, select all the text with the mouse, press Alt, H, FF, and select "Calibri" for the font face and then Ctrl + B to bold everything; use the Ctrl + Arrows and Shift + Ctrl + Arrows shortcuts to jump to the superscript text at the end and press Ctrl + Shift + – to remove the superscript.
2. You are working on a "Table of Contents" slide in a client presentation. You want a slide where the first text field in the main area (for the Section Number) is left-aligned at the 0" mark on the ruler, there's a 2.5" (6.4 cm) tab stop in between this field and the next text field for the Slide Title, and the Slide Number on the right edge of the text is right-aligned at the 7" (17.8 cm) mark. Your work so far is shown below:



Why will the tab stops shown in this ruler above NOT work correctly?

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

- a. The first tab stop is for a right alignment, but it should be for a left alignment since the Slide Title in the second text field could be quite long.
- b. This tab stop setup won't work because it's unclear if you've selected all the text within the textbox or the textbox itself; it only works when you select the entire textbox.

- c. The final tab stop is not at the 7" (17.8 cm) mark, so the Slide Numbers will not right-align with the right edge of the text.
- d. There's no tab stop for the Section Number in the beginning at the 0" mark.

3. What are the BEST use cases for tables in PowerPoint? In other words, in which of the following slide types would tables be MORE USEFUL or EASIER to use than shape-based layouts, images, or Excel paste-ins?

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

- a. A slide that compares a company's revenue or EBITDA growth over 5-10 years across different cases or scenarios.
- b. A slide that explains the assumptions in a financial model, such as units sold * average price, in different cases.
- c. A "corporate hierarchy" slide shows the relationships between a parent company and its subsidiaries.
- d. A valuation summary slide that shows the implied ranges for different methodologies or explains the purpose of these methodologies.
- e. A slide that summarizes your valuation or makes an overall deal recommendation to a client.
- f. A slide that presents potential acquirers and their key financial attributes and acquisition histories to a potential client.

4. You're working on a "Product Pipeline" slide for a client, and you want to fix the "bars" for the clinical trial and FDA approval time frames shown below:

Project Jaguar

REVIEW OF JAGUAR MANAGEMENT FORECASTS

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

1

What is the BEST way to fix these bars so they’re aligned and distributed correctly over multiple cells?

- Use the “Distribute and Fit Shapes to Table” macro.
- Insert the shapes directly into the table cells and use the “Distribute Rows” and “Distribute Columns” commands to make them span the correct cell ranges.
- Set up a Grid where the spacing matches the lengths of these bars and snap the bars into place using the Smart Guides.
- Insert multiple Ninja Lines and manually align and distribute each bar using the built-in PowerPoint commands.