Learning objective: Create document and format text in MS Word.
Choose the correct option.
Note: Only write (Alphabet letter) not whole word.

1: What type of software is MS-PowerPoint considered to be?
   a. Word Processing
   b. Spreadsheet
   c. Database
   d. Presentation

2: When you begin a new slideshow, your first slide has what type of Layout?
   a. Title
   b. Title and Content
   c. Comparison
   d. Picture with Caption

3: Where are fonts found?
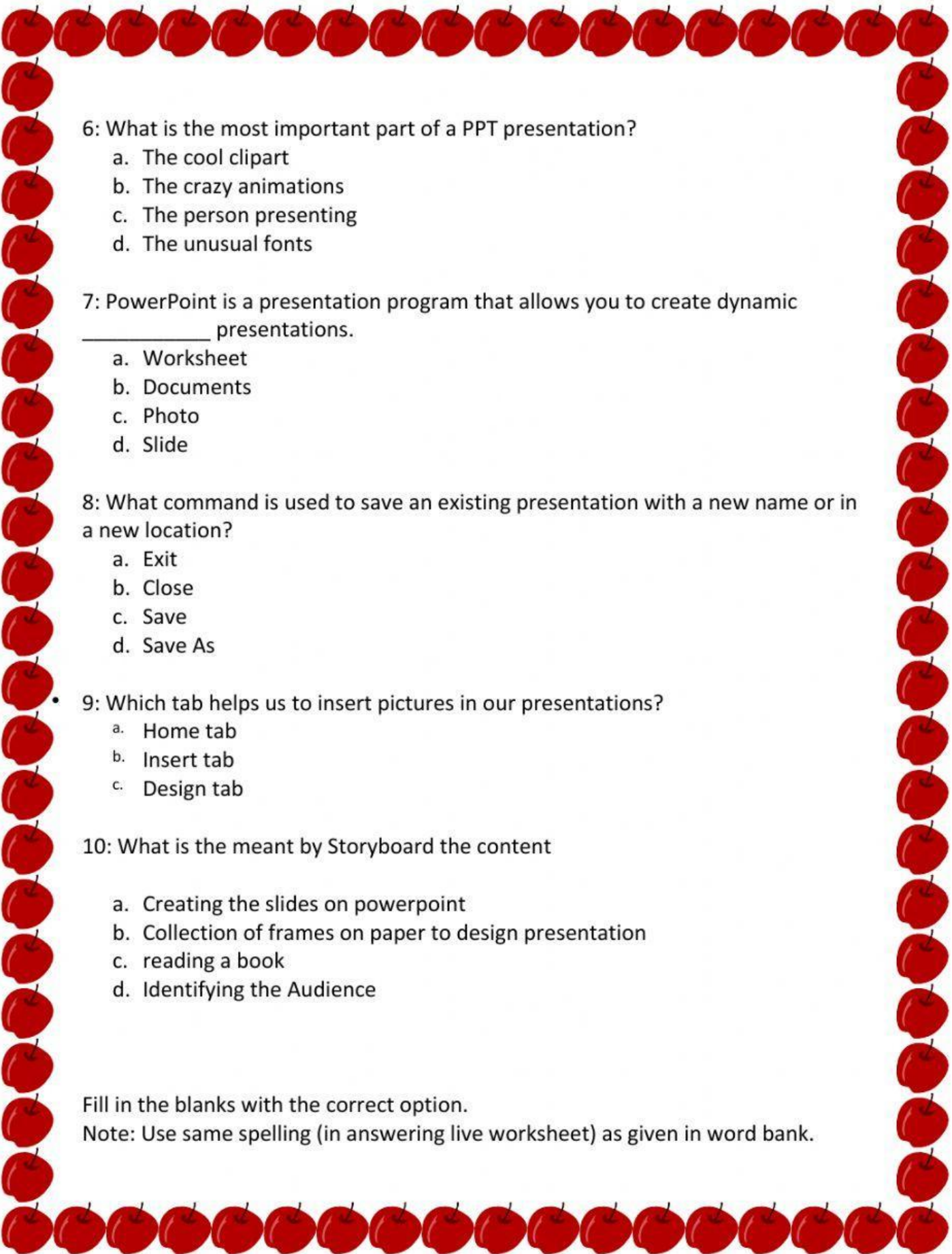   a. File
   b. Home
   c. Insert
   d. Design

4: When things move on an individual slide (like a picture zooming in), that's called.
   a. Movement
   b. Transitions
   c. Zooming
   d. Animations

5: Which Function key "plays" your slideshow?
   a. F2
   b. F3
   c. F4
   d. F5

6: What is the most important part of a PPT presentation?
   a. The cool clipart
   b. The crazy animations
   c. The person presenting
   d. The unusual fonts

7: PowerPoint is a presentation program that allows you to create dynamic
_____ presentations.
   a. Worksheet
   b. Documents
   c. Photo
   d. Slide

8: What command is used to save an existing presentation with a new name or in a new location?
   a. Exit
   b. Close
   c. Save
   d. Save As

9: Which tab helps us to insert pictures in our presentations?
   a. Home tab
   b. Insert tab
   c. Design tab

10: What is the meant by Storyboard the content

   a. Creating the slides on powerpoint
   b. Collection of frames on paper to design presentation
   c. reading a book
   d. Identifying the Audience

Fill in the blanks with the correct option.
Note: Use same spelling (in answering live worksheet) as given in word bank.

animation	slideshow	design	plot	import

1: To apply different themes in your presentation use _____tab.

2: The _____is what happens in the story.

3: A _____ is a way of sharing a set of ideas, text and images with other

people.

4: You can _____ an image that already saved in your computer.

5: We can make our presentation more interactive by adding movement to our

text and images called_____

Success Criteria:
I can create a document in MS Word.

Ready to move on

Understand some parts
but not all

Do not understand and
need to look at it again