MICROSOFT POWERPOINT STUDY GUIDE

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pane is useful for adding and editing text.

REF: L1: PowerPoint 13

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

REF: L2: PowerPoint 31

3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group.

REF: L2: PowerPoint 51

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

REF: L2: PowerPoint 46

6. You can/cannot animate a SmartArt graphic.

REF: L3: PowerPoint 75

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

REF: L3: PowerPoint 97

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

REF: L3: PowerPoint 89

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

REF: L3: PowerPoint 86

10. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text you want to edit.

REF: L4: PowerPoint 116

12. You can save a presentation as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to convey its point.

REF: L4: PowerPoint 129

16. The area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ refers to the way each new slide appears on the screen.

REF: L1: PowerPoint 7

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

REF: L1: PowerPoint 7

19. You can view a presentation four different ways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L1: PowerPoint 10

20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view gives you an overview of all the slides in a presentation.

REF: L1: PowerPoint 15

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

REF: L1: PowerPoint 12

22. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is how objects are placed on a slide.

REF: L1: PowerPoint 14

23. Objects are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L1: PowerPoint 14

24. You use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view to set slide timings, transitions, and animations.

REF: L1: PowerPoint 15

25. Using the Handouts option, you can print handouts with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ slides per page.

REF: L1: PowerPoint 19

26. The Header and Footer dialog box has two tabs, one for slides and one for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L2: PowerPoint 29

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

REF: L2: PowerPoint 30

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

REF: L2: PowerPoint 30

29. Changing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.

REF: L2: PowerPoint 46

33. To change the appearance of the bullets throughout a presentation, make the changes on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L2: PowerPoint 50

34. If a content placeholder appears on a slide, you can choose from six objects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L2: PowerPoint 56

35. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allow you to use predefined paths for the movement of an object.

REF: L2: PowerPoint 60

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

REF: L3: PowerPoint 73

37. The chart gives a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab on the Ribbon.

REF: L3: PowerPoint 86

39. The three rotate commands on the Arrange menu are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_º, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_º, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L3: PowerPoint 92

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

REF: L3: PowerPoint 94

41. An example of a shape effect is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

REF: L3: PowerPoint 95

42. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box.

REF: L3: PowerPoint 99

44. If you want the individual objects in a group to animate separately, you have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group on the Drawing Tools Format tab.

REF: L3: PowerPoint 102

46. With a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to other text.

REF: L4: PowerPoint 128

49. To align a text box or picture, you can add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gallery to draw the shape that you want as the button.

REF: L4: PowerPoint 133-134