

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## PowerPoint(Chpt1-3)\_HW\_Quiz

### Essay

1. How can you rearrange slides in Normal view?
2. Provide three reasons why document properties are valuable.
3. Are backgrounds displayed in a specific order? If yes, describe the order.
4. Briefly describe how to show the same formatted placeholder on multiple slides by customizing the slide master.
5. Discuss the use of the Replace dialog.

### Case

#### Critical Thinking Questions

##### Case 1-1

Angela is creating a presentation to give at her company's annual picnic. She knows that PowerPoint 2011 offers new themes she can apply to her presentation to give it a fun and exciting look.

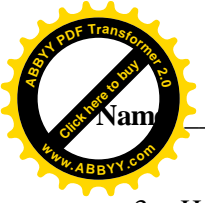
1. How can Angela display a gallery of available themes?
  - a. press the F5 key
  - b. click the Gallery button in the Themes group
  - c. click the More button in the Themes gallery
  - d. press the F1 key

#### Critical Thinking Questions

##### Case 1-2

Jean is ready to save and print her new presentation. Because she is just learning to use PowerPoint 2011, she is not sure where to find the Print commands.

2. How can Jean display the Print commands?
  - a. click the Home tab on the ribbon and then click the Print button in the Save & Print group
  - b. click the Print View button on the status bar
  - c. press the COMMAND-SHIFT-OPTION keys
  - d. click Print on the File menu



3. How can Jean preview each of her slides before she prints them?
- click the Next Slide and Previous Slide button in the Print gallery
  - scroll the slides horizontally in the Print gallery
  - scroll the slides vertically in the Print gallery
  - click the Slides button in the Print gallery and click Preview

### Critical Thinking Questions

#### Case 2-2

You have finally completed the new product announcement presentation for the next sales department meeting. After reviewing the slides by running a slide show, you decide that the new product photograph on slide 3 does not have the right emphasis.

4. You think that rounding the edges of the photograph would enhance its appearance. You round the edges by applying a picture \_\_\_\_\_.  
a. background  
b. border  
c. style  
d. effect
5. The new product picture on slide 3 has a narrow black border. You change the border's color and weight by clicking the Border button arrow on the \_\_\_\_\_.  
a. (Format Picture tab | Picture Styles group)  
b. (Drawing Tools Format tab | Shapes Styles group)  
c. (Picture Tools Format tab | Format Picture group)  
d. (Insert tab | Colors and Lines group)



## PowerPoint(Chpt1-3)\_HW\_Quiz Answer Section

### ESSAY

1. ANS:

*You can use drag and drop and the Slides pane to rearrange slides in Normal view (or Slide Sorter view). Click the slide thumbnail you want to reposition and drag it to the new location. A blue horizontal bar indicates the new location of the selected slide. Release the mouse button and the slide drops into the new desired location.*

PTS: 1

REF: PPT 43

TOP: Critical Thinking

BNK: PowerPoint Chapter 1 — Creating and Editing a Presentation with Clip Art

2. ANS:

- *Users can save time locating a particular file because they can view a document's properties without opening the document.*
- *By creating consistent properties for files having similar content, users can better organize their documents.*
- *Some organizations require PowerPoint users to add document properties so that other employees can view details about these files.*

PTS: 1

REF: PPT 48

TOP: Critical Thinking

BNK: PowerPoint Chapter 1 — Creating and Editing a Presentation with Clip Art

3. ANS:

*Yes, backgrounds are arranged in order from light to dark running from left to right. The first row has solid backgrounds; the middle row has darker fills at the top and bottom; the bottom row has fill patterns.*

PTS: 1

REF: PPT 93

TOP: Critical Thinking

BNK: PowerPoint Chapter 2 — Enhancing a Presentation with Pictures, Shapes, and WordArt

4. ANS:

*You can customize a theme's slide master to insert a customized placeholder into a slide layout. Using a slide master saves you time because you do not need to customize the placeholder manually on each slide. The slide master is useful when you have extremely long presentations. Every document theme has several slide masters that indicate the size and position of text and object placeholders. Any change you make to a slide master results in changing that component in every slide of the presentation.*

PTS: 1

REF: PPT 147

TOP: Critical Thinking

BNK: PowerPoint Chapter 3 — Reusing a Presentation and Adding Media



5. ANS:

*At times, you might want to change all occurrences of a word or phrase to another word or phrase. You could manually make the changes, but PowerPoint includes an efficient method of replacing one word with another. The Find and Replace feature automatically locate specific text and then replaces it with desired text. In some cases, you may want to replace only certain occurrences of a word or phrase, not all of them. To instruct PowerPoint to confirm each change, click the Find Next button in the Replace dialog instead of the Replace All button. When PowerPoint locates an occurrence of the text, it pauses and waits for you to click either the Replace button or the Find Next button. Clicking the Replace button changes the text; clicking the Find Next button instructs PowerPoint to disregard that particular instance and look for the next occurrence of the Find what text.*

PTS: 1                      REF: PPT 167                      TOP: Critical Thinking  
BNK: PowerPoint Chapter 3 — Reusing a Presentation and Adding Media

## CASE

1. ANS:  
C

PTS: 1                      REF: PPT 6                      TOP: Critical Thinking  
BNK: PowerPoint Chapter 1 — Creating and Editing a Presentation with Clip Art

2. ANS:  
D

PTS: 1                      REF: PPT 53                      TOP: Critical Thinking  
BNK: PowerPoint Chapter 1 — Creating and Editing a Presentation with Clip Art

3. ANS:  
A

PTS: 1                      REF: PPT 53                      TOP: Critical Thinking  
BNK: PowerPoint Chapter 1 — Creating and Editing a Presentation with Clip Art

4. ANS:  
C

PTS: 1                      REF: PPT 85                      TOP: Critical Thinking  
BNK: PowerPoint Chapter 2 — Enhancing a Presentation with Pictures, Shapes, and WordArt

5. ANS:  
A

PTS: 1                      REF: PPT 89                      TOP: Critical Thinking  
BNK: PowerPoint Chapter 2 — Enhancing a Presentation with Pictures, Shapes, and WordArt