

Microsoft PowerPoint — Tools & Functions Matching

Instructions: Look at each PowerPoint tool icon in Column A. Draw a straight line to connect it to its correct description in Column B.

Column A: Tool & Ribbon Icon

Column B: Tool Function (Shuffled)



1. Pictures ●



(A) Customize Background color

Customizes the slide background color, gradient, texture, or pattern fill.

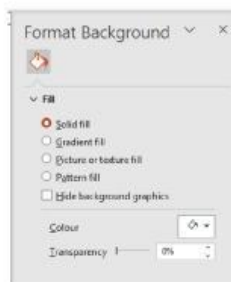


2. Transitions ●



(B) Start Full-Screen slide show Presentation

Starts and plays the full-screen slide show right from the very first slide.



3. Format Background ●



(C) Insert shapes

Inserts digital shapes (circles, squares,...) onto the active slide



4. Shapes ●



(D) Insert Images

Inserts pictures or image files onto the active slide.



5. From Beginning ●



(E) Add Slide Transition Animations

Adds visual animation effects when moving from one slide to the next during presentation.