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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?

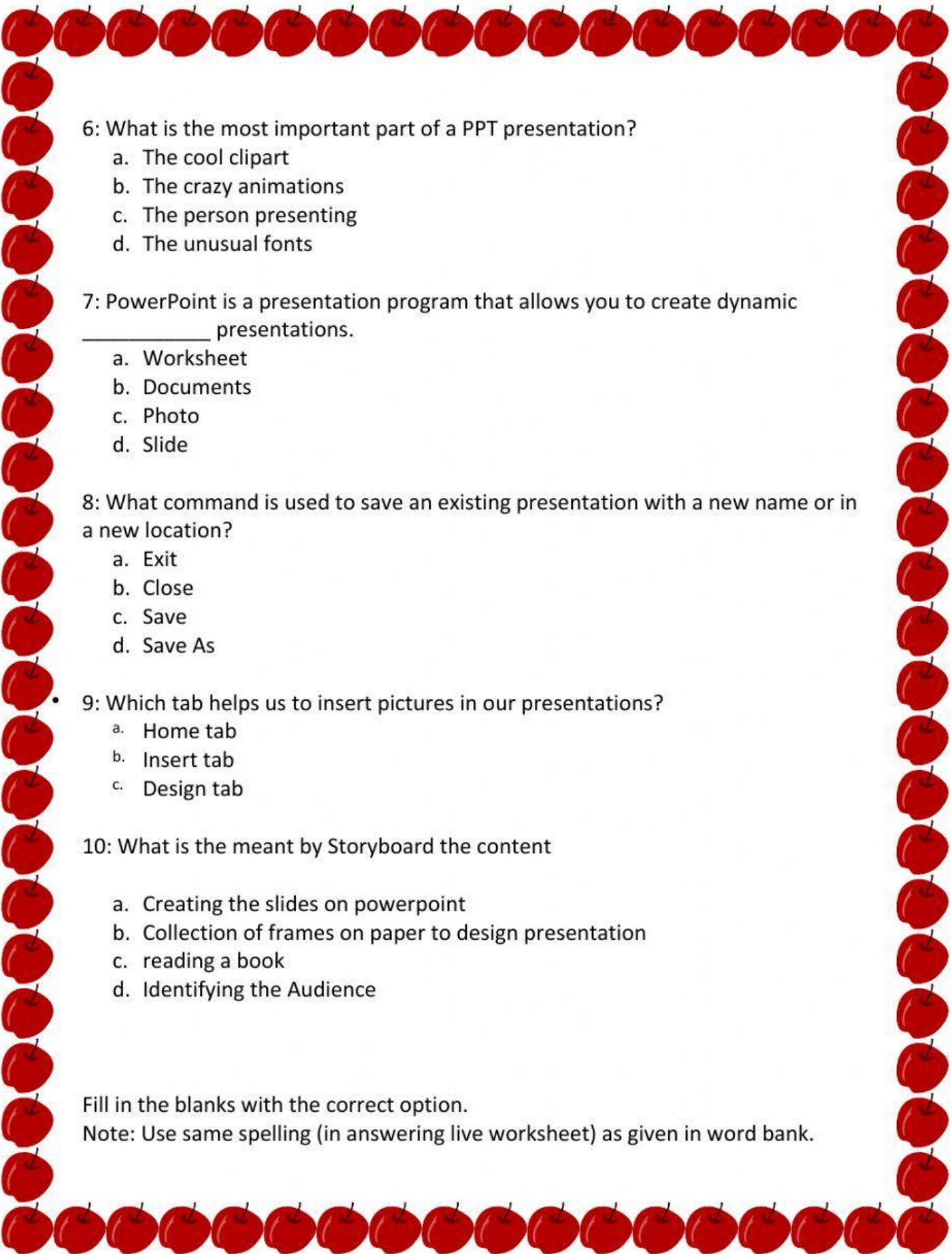
- a. File
- b. Home
- c. Insert
- d. Design

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
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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