

PowerPoint 2000

Lesson 1:

• Getting Started with PowerPoint 2000

Concept Test 1A

Name _____

✓ DIRECTIONS:

Use the best word or phrase from the list to complete the sentences below. Items may be used more than once. Not all words are used. (Time: 10 minutes. Point scale: - 10 per error.)

AutoLayout
blank presentation
embedded

handouts
linked
object

Outline
sizing handles
Slide

slide format
Slide Sorter
Template

1. An object created in another application can be _____ into a PowerPoint presentation.
2. The _____ option lets you create slides with a planned layout.
3. When text is typed into a placeholder, PowerPoint selects the box and displays _____ and a cursor for keying information.
4. Slides are easily moved, copied, or deleted while in _____ view.
5. Use _____ view to check the presentation for design consistency and overall flow of information.
6. When starting a new presentation, you are asked to choose a(n) _____ from the New Slide dialog box.
7. Collapsing and expanding levels of text can be completed in _____ view.
8. A presentation can be printed as slides, speaker's notes, _____, or as an outline.
9. A table, chart, clip art, or worksheet is referred to as an a(n) _____ and can be added to a slide presentation to break up text or emphasize certain points.
10. The _____ option does not use color, images, or graphics in its design.

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Lesson 2:

- Editing and Formatting a Presentation

Concept Test 2A

Name _____

✓ DIRECTIONS:

Use the best word or phrase from the list to complete the sentences below. Items may be used more than once. Not all words are used. (Time: 10 minutes. Point scale: -10 per error.)

AutoShapes
duplicate
export

Font
Format Painter
Group

justified
left aligned
Microsoft Graph

organization chart
Slide Master
Title Master

1. Use the _____ to make a global change to all slides in a presentation.
2. To change multiple text attributes, use the _____ dialog box.
3. A(n) _____ is an illustration of a company's owners, managers, or employees.
4. Use the _____ feature to join multiple objects so that they are easier to move and manipulate.
5. _____ text is spaced so that both left and right edges of text are even.
6. The process by which text or data in one application is "sent" to another application is called _____.
7. To quickly copy and apply text formatting in PowerPoint, use the _____ tool.
8. The _____ contains characteristics and elements only on the Title slide.
9. To create a new chart and data in a PowerPoint slide, use the _____ charting program.
10. Use the _____ tool to insert arrows, stars, circles, and other shapes into a slide.