

PowerPoint 2 Reinforcement

Name & Section: _____

True/False: Circle T if the statement is true or F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. The Random slide transition uses a pattern that changes each time you run the presentation. |
| T | F | 2. The Stripes and Bars slide transition uses blinds and checkerboard patterns. |
| T | F | 3. The Over and Under slide transition appears to move one slide to reveal the next. |
| T | F | 4. The Fades and Dissolves slide transition is used at the end of a presentation to have the presentation 'disappear.' |
| T | F | 5. The Wipes slide transition gently uncovers one slide to reveal the next. |
| T | F | 6. An animation is a special visual and sound effect applied to text or content. |
| T | F | 7. Shadow means you fill in the text in tones of gray. |
| T | F | 8. Background styles may only include color and shading. |
| T | F | 9. Fill effects adds pattern and texture to a background. |
| T | F | 10. A clip refers to multiple media files. |

Multiple Choice: Circle the best answer.

- _____ are designs that may include color, shading, patterns and texture.
 - Fill styles
 - Shared Collections
 - Background styles
 - none of the above
- _____ add pattern and texture to a background.
 - Fill effects
 - Shared Collections
 - Transitions
 - none of the above
- _____ specifies the arrangement of placeholders on the slide.
 - Layout
 - Orientation
 - Document Theme
 - none of the above
- Using the _____, you can choose a slide layout.
 - Clip art gallery
 - Layout gallery
 - Document gallery
 - none of the above
- If none of the standard layouts meets your needs, you can create a _____.
 - Quick Styles layout
 - Office layout
 - custom layout
 - none of the above

6. A single media file is referred to as a _____.
 - a. hyperlink
 - b. clip
 - c. icon
 - d. none of the above

7. _____ contains all the media files included with Microsoft Office.
 - a. Office Collections
 - b. My Collections
 - c. Web Collections
 - d. Shared Collections

8. The media files that you create are stored in _____.
 - a. Office Collections
 - b. My Collections
 - c. Web Collections
 - d. Shared Collections

9. Clips that reside on the Microsoft Website are considered to be in the _____.
 - a. Office Collections
 - b. My Collections
 - c. Web Collections
 - d. Shared Collections

10. _____ clips reside on a shared network file server.
 - a. Office Collections
 - b. My Collections
 - c. Web Collections
 - d. Shared Collections

Short Answer: Fill in the best answer.

1. The Microsoft _____ is a collection of media files shared with other Microsoft Office applications.

2. The Clip Art _____ allows you to search for clips.

3. _____ combines topic-related clips into categories.

4. _____ refers to enlarging or reducing the size of a clip art graphic.

5. A selected graphic appears surrounded by a _____.

6. Small indicators on the selection rectangle are called _____ or move handles.

7. _____ offers defined combinations of formatting options.

8. _____ allows you to copy all formatting to another object.

9. An animation effect used to progress from one slide to the next is a _____.

10. The _____ list contains options for printing slides, handouts, notes and an outline.