MICROSOFT POWERPOINT 2010 STUDY GUIDE—KEY

**TRUE/FALSE: LESSON 1**

 1. The Slide pane is useful for adding and editing text.

REF: L1: PowerPoint 13

**LESSON 2**

 2. To apply a different color scheme to your presentation, on the Ribbon, click the Page Layout tab; in the Themes group, click the Colors button.

REF: L2: PowerPoint 31

 3. The slide master controls the formatting for all the slides in the presentation.

REF: L2: PowerPoint 33

 4. You change the font, style, size, effects, and color using the buttons on the Home tab in the Font group.

 REF: L2: PowerPoint 51

 5. Notes Page view shows an image of a slide and the notes you entered in the Notes pane.

REF: L2: PowerPoint 46

 **LESSON 3**

 6. You can/cannot animate a SmartArt graphic.

REF: L3: PowerPoint 75

 7. To scale an object, hold down Shift and drag a corner handle.

REF: L3: PowerPoint 97

8. To create a perfect circle or square, hold down the Shift key as you drag.

 REF: L3: PowerPoint 89

9. You can apply a table style to format the table elements at once.

 REF: L3: PowerPoint 86

**LESSON 4**

 10. The source file is where you have the text, chart, numbers, or whatever data it is you want to bring into the presentation.

REF: L4: PowerPoint 113

 11. To make changes to the Word file embedded in the PowerPoint presentation, double-click the text you want to edit.

REF: L4: PowerPoint 116

 12. You can save a presentation as a Word document to use as a handout, or create other documents using the text and slides from the presentation.

REF: L4: PowerPoint 122

 13. When you run the presentation, a navigational toolbar appears in the lower-left corner of the screen.

REF: L4: PowerPoint 133

 14. To copy attributes to more than one object or section of text, select the object whose attributes you want to copy, double-click the Format Painter icon, and then click each of the objects or sections of text you want to format.

REF: L4: PowerPoint 128

 15. A good presentation uses short phrases, pictures, and graphs to convey its point.

REF: L4: PowerPoint 129

**MULTIPLE CHOICE: LESSON 1**

 16. The area on the left side of the status bar shows which slide is displayed in the Slide pane and the total number of slides in the presentation.

REF: L1: PowerPoint 6

 17. Transition refers to the way each new slide appears on the screen.

REF: L1: PowerPoint 7

 18. Animation is text, objects, graphics, or pictures that have motion.

REF: L1: PowerPoint 7

 19. You can view a presentation four different ways: Normal, Slide Sorter, Notes Page, and Slide Show.

REF: L1: PowerPoint 10

 20. Slide Sorter view gives you an overview of all the slides in a presentation.

REF: L1: PowerPoint 15

 21. A gallery shows you thumbnails of a theme or effect that will be applied.

REF: L1: PowerPoint 12

 22. The slide layout is how objects are placed on a slide.

REF: L1: PowerPoint 14

 23. Objects are text, graphics and illustrations, and tables and charts.

REF: L1: PowerPoint 14

 24. You use Slide Sorter view to set slide timings, transitions, and animations.

REF: L1: PowerPoint 15

 25. Using the Handouts option, you can print handouts with two, three, four, six, or nine slides per page.

REF: L1: PowerPoint 19

**LESSON 2**

 26. The Header and Footer dialog box has two tabs, one for slides and one for notes and handouts.

REF: L2: PowerPoint 29

 27. When you hover over a theme, the name of the theme appears, and the selected slide will show a Live Preview of the effect of the theme on the slide.

REF: L2: PowerPoint 30

 28. You can use a theme to change the appearance of your slides without changing the content.

REF: L2: PowerPoint 30

 29. Changing the slide master affects the appearance of all of the slides in a presentation associated with that master slide or master layout.

REF: L2: PowerPoint 33

 30. The Picture Tools Format tab includes buttons that allow you to adjust the picture’s contrast, color and brightness, set a transparent color, or compress the picture.

REF: L2: PowerPoint 37

31. In Normal view, PowerPoint places the new slide after the selected slide using the same layout as the selected slide.

REF: L2: PowerPoint 38

32. To add speaker notes, click in the Notes pane below the slide and begin typing, or switch to Notes Page view.

REF: L2: PowerPoint 46

33. To change the appearance of the bullets throughout a presentation, make the changes on the slide master.

REF: L2: PowerPoint 50

 34. If a content placeholder appears on a slide, you can choose from six objects: table, chart, SmartArt graphic, picture from file, clip art, and movie.

REF: L2: PowerPoint 56

 35. Motion Paths allow you to use predefined paths for the movement of an object.

REF: L2: PowerPoint 60

**LESSON 3**

 36. To add an organization chart to a slide, you can apply a Content layout to a slide and then click the SmartArt Graphic icon in the content placeholder.

REF: L3: PowerPoint 73

 37. The chart gives a visual representation of numeric data.

REF: L3: PowerPoint 81

 38. To modify a table’s borders, fill, or text boxes, select the table to open the Table Tools Design tab on the Ribbon.

REF: L3: PowerPoint 86

39. The three rotate commands on the Arrange menu are Rotate Right 90º, Rotate left 90º, and More Rotation Options.

REF: L3: PowerPoint 92

 40. To fill an object, select the object and click the Shape Fill button in the Shape Styles group on the Drawing Tools Format tab.

REF: L3: PowerPoint 94

 41. An example of a shape effect is Glow.

REF: L3: PowerPoint 95

 42. Grouping allows you to work with several items as if they were one object.

REF: L3: PowerPoint 97

 43. You can wrap text or change the alignment of text in a shape by working in the Format Shape dialog box.

REF: L3: PowerPoint 99

 44. If you want the individual objects in a group to animate separately, you have to ungroup them.

REF: L3: PowerPoint 101

 45. To bring an object forward or send it backward, select the object you want to move, and click the Bring to Front, Send to Back, Bring Forward, or Send Backward command in the Arrange group on the Drawing Tools Format tab.

REF: L3: PowerPoint 102

**LESSON 4**

 46. With a linked object if you update the source file, the data in the destination file is also updated.

REF: L4: PowerPoint 114

47. To change a font throughout your presentation to another font, on the Home tab on the Ribbon, click the Replace list arrow, and then click Replace Fonts to open the Replace Fonts dialog box.

REF: L4: PowerPoint 127

 48. You can use the Format Painter button to copy text attributes such as font, size, color, or style to other text.

REF: L4: PowerPoint 128

 49. To align a text box or picture, you can add grid lines and picture guides to the slide as you are creating it.

REF: L4: PowerPoint 129

 50. If you want to insert an Action button that is a shape not in the Action buttons group, use the Shapes gallery to draw the shape that you want as the button.

REF: L4: PowerPoint 133-134