

PowerPoint Tutorial 1: Creating a Presentation

TRUE/FALSE

1. The ribbon is organized into tabs.

ANS: T PTS: 1 REF: PPT 2

2. A textbox is a region of a slide reserved for inserting text or graphics.

ANS: F PTS: 1 REF: PPT 2

3. Slides are printed documents you give to your audience before, during, or after your presentation.

ANS: F PTS: 1 REF: PPT 4

4. In Touch Mode the ribbon increases in height, making it easier to use your finger to tap the button you need.

ANS: T PTS: 1 REF: PPT 6

5. The layout of a slide is the arrangement of placeholders on the slide.

ANS: T PTS: 1 REF: PPT 11

6. A second-level item in a list is sometimes called a subitem.

ANS: T PTS: 1 REF: PPT 14

7. The 7 x 7 rule means you should include no more than seven words per slide.

ANS: F PTS: 1 REF: PPT 15

8. To apply format to text, both the text and the text box must be selected.

ANS: F PTS: 1 REF: PPT 19

9. You can undo up to the most recent 40 actions by clicking the Undo button.

ANS: F PTS: 1 REF: PPT 22

10. In Slide Sorter view, slides are displayed as thumbnails and the Slides tab appears.

ANS: F PTS: 1 REF: PPT 27

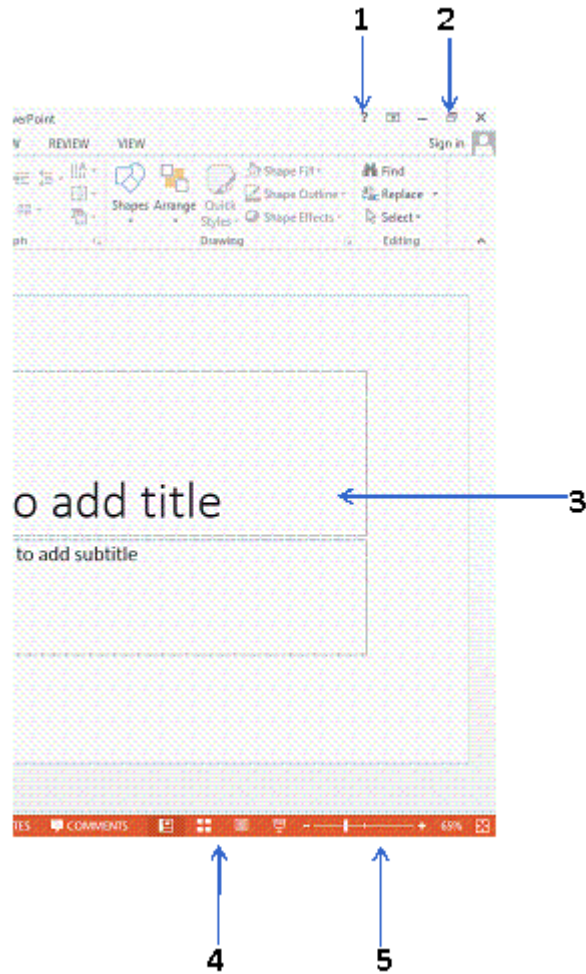
MODIFIED TRUE/FALSE

1. Most people find it helpful to use presentation media—visual and audio aids to support key points and engage the audience's attention. _____

ANS: T PTS: 1 REF: PPT 4

2. Once you enter text into a text placeholder, it is no longer a placeholder and becomes an object called a(n) object box. _____
- ANS: F, text
- PTS: 1 REF: PPT 7
3. Avoid putting information on the bottom quarter of the slide because people in the back of a large room will not be able to see it. _____
- ANS: T PTS: 1 REF: PPT 15
4. Unnumbered lists are useful in slides when you want to present information on multiple lines without actually itemizing the information. _____
- ANS: T PTS: 1 REF: PPT 17
5. To copy selected text or objects, you use the Copy button in the Clipboard group on the INSERT tab. _____
- ANS: F, HOME
- PTS: 1 REF: PPT 22
6. In Slide Show view, the left pane shows the current slide. _____
- ANS: F, Presenter
- PTS: 1 REF: PPT 33
7. The More button appears on all galleries that contain additional items or commands that don't fit in the group on the ribbon. _____
- ANS: T PTS: 1 REF: PPT 36
8. The aspect ratio is the ratio of the object's height to its width. _____
- ANS: T PTS: 1 REF: PPT 45
9. A(n) review pane is a pane that opens to the right or left of the Slide pane and contains commands and options related to the task you are doing. _____
- ANS: F, task
- PTS: 1 REF: PPT 51
10. Use the Print screen in Printer view to set print options such as specifying a printer and color options. _____
- ANS: F, Backstage
- PTS: 1 REF: PPT 56

MULTIPLE CHOICE



1. The arrow marked 2 in the accompanying figure points to the ____ buttons that are used to minimize and maximize the PowerPoint window.
- ribbon
 - window
 - slide
 - zoom

ANS: B PTS: 1 REF: PPT 3

2. The Help button is shown by arrow ____ in the accompanying figure.
- 1
 - 3
 - 5
 - 2

ANS: A PTS: 1 REF: PPT 3

3. The field marked 3 in the accompanying figure indicates the ____.
- slide outline
 - speaker notes
 - slide footer
 - slide pane

ANS: D PTS: 1 REF: PPT 3

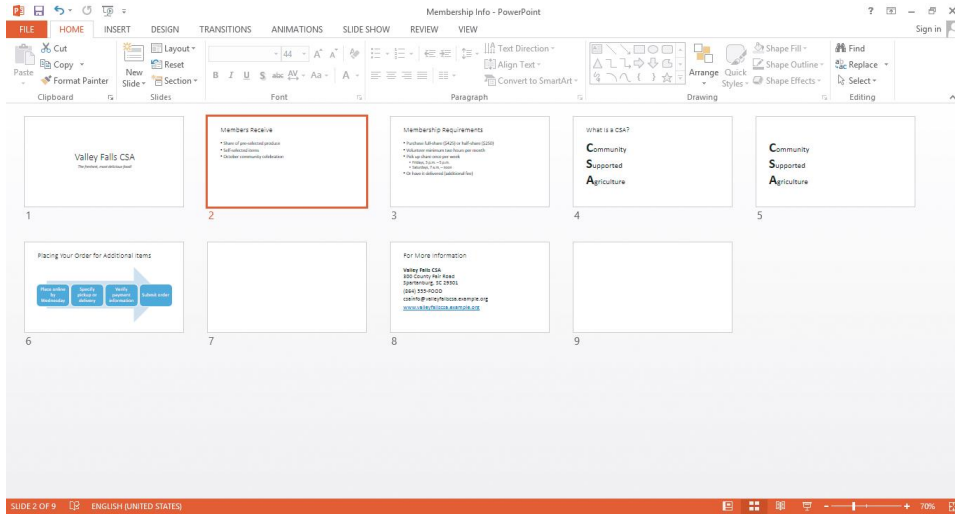
4. The arrow marked 4 in the accompanying figure is pointing to the ____ buttons.
- View
 - Edit
 - Select
 - Print

14. ____ adjusts default font sizes and line spacing to make the text fit.
- AutoFit
 - AutoRoom
 - AutoAdjust
 - AutoSqueeze

ANS: A PTS: 1 REF: PPT 15

15. To duplicate, rearrange, or delete slides, you select the slides in the Slides tab in ____ view or switch to Slide Sorter view.
- Normal
 - Reading
 - Slide Show
 - Slide Sorter

ANS: A PTS: 1 REF: PPT 27



16. The view shown in the accompanying figure is ____ view.
- Outline
 - Presenter
 - Slide Show
 - Slide Sorter

ANS: D PTS: 1 REF: PPT 29

17. In the accompanying figure there is a slide outlined in orange. The orange outline indicates that ____.
- this slide is selected
 - this slide is marked for deletion
 - this slide is out of order
 - this slide contains errors

ANS: A PTS: 1 REF: PPT 29

18. Click the “Return to the previous slide” and “____ to the next slide” buttons to move from slide to slide in Slide Show view.
- Move
 - Search
 - Advance
 - Progress

ANS: C PTS: 1 REF: PPT 32

19. If you have closed a saved presentation, open it in Backstage view by using the ____ command.
- Open
 - Save
 - Edit
 - Search

ANS: A PTS: 1 REF: PPT 34

20. To edit a presentation without changing the original, create a copy of it. To do this, use the ____ command.
- Save
 - Save As
 - Copy
 - Copy As

ANS: B PTS: 1 REF: PPT 34

21. A ____ is a coordinated set of colors, fonts, backgrounds, and effects.
- theme
 - layout
 - template
 - thumbnail

ANS: A PTS: 1 REF: PPT 35

22. A theme and its variants are called a theme ____.
- set
 - group
 - family
 - template

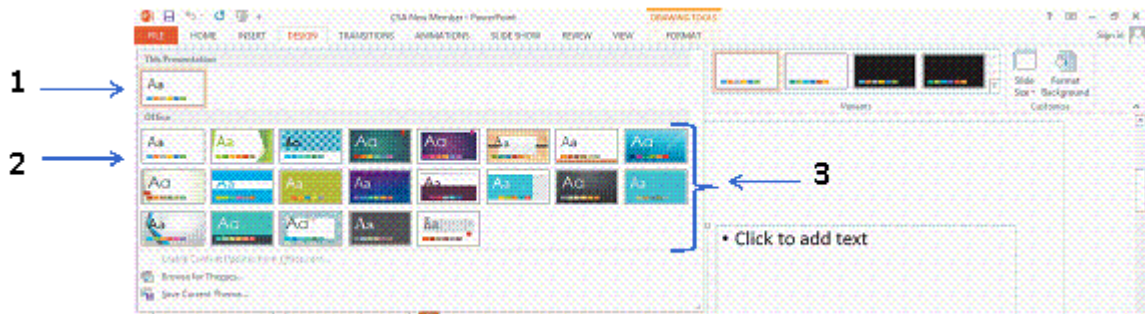
ANS: C PTS: 1 REF: PPT 35

23. If you don't choose a theme, the default ____ theme is applied.
- blank
 - Office
 - corporate
 - primary colors

ANS: B PTS: 1 REF: PPT 35

24. To apply a theme from a presentation stored on your computer or network, click the ____ button, and then click Browse for Themes.
- Themes Plus
 - Themes More
 - Themes Now
 - Themes Gallery

ANS: B PTS: 1 REF: PPT 36



25. In the accompanying figure, the arrow labeled 1 is pointing to ____.
- the current theme
 - a MicrosoftThemes.com theme
 - an uninstalled theme
 - a new, custom theme

ANS: A PTS: 1 REF: PPT 37

26. In the accompanying figure, the arrow labeled 2 is pointing to ____.
- user-based themes
 - an Office theme
 - deleted themes
 - a new, custom theme

ANS: B PTS: 1 REF: PPT 37

27. In the accompanying figure, the arrow labeled 3 is pointing to ____.
- the current themes
 - deleted themes

- a. image
- b. pixel
- c. aspect
- d. proportion

ANS: C PTS: 1 REF: PPT 45

37. ____ notes are information you add about slide content to help you remember to bring up specific points during the presentation.

- a. Speaker
- b. Audience
- c. Reminder
- d. Handout

ANS: A PTS: 1 REF: PPT 49

38. To indicate that a word might be misspelled, a ____ squiggly line appears under it.

- a. red
- b. blue
- c. green
- d. yellow

ANS: A PTS: 1 REF: PPT 51

39. During your presentation, you can easily display a blank black slide by pressing the ____ key(s).

- a. B
- b. F3
- c. F6
- d. Alt+B

ANS: A PTS: 1 REF: PPT 55

40. ____ view displays the slides so that they almost fill the screen, and a status bar appears identifying the number of the current slide and providing buttons to advance the slide show.

- a. Reading
- b. Slide Show
- c. Handouts
- d. Presenter

ANS: A PTS: 1 REF: PPT 55

41. When you print ____, the presentation is printed with one or more slides on each piece of paper.

- a. Full Page Slides
- b. Notes Pages
- c. Outline
- d. Handouts

ANS: D PTS: 1 REF: PPT 58

42. When you are finished working with a presentation, you can exit PowerPoint. If there is only one presentation open, you click the Close button in the ____ corner of the program window to exit the program.

- a. upper-left
- b. upper-right
- c. lower-left
- d. lower-right

ANS: B PTS: 1 REF: PPT 60

Case-Based Critical Thinking Questions

Case 1-1

Using PowerPoint 2013, Ethan develops a short five-slide presentation for his marketing project.

43. After opening PowerPoint, Ethan sees buttons to execute commands in the ____ area.

- a. Ribbon
- b. Slides tab
- c. Placeholder
- d. Access Spot

ANS: A PTS: 1 REF: PPT 2 TOP: Critical Thinking

44. PowerPoint files consist of what looks like pages in a document. Ethan correctly calls these buttons ____.
- a. slides
 - b. groups
 - c. ribbons
 - d. banners
- ANS: A PTS: 1 REF: PPT 2 TOP: Critical Thinking
45. Ethan has not saved his PowerPoint file yet, and it appears with a temporary filename “ ____ ” followed by a number.
- a. File
 - b. Presentation
 - c. Temporary
 - d. Placeholder
- ANS: B PTS: 1 REF: PPT 3 TOP: Critical Thinking
46. When Ethan first opens PowerPoint, he has two ____ view options: 1) to open an existing presentation or 2) to create a new file.
- a. Backstage
 - b. Themes
 - c. Insert
 - d. Slide Sorter
- ANS: A PTS: 1 REF: PPT 5 TOP: Critical Thinking
47. When Ethan first creates a new presentation it is displayed in ____ view.
- a. Normal
 - b. Backstage
 - c. Slide Sorter
 - d. Presentation
- ANS: A PTS: 1 REF: PPT 6 TOP: Critical Thinking

Case-Based Critical Thinking Questions

Case 1-2

Kamilla is creating a presentation about her family for a homework assignment. Her friend Ivan, a PowerPoint 2013 expert, is helping her.

48. Ivan tells Kamilla that the first slide of her presentation will be the ____ slide.
- a. Title
 - b. Entrance
 - c. Insertion
 - d. Animation
- ANS: A PTS: 1 REF: PPT 7 TOP: Critical Thinking
49. Once Kamilla decides to work with the Title slide she sees that it has two ____.
- a. picture tabs
 - b. contextual tabs
 - c. text placeholders
 - d. picture placeholders
- ANS: C PTS: 1 REF: PPT 7 TOP: Critical Thinking
50. When Kamilla clicks in the Title placeholder, the insertion point appears as a ____ line in the center of the placeholder.
- a. blinking
 - b. rotating
 - c. blue, straight
 - d. red, squiggly
- ANS: A PTS: 1 REF: PPT 7 TOP: Critical Thinking
51. When Kamilla clicks in the Title placeholder a contextual tab, the ____ tab, appears on the ribbon.
- a. TEXT HELPER
 - b. DRAWING HELPER
 - c. TEXT TOOLS FORMAT
 - d. DRAWING TOOLS FORMAT

ANS: D PTS: 1 REF: PPT 7 TOP: Critical Thinking

52. Kamilla has run out of room on her computer's hard drive, so Ivan helps her upload the file to her account on _____, Microsoft's free online storage area.
- a. SkyView
 - b. SkyDrive
 - c. CloudView
 - d. CloudDrive

ANS: B PTS: 1 REF: PPT 8 TOP: Critical Thinking

COMPLETION

1. If you press the _____+Enter keys a new line is created, but it is still considered to be part of the item above it.

ANS: Shift

PTS: 1 REF: PPT 17

2. When there are no actions that can be redone, the Redo button changes to the _____ button.

ANS: Repeat

PTS: 1 REF: PPT 22

3. To copy selected text or objects, you use the Copy button in the _____ group on the HOME tab.

ANS: Clipboard

PTS: 1 REF: PPT 22

4. Once you activate the Office Clipboard, you can store up to _____ items on it and then select the item or items you want to paste.

ANS:
24
twenty-four

PTS: 1 REF: PPT 24

5. When you select an existing list and then click the Convert to SmartArt Graphic button in the Paragraph group on the _____ tab, a gallery of SmartArt layouts appears.

ANS: HOME

PTS: 1 REF: PPT 24

6. In Slide Sorter view, to select sequential slides, click the first slide, press and hold the _____ key, and then click the last slide you want to select.

ANS: Shift

PTS: 1 REF: PPT 27-28

7. You can use the buttons in the Presentation Views group on the _____ tab to switch views.

ANS: VIEW

PTS: 1 REF: PPT 28

8. When you are finished working with a presentation, you can close it and leave PowerPoint open. To do this, you click the _____ tab to open Backstage view, and then click the Close command.

ANS: FILE

PTS: 1 REF: PPT 30

9. In _____ view, each slide fills the screen, one after another.

ANS: Slide Show

PTS: 1 REF: PPT 32

10. In PowerPoint, you can crop a photo manually to any size you want, crop it to a preset ratio, or crop it to a(n) _____.

ANS: shape

PTS: 1 REF: PPT 40

11. When the _____ is locked, if you resize the photo by dragging a corner sizing handle, the other dimension will change by the same percentage.

ANS: aspect ratio

PTS: 1 REF: PPT 45

12. If you don't want objects you are moving to snap to the grid, press and hold the _____ key while you are dragging.

ANS: Alt

PTS: 1 REF: PPT 45

13. If your computer is connected to a projector, and you start a slide show in Slide Show view, _____ view starts on the computer and Slide Show view appears on the projection screen.

ANS: Presenter

PTS: 1 REF: PPT 53

14. If you choose to print your presentation in _____ it will print in white and shades of gray.

ANS: grayscale

PTS: 1 REF: PPT 56

15. If you choose the _____ Slides option when you print your presentation, each slide will be printed full size on a separate piece of paper.

ANS: Full Page

PTS: 1 REF: PPT 58

MATCHING

- | | |
|-------------------------|--------------|
| a. Zoom in | f. INSERT |
| b. smart guides | g. Proofing |
| c. Compressing | h. Clipboard |
| d. Font | i. layout |
| e. PICTURE TOOLS FORMAT | j. FORMAT |

1. To check spelling, click the Spelling button in the ____ group of the REVIEW tab
2. Use the ____ button on the status bar to magnify text
3. Pictures that cause the ____ tab to appear have default locked aspect ratios
4. Appear as you drag to indicate the center, top, and bottom borders of objects
5. To size an object to exact dimensions, modify the measurements in the Size group on the ____ tab
6. ____ photos reduces the size of the presentation file
7. Use the Picture button in the Images group on the ____ tab to add photos to slides
8. For SmartArt, this is the arrangement of shapes in the diagram
9. Temporary storage area
10. To remove text formatting, click Clear All Formatting in the ____ group

- | | | |
|------------|--------|-------------|
| 1. ANS: G | PTS: 1 | REF: PPT 51 |
| 2. ANS: A | PTS: 1 | REF: PPT 50 |
| 3. ANS: E | PTS: 1 | REF: PPT 45 |
| 4. ANS: B | PTS: 1 | REF: PPT 45 |
| 5. ANS: J | PTS: 1 | REF: PPT 45 |
| 6. ANS: C | PTS: 1 | REF: PPT 42 |
| 7. ANS: F | PTS: 1 | REF: PPT 39 |
| 8. ANS: I | PTS: 1 | REF: PPT 24 |
| 9. ANS: H | PTS: 1 | REF: PPT 22 |
| 10. ANS: D | PTS: 1 | REF: PPT 20 |

ESSAY

1. Answering a few key questions will help you create a presentation using appropriate presentation media that successfully delivers its message or motivates the audience to take an action. Seven planning questions were listed in the text. Please list four of these questions.

ANS:

- What is the purpose of your presentation?

- Who is your audience?
- What are the main points of your presentation?
- What presentation media will help your audience absorb the information and remember it later?
- What is the format for your presentation?
- How much time do you have for the presentation?
- Will your audience benefit from handouts?

PTS: 1 REF: PPT 4 TOP: Critical Thinking

2. Please briefly describe a bulleted list, a numbered list, and an unnumbered list.

ANS:

A bulleted list is a list of items with some type of bullet symbol in front of each item or paragraph.

A numbered list is similar to a bulleted list except that numbers appear in front of each item instead of bullet symbols. Generally you should use a numbered list when the order of the items is important—for example, if you are presenting a list of step-by-step instructions that need to be followed in sequence in order to complete a task successfully.

An unnumbered list is a list that does not have bullets or numbers preceding each item. Unnumbered lists are useful in slides when you want to present information on multiple lines without actually itemizing the information. For example, contact information for the presenter, including his or her email address, street address, city, and so on would be clearer if it were in an unnumbered list.

PTS: 1 REF: PPT 14 - PPT 17 TOP: Critical Thinking

3. Briefly explain how to undo and redo actions.

ANS:

If you make a mistake or change your mind about an action as you are working, you can reverse the action by clicking the Undo button on the Quick Access Toolbar. You can undo up to the most recent 20 actions by continuing to click the Undo button, or by clicking the Undo button arrow and then selecting as many actions in the list as you want. You can also Redo an action that you undid by clicking the Redo button on the Quick Access Toolbar.

When there are no actions that can be redone, the Redo button changes to the Repeat button. You can use the Repeat button to repeat an action, such as formatting text as bold. If the Repeat button is light gray, this means it is unavailable because there is no action to repeat (or to redo).

PTS: 1 REF: PPT 22 TOP: Critical Thinking