

MS PowerPoint Quiz Study Guide

Match the following answer with the correct question below. Indicate the correct answer with the letter.

- A. Allows you to work on one slide at a time
 - B. Allows you to work with the structure of your file in outline form
 - C. Present timing, on mouse-click, or by pressing ENTER
 - D. Give motion to text, pictures, and other slide content and provide audience focus to a particular area
 - E. Press ESC
 - F. Each slide takes a whole page
 - G. Bulleted lists use some symbol to indent and separate items; numbered lists number and indent items.
 - H. Runs your slide show in full screen beginning with the current slide
 - I. Determines how one slide is removed from the screen and the next slide appears.
 - J. A Picture
 - K. Allows you to work on one slide at a time or organize the structure of all the slides in your presentation
 - L. Allows you to specify 2, 3, 4, 6, or 9 slides per page
 - M. Displays miniature versions of all slides; helpful when reordering slide position
 - N. Prints one slide per page with speaker's notes
 - O. An electronic presentation
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1. Explain the differences between the various views in PowerPoint.
 - i. _____ Normal (3 pts.)
 - ii. _____ Outline (3 pts.)
 - iii. _____ Slide (3 pts.)
 - iv. _____ Slide Sorter
 - v. _____ Slide Show (3 pts.)
2. _____ What is another name for PowerPoint? (3 pts.)
3. _____ What is the difference between a bulleted list and a number list? (3 pts.)
4. _____ What is a graphic? (3 pts.)
5. _____ What is a transition in a slide show? (3 pts.)
6. _____ What is animation in a slide show? (3 pts.)
7. _____ What is the fastest way to end a slide show? (3 pts.)
8. _____ What are the three ways to change slides in a slide show? (3 pts.)
9. What are the differences in the following print styles?
 - i. _____ Slides (3 pts.)
 - ii. _____ Handouts (3 pts.)
 - iii. _____ Notes Page (3 pts.)

Total: _____

45 pts. possible