

Pretest

What You Should Know Before Taking PowerPoint 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 with the first letter of a command to access a drop-down menu?	
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. Which command sequence is used to move text?	
5. What is the command sequences used to save a file?	
6. (T/F) The command sequence used to close the document window is File, New.	
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 Edit, Paste command 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 is the command sequence used to make a hard copy of a presentation?	
12. What is the command sequence or button on the toolbar used to spell check a presentation?	
13. What is the command used to find text in a presentation?	
14. What command 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 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 Task Pane is used to access frequently used commands.	
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

- | | | |
|---|----------------------------------|---|
| 1. ALT | 2. TAB | 3. Slide Sorter view |
| 4. Edit, Cut | 5. File, Save or File, Save As | 6. False |
| 7. File, Open or Open button | 8. False | 9. True |
| 10. True | 11. File, Print | 12. Tools Spelling and Grammar or Spelling and Grammar button |
| 13. Edit, Find | 14. Edit, Replace | 15. False |
| 16. True | 17. False | 18. False |
| 19. with the View menu or SHIFT click the View button | 20. True | 21. True |
| 22. True | 23. Notes, Handouts, and Outline | 24. True |
| 25. True | | |