

PowerPoint Pro

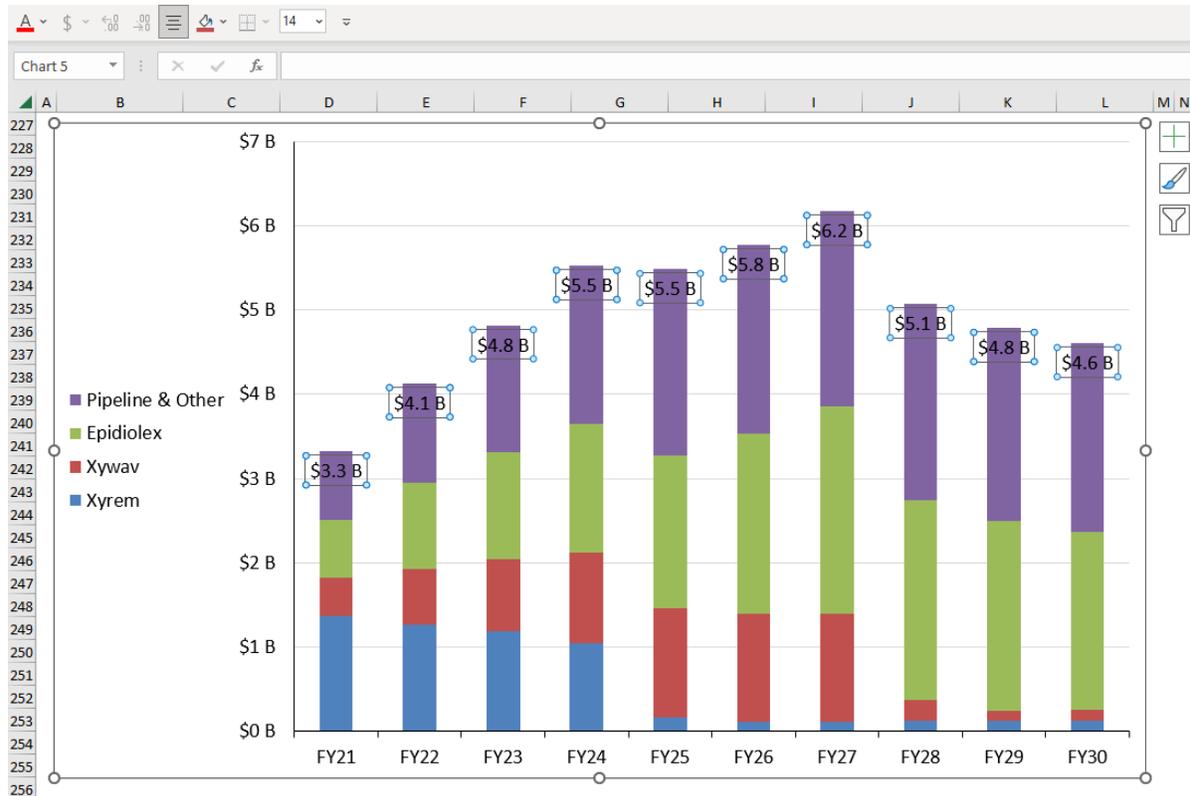
– Certification Quiz Questions

Module 4 – Inserting Excel Models, Charts/Graphs, Images, and Word Data

1. You are pasting several Excel charts into PowerPoint. When does it make sense to paste them in as the “Pictures” format (PNG, JPEG, or GIF) rather than as Enhanced Metafiles?
 - a. When you need to ungroup the charts and apply additional formatting in PowerPoint.
 - b. When the charts are purely visual (e.g., bar or line graphs), they do not include rows/columns of data, and they do not need additional formatting.
 - c. When you want to ensure that the pasted-in versions in PowerPoint update automatically when the original Excel files change.
 - d. When you do **not** plan to ungroup the charts and apply additional formatting.

2. You’ve created a bar chart in Excel, shown below on the left, that you plan to paste into PowerPoint.

This chart will be one element of a larger slide, and there will be additional text and description around it. The formatting guides for your PowerPoint presentation are also shown below on the right side:



Calibri Slide Title – 24

Content/Section Title Text – 14
 Bullet, Subtitle, and Main Paragraph Text – 12
 Table, Chart, Profile, and Currency Text – 10
 Full Dates on Charts – 9
 Footnotes – 8

- Normal shapes w/ text
- Outline: black, ½ pt.
- 204 – 209 – 215
- 72 – 80 – 89
- 94 – 124 – 158
- 17 – 61 – 99

Which of the following changes should you make IN EXCEL to make it easier to apply additional formatting and consistency changes in PowerPoint?

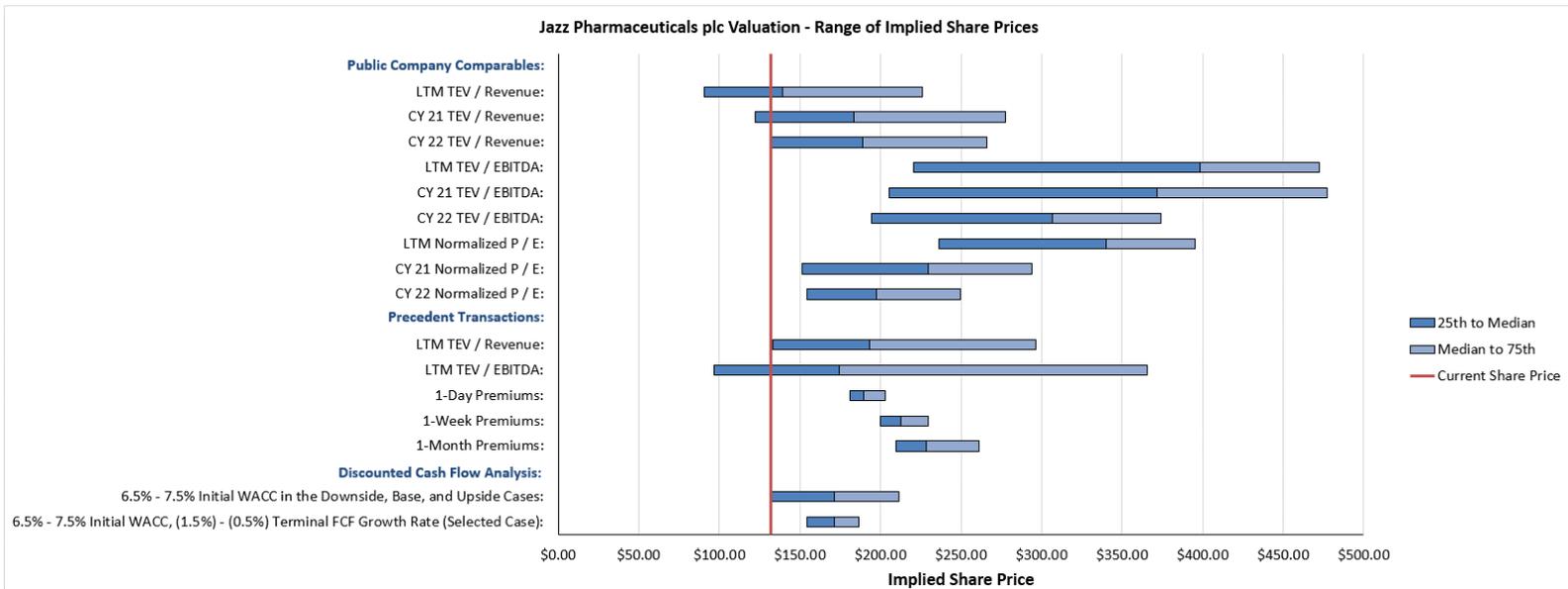
(This question has multiple correct answers. To earn this point, you must select the CORRECT answers and NO INCORRECT answers.)

- a. You should add a Chart Title so that it’s easier to interpret the graph in the context of the slide.
- b. You should delete the Legend on the left-hand side because it’s unnecessary and easier to recreate in PowerPoint.
- c. You should increase the font size of all the text on the graph from 14 pt to something bigger, such as 16 or 18 pt, since the graph will shrink when you paste it in and make it a smaller part of a larger slide.
- d. You should change the graph’s colors to match the theme colors of your presentation based on the RGB color codes in the formatting guides.

e. You should insert a “dummy series” in the data that shows the total dollar amount in each segmented bar ABOVE the bar.

3. You are working on a complex valuation and DCF analysis for a client, and you are reviewing the output on a “football field” chart.

The preliminary chart is shown below:



You want to paste this graph into PowerPoint and use it, plus a table to replace the methodology labels on the left, to make the analysis more visually appealing.

The sketch of your PowerPoint slide with this table is shown below:

JAGUAR VALUATION

Preliminary Valuation Summary

Based on Management, Consensus, and Downside Forecasts⁽¹⁾⁽²⁾

	Approach	Metric	Range	Indicative Share Price (25 th to 75 th Percentile)
A	Trading Valuation	Public Comps (Consensus Forecasts Assumed)		
B	M&A Valuation	Precedent Transactions		
C	M&A Valuation	Transaction Premiums		
E	Intrinsic Valuation	"Going Concern" DCF Analysis		

To do this, which of the following changes should you make IN EXCEL before you paste the "football field" chart into PowerPoint?

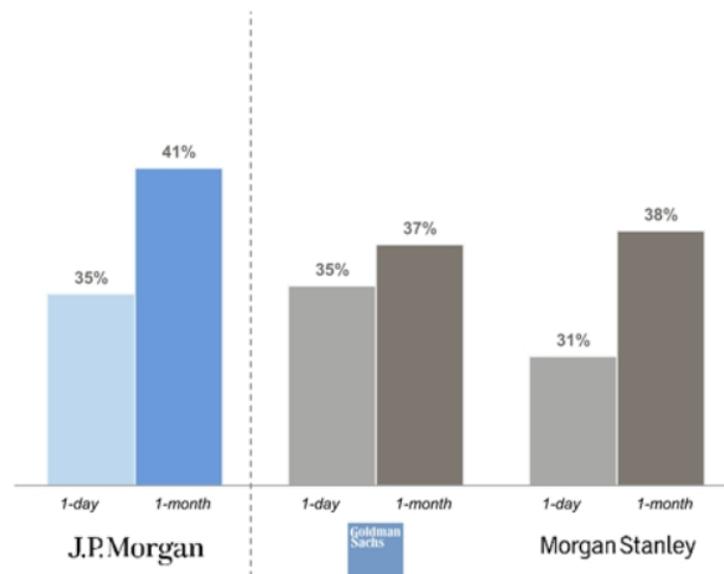
(This question has multiple correct answers. To earn this point, you must select the CORRECT answers and NO INCORRECT answers.)

- a. You should simplify the bars and remove the separate colors for the 25th to median and median to 75th segments because these will be difficult to see on a crowded slide.
- b. You should change the colors of the bars in the graph to match the fill colors of the table cells on the left of the slide.

- c. You should narrow the horizontal axis scale because a share price range of \$0.00 to \$500.00 is far too wide to display reasonably on a single slide.
 - d. You should remove the dynamic “Current Share Price” line because it’s easier to recreate this in PowerPoint.
 - e. You should remove several of the methodologies because it’s difficult to assess 15+ bars on one slide; 5-10 methodologies is a better target.
 - f. Hide the title, legend, and vertical axis labels temporarily as you copy the graph to free up space and make it easier to match the bars to the table cells.
4. **You are reviewing JP Morgan’s pitch book to Inovalon (healthcare IT) as part of a separate pitch you’re working on.**

Your Managing Director likes the chart on one slide that compares the average sell-side M&A premiums that JPM was able to achieve vs. GS and MS over the same period, as shown below:

Average tech sell-side premiums since 2013²



with unaffected pre-announcement trading price
or greater than \$500mm involving a U.S. public target



Your MD asks you to replicate this chart with slightly different formatting and different numbers in your presentation. Should you use a native PowerPoint chart or recreate the graph in Excel and paste it into PowerPoint?

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

- a. It's best to do this in PowerPoint if you don't already have the source data in Excel and the graph is as simple as the one above (clustered columns).
- b. The "double axis" on the horizontal bottom of this graph is difficult to achieve with a built-in PowerPoint graph, so it's better to recreate it in Excel.
- c. If you already have a similar "chart template" in PowerPoint with the correct colors and formatting, it's better to recreate the graph directly in PowerPoint.
- d. Creating these graphs in Excel is always better because you have more precise control over the formatting and graph components.