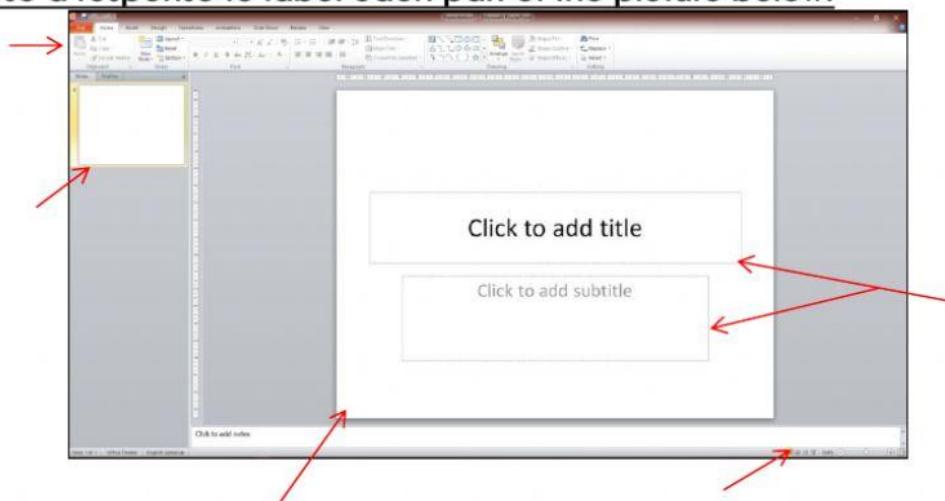
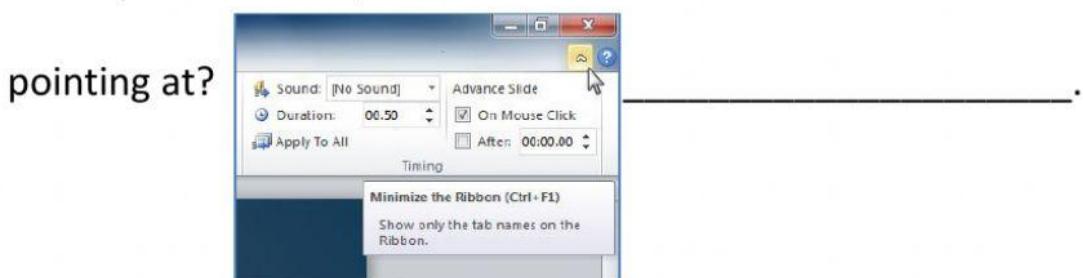


Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Choose a response to label each part of the picture below.****Choose a response to answer each question.**

1. PowerPoint is a type of \_\_\_\_\_ software.
2. Each tab on the Ribbon is organized into related groups of commands and tools. \_\_\_\_\_
3. To make changes to the look of your PowerPoint presentation you should use the \_\_\_\_\_ tab.
4. The File tab contains the \_\_\_\_\_.
5. In the Backstage View is where to can \_\_\_\_\_ your presentation.
6. In the picture below, what is the use of the button the arrow is pointing at? \_\_\_\_\_



7. The arrow points at the \_\_\_\_\_.



8. You can erase a place holder by: \_\_\_\_\_.

9. Duplicate a slide by \_\_\_\_\_.

10. How do you add a section? \_\_\_\_\_.

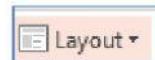
11. You **cannot** drag and drop slides into new positions in your slide show. \_\_\_\_\_

12. PowerPoint is the only presentation software in the world.  
\_\_\_\_\_

13. If you click in the position of the arrow in this picture, what should happen? \_\_\_\_\_



14. What does the Layout button do? \_\_\_\_\_



15. B, I, U is used on text only. \_\_\_\_\_