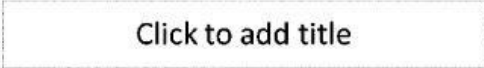
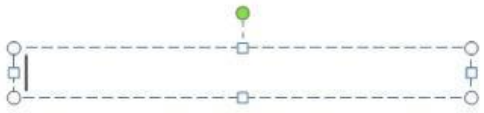


Worksheet	 Class:	 Date:	 Lesson: PowerPoint Test
	 Name:		
Directions	 Answer the questions below. Keep your eyes on your own paper/screen. Turn in when completed.		

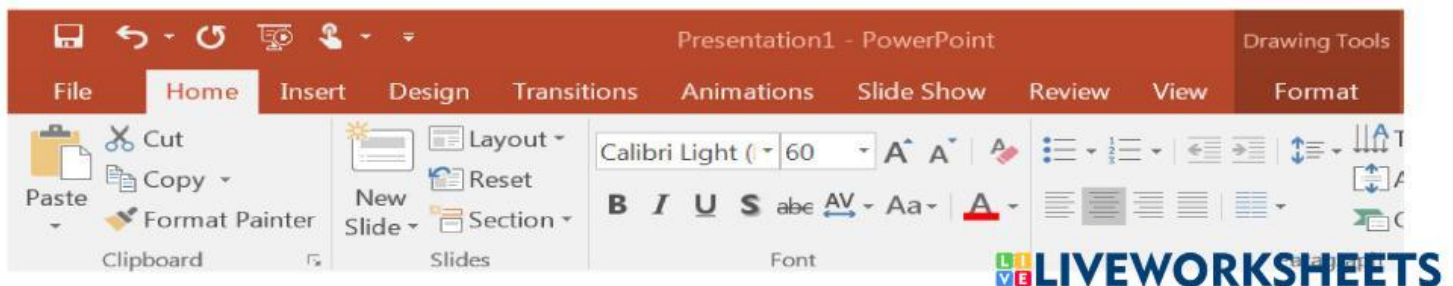
1. Select ☒ the element that is most important in a presentation.

- ☐ Clips
- ☐ Images
- ☐ Text (WordArt)
- ☐ Video
- ☐ Audio

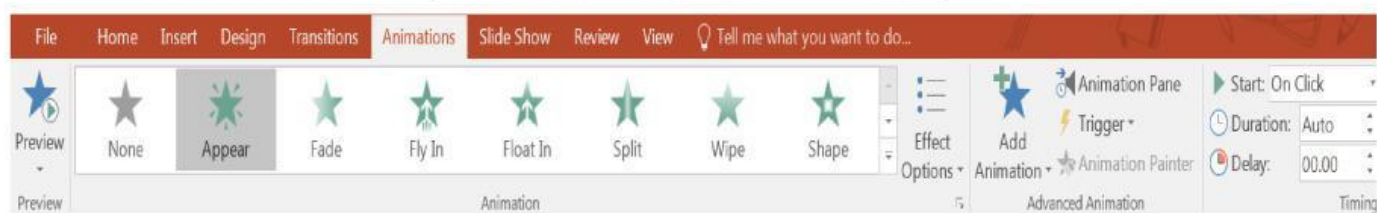
2. Match each picture with its content:

	☐	☐ Text box
	☐	☐ WordArt
	☐	☐ Text

3. Look at the ribbon, which tab allows the text or images to dance on the screen?



4. Look at the ribbon again, which tab allows the slides to move from one screen to another?



5. Circle or write the name of the group controls timing above for your animation. _____

6. What are the three timing that can be applied to an animation? _____, _____ & _____.

7. Match each icon with the proper function:



☐

☐ Textbox



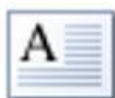
☐

☐ ClipArt



☐

☐ WordArt



☐

☐ Picture

8.

Put a ☒ in the box that tells if the sentence is True or False	True	False
1. A good presentation can consists of many different types of font styles.	☐	☐
2. The fonts in a slide can be any size.	☐	☐
3. It is impressive to use a nice design in a presentation.	☐	☐
4. To be a lively presenter you must know your audience and your topic.	☐	☐
5. You do not need to make your presentation short just talk as long as you like.	☐	☐
6. You can use as many images as you like in a presentation.	☐	☐
7. To move your slide from one place to another just redo the whole presentation.	☐	☐
8. Ctrl plus N allows you to make a new slide.	☐	☐
9. The more details a presentation has, the better it is.	☐	☐
10. What is the name of the command that allows you to select Picture with Caption?	☐	☐

9.

Select the correct answer	
1. You run a presentation in	☐ notes page view. ☐ slide sorter view. ☐ full screen view. ☐ normal view.
2. By pressing F5, you start a presentation from the	☐ current slide. ☐ most interesting slide. ☐ first slide. ☐ last slide.
3. To move on to the next slide, press	☐ Enter. ☐ Backspace. ☐ Shift. ☐ Alt+Shift.
4. To return to a previous slide, press	☐ Enter. ☐ Backspace. ☐ Shift. ☐ Alt+Shift.
5. To stop a presentation, press	☐ Enter. ☐ Escape. ☐ Delete.