




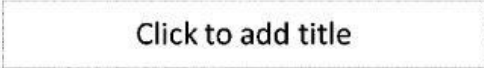
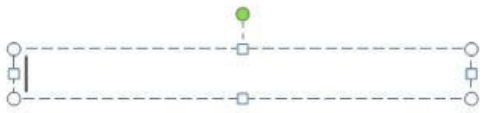



Worksheet	 Class:	 Date:	 Lesson: PowerPoint Test
	 Name:		
Directions	 Answer the questions below. Keep your eyes on your own paper/screen. Turn in when completed.		

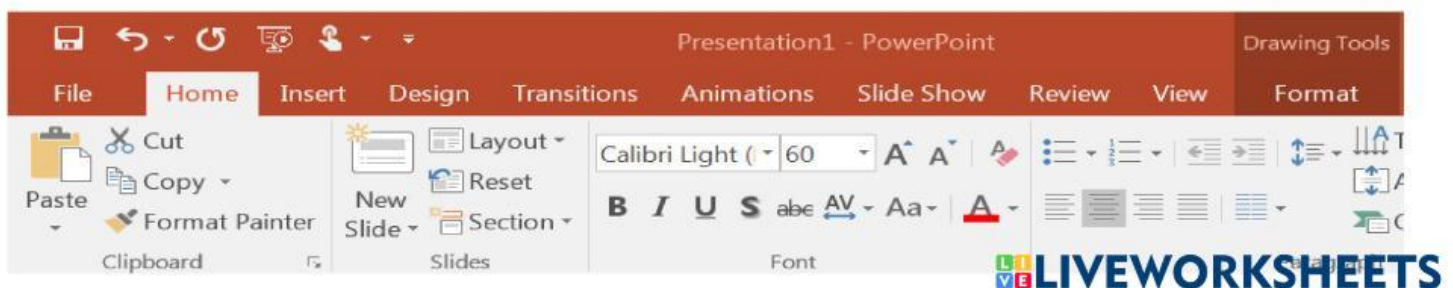
1. Select ☒ the element that is most important in a presentation.

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

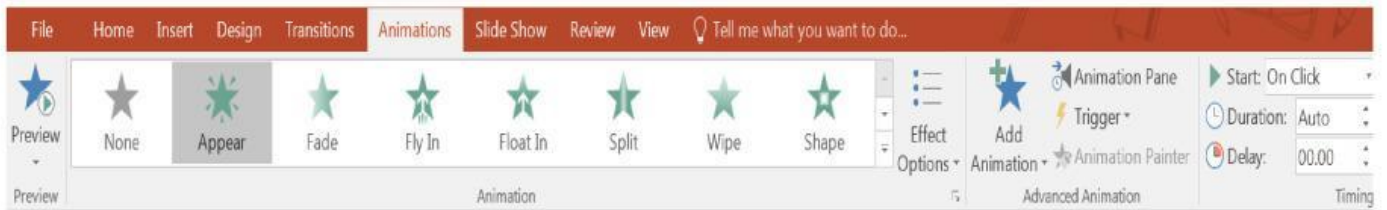
2. Match each picture with its content:

	<input type="radio"/>	<input type="radio"/> Text box
	<input type="radio"/>	<input type="radio"/> WordArt
	<input type="radio"/>	<input type="radio"/> 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 <input checked="" type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>
2. The fonts in a slide can be any size.	<input type="checkbox"/>	<input type="checkbox"/>
3. It is impressive to use a nice design in a presentation.	<input type="checkbox"/>	<input type="checkbox"/>
4. To be a lively presenter you must know your audience and your topic.	<input type="checkbox"/>	<input type="checkbox"/>
5. You do not need to make your presentation short just talk as long as you like.	<input type="checkbox"/>	<input type="checkbox"/>
6. You can use as many images as you like in a presentation.	<input type="checkbox"/>	<input type="checkbox"/>
7. To move your slide from one place to another just redo the whole presentation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Ctrl plus N allows you to make a new slide.	<input type="checkbox"/>	<input type="checkbox"/>
9. The more details a presentation has, the better it is.	<input type="checkbox"/>	<input type="checkbox"/>
10. What is the name of the command that allows you to select Picture with Caption?	<input type="checkbox"/>	<input type="checkbox"/>

9.

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