

## Grade 8 PowerPoint 2021: Key Terms

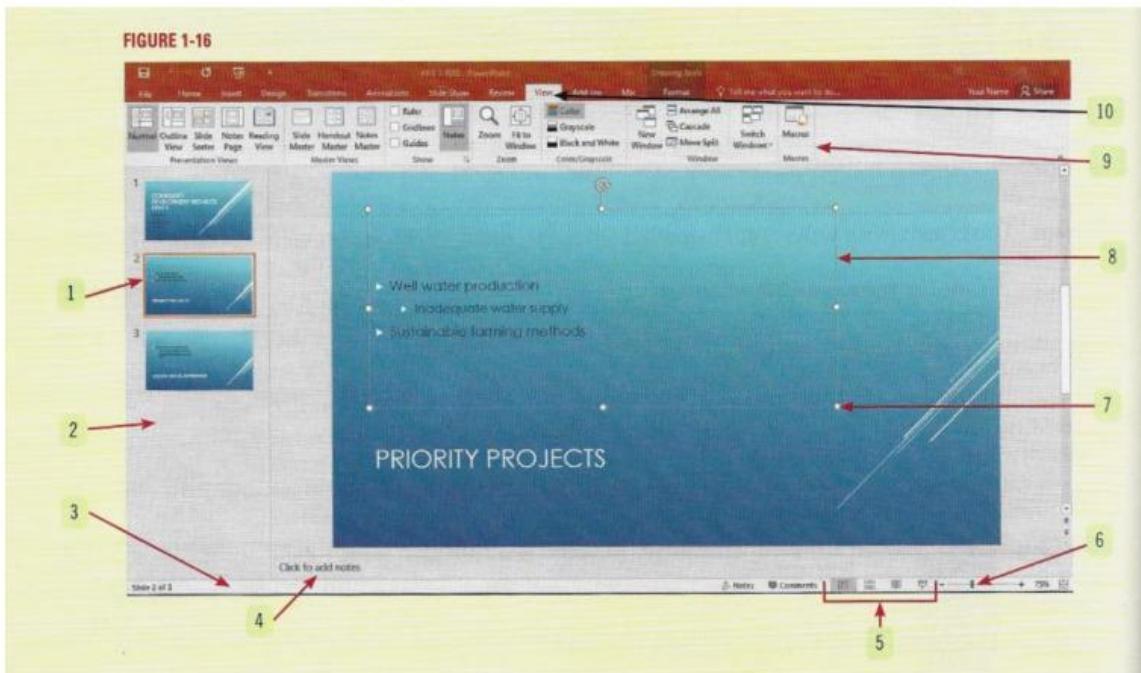
1. This element of PowerPoint allows you to navigate through the slides in your presentation by clicking the small slides on the side.*      Answer: _____	<b>WORD BANK</b>
2. This feature is found on the lower-right corner of the status bar to increase and decrease the slide in and out.*      Answer: _____	<sup>1</sup> Presentation Software
3. A computer program used to organize and present information to others.*      Answer: _____	<sup>2</sup> Content Placeholder
4. When a placeholder or object is selected, you can change its shape or size by dragging one of the ____.*	<sup>3</sup> Slide Sorter
5. A wide band spanning the top of the PowerPoint window organizing all of the Primary commands is called the ____.*	<sup>4</sup> Ribbon
6. This Element in PowerPoint provides access to common commands such as Save, Undo, Redo and start from the beginning.*      Answer: _____	<sup>5</sup> Text-Placeholders
7. This element of PowerPoint is found on the status bar and allows you to switch quickly between views.*      Answer: _____	<sup>6</sup> Theme
8. Any item on a slide that can be modified is known as a ____?*	<sup>7</sup> Insertion Point
9. The blinking vertical line that indicates where your text appears when you type is called the ____.*	<sup>8</sup> Theme Effects
10. Adding freehand pen and highlighter marks to electronic slides in PowerPoint is known as ____.*	<sup>9</sup> Object
11. A ____ contains text and object placeholders that are arranged in a specific way on the slide.*	<sup>10</sup> Slide show View
12. A ____ includes a set of 12 coordinated colors for text, fill, line and shadow.*	<sup>11</sup> SlideTab
13. A set of effects for lines and fills are known in PowerPoint as ____	<sup>12</sup> Normal View
14. When your presentation is on the whole screen, that view is called ____.*	<sup>13</sup> Inking
15. When your presentation is in the form of small thumbnails of all slides, that view is called the ____.*	<sup>14</sup> Slide Layout
16. This placeholder is used to insert text or objects such as tables, charts, videos or pictures.* Which placeholder is used? ____	<sup>15</sup> Notes Button
17. This placeholder is used to enter text.* Which placeholder is used? ____	<sup>16</sup> Sizing handles
18. In this view, the slide pane and the slides tab are displayed at the same time.* Which view is this? ____	<sup>17</sup> Quick-Access Toolbar
19. On the status bar, this button opens a pane used to enter text that reference's a slide's content. You can print and refer to this information during a presentation or provide to an audience.* ____	<sup>18</sup> Zoom slider
20. This PowerPoint element is located at the bottom of the PowerPoint window. It shows messages about what you are doing and seeing in PowerPoint such as current slide, total number of slides and more.* ____	<sup>19</sup> Status Bar
	<sup>20</sup> View Shortcuts

PROCEED TO NEXT SECTION

SECTION 1 - LABELLING

Label the elements of the POWERPOINT program window shown by answering the multiple-choice questions below:

POWERPOINT Window - Fig. 1.16



1. Label 2 is:\*

- a. Slide Thumbnail
- b. Status bar
- c. Notes pane
- d. View Shortcuts
- e. Slides tab

2. Label 4 is:\*

- a. View Shortcuts
- b. Status bar
- c. Ribbon
- d. Notes pane
- e. Sizing handle

3. Label 5 is:\*

- a. Text placeholder
- b. Sizing handle
- c. Notes pane
- d. Zoom Slider
- e. View Shortcuts

4. Label 8 is:\*

- a. Zoom Slider
- b. Tab; View tab
- c. Text placeholder
- d. Ribbon
- e. Notes pane

5. Label 9 is:\*

- a. Ribbon
- b. Tab; View tab
- c. View Shortcuts
- d. Status bar
- e. Text placeholder

## SECTION 2 - MULTIPLE CHOICE PART I

Match each term with the statement that best describes it.

6. The view that fills the entire computer screen with each slide in the presentation is called \_\_\_\_+\*

- a. Normal view
- b. Slide Show view
- c. Outline view
- d. Fit to window view

7. What is the function of the slide layout?\* \_\_\_\_

- a. Shows you which themes you can apply.
- b. Defines how all the elements on a slide are arranged.
- c. Enables you to apply a template to the presentation.
- d. Puts all your slides in order.

8. Which of the following is not included in a design theme?\* \_\_\_\_

- a. Colors
- b. Pictures
- c. Fonts
- d. Normal view

9. Which status bar feature allows you to quickly switch between views?\* \_\_\_\_

- a. Zoom slider
- b. Switch view button
- c. View Shortcuts
- d. Fit slide to current window button

10. What can you drag to adjust the size of an object?\* \_\_\_\_

- a. Object border point
- b. Selection box
- c. Sizing handle
- d. Rotate handle

**11.** What are the basic building blocks of any presentation?\* \_\_\_\_

- a. Placeholders
- b. Objects
- c. Graphics
- d. Slides

### **SECTION 3 - DROP-DOWN**

Choose the best key term to match the description provided.

**12.** A set of 12 coordinated colors for text, fill, line, and shadow is included in what PowerPoint calls a \_\_\_\_.\*

- 1. Quick Access Toolbar
- 2. Content Placeholder
- 3. Theme
- 4. Presentation Software
- 5. Text-placeholders
- 6. Inking
- 7. Object

**13.** The building blocks of a presentation slide; any item on a slide that can be modified.\*

- 1. Text-placeholders
- 2. Content Placeholder
- 3. Quick Access Toolbar
- 4. Presentation Software
- 5. Theme
- 6. Inking
- 7. Object

**14.** Boxes with dotted borders where you enter text are known as \_\_\_\_.\*

- 1. Object
- 2. Content Placeholder
- 3. Text-placeholders
- 4. Quick Access Toolbar
- 5. Inking
- 6. Theme
- 7. Presentation Software

**15.** Provides access to common commands such as save, Undo, Redo and Start from beginning.\* \_\_\_\_

- 1. Theme
- 2. Object
- 3. Presentation Software
- 4. Quick Access Toolbar
- 5. Content Placeholder
- 6. Inking
- 7. Text-placeholders

**16.** Used to organize and present information in electronic slides to others.\* \_\_\_\_

1. Theme
2. Text-placeholders
3. Content Placeholder
4. Inking
5. Presentation Software
6. Object
7. Quick Access Toolbar

**17.** Freehand pen and highlighter marks added to presentation slides is known as \_\_\_\_.\*

1. Quick Access Toolbar
2. Presentation Software
3. Content Placeholder
4. Text-placeholders
5. Theme
6. Object
7. Inking

**18.** Used to insert text or objects such as tables, charts, videos or pictures in a presentation.\* \_\_\_\_

1. Content Placeholder
2. Quick Access Toolbar
3. Theme
4. Object
5. Presentation Software
6. Inking
7. Text-placeholders

## SECTION 4 - MATCHING SECTION

Match each term with the statement that best describes it.

### PowerPoint View Shortcuts



### PowerPoint Views\*

	A reduced image of the current slide above a large textbox.	Displays your presentation on the whole screen.	Thumbnails of all slides.	Displays the slide pane and the slides tab at the same time.	Displays the presentation in a large window on the screen.	An outline of the presentation and slide pane at the same time.
Reading View						
Slide Show						
Outline View						
Notes Page						
Normal						
Slide Sorter						

## SECTION 5 - TRUE OR FALSE

Select the best response for each statement.

**25.** Once you create a slide show, it is not easy to rearrange things, so you should plan your presentation ahead of time.\*

True

False

**26.** It is possible to collaborate on a presentation with a group of people using the Internet.\*

True

False

**27.** When you start PowerPoint, by default, the program opens in Slide Show view.\*

True

False

**28.** Considering the delivery location of your presentation is part of the planning process.\*

True  
False

**29.** A slide template contains text and object placeholders that are arranged in a specific way on the slide. \*

True  
False

**30.** The status bar shows messages about what you are doing and seeing in PowerPoint, even the current slide and total number of slides.\*

True  
False

**31.** A slideshow can be viewed by an audience from a projector.\*

True  
False

**32.** Copyright protects the underlying facts or concepts, but not the expression of an idea.\*

True  
False

**33.** A text box and a digital image are both examples of objects\*

True  
False

#### SECTION 6 - MULTIPLE CHOICE - PART II

Select the best response for each statement.

**34.** When you are typing in a text placeholder, which feature decreases the font size in order to fit the text in the placeholder?\* Answer \_\_\_\_\_

- a. AutoFit Options button
- b. Text Options button
- c. AutoFit Text button
- d. AutoFont Options button

**35.** With PowerPoint, you can import text, photographs, numerical data, and facts from files created in such programs as\* Answer \_\_\_\_\_

- a. Microsoft Word
- b. Microsoft Excel
- c. Microsoft Access
- d. All of the above

**36.** Microsoft PowerPoint is equivalent to \_\_\_\_.\*

- a. Google Docs
- b. Google Adventure
- c. Google Sheets
- d. Google Slides

**37.** The animations and movement of a slide are called \_\_\_\_.\*

- a. slideshow
- b. template
- c. effects
- d. theme

**38.** The first slide on a PowerPoint presentation is called the \_\_\_\_.\*

- a. title slide
- b. dnotes slide
- c. last slide
- d. projector

**39.** The content or information shared on a slide should be \_\_\_\_.\*

- a. small
- b. lengthy
- c. brief
- d. huge

**40.** Which sentence is a true statement?\* Answer: \_\_\_\_

- a. Presentations are created in Word.
- b. Presentations are boring and unsatisfying.
- c. Presentations are great as a learning management tool.
- d. Presentations are only for teachers.