

Pretest

What You Should Know Before Taking PowerPoint 2007/2010 Level 2

To get the most out of this class, you should have knowledge of the Microsoft PowerPoint program and Windows. The following questions are a self evaluation, which should help determine if you are ready for the class or should take a PowerPoint Level 1 class or in some other way learn the basic information required. You should know at least 20 of the 25 questions.

Question	Answer
1. Which key is used to display KeyTips for accessing commands with the keyboard?	
2. Which keys are used to move from field to field in a dialog box?	
3. What is the best view for moving slides around?	
4. What are two ways to move text?	
5. (T/F) When saving a presentation for the first time, it is not important to know where the file is saved.	
6. (T/F) To save a presentation to a different location, click the Save button.	
7. How can a file be retrieved from disk?	
8. (T/F) The Clipboard is used to hold text that has been <i>deleted</i> with the Edit, Copy command. This text can then be reinserted at a new location in the presentation.	
9. (T/F) The Paste button is used to insert text or graphics from the Clipboard at the location of the insertion point.	
10. (T/F) The process of selection is used to highlight text for moving, copying, deleting, and formatting.	
11. What button and command is used to make a hard copy of a presentation?	
12. (T/F) The Quick Access toolbar can be customized.	
13. What is the button used to find text in a presentation?	
14. What button would you use to make repetitive replacements in a presentation?	

Question	Answer
15. (T/F) Formatting is changing the words in a presentation.	
16. (T/F) To format <i>characters</i> , the text must be selected before performing the format commands.	
17. (T/F) A presentation can be edited while running a slide show.	
18. (T/F) A slide master contains all the text for the presentation.	
19. How can slide masters be accessed?	
20. (T/F) Animation effects can be used to give motion to text, pictures, and other content on slides.	
21. (T/F) The Outline pane is a good way to add text to a presentation.	
22. (T/F) Slides can print in color, grayscale, and black and white depending on the printer used.	
23. What else can be printed besides the slides?	
24. (T/F) Headers/footers are created in the slide master.	
25. (T/F) Graphics can be drawn in PowerPoint.	

Answer Sheet

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| 1. ALT | 2. TAB | 3. Slide Sorter view |
| 4. Cut and Paste or drag-and-drop | 5. False | 6. False |
| 7. 2010: File tab, Open or Open button
2007: Microsoft Office button, Open or Open button | 8. False | 9. True |
| 10. True | 11. 2010 : File tab, Print or
2007: Microsoft Office button, Print | 12. True |
| 13. Home tab, Editing group, Find button | 14. Home tab, Editing group, Find, Replace button | 15. False |
| 16. True | 17. False | 18. False |
| 19. with the View tab, Master Views group (2010) or Presentation Views group (2007), Slide Master button or SHIFT click the Normal view button | 20. True | 21. True |
| 22. True | 23. Notes, Handouts, and Outline | 24. True |
| 25. True | | |