**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Hour:\_\_\_\_**

**Microsoft Powerpoint 2010 Vocabulary/Notes**

***Powerpoint chapter 1***

|  |  |  |
| --- | --- | --- |
| ***Term/Concept*** | ***What I think about it/how*** | ***What I learned it is/how to…*** |
| Powerpoint presentation |  |  |
| Document Theme |  |  |
| Default theme in ppt |  |  |
| Title slide |  |  |
| Placeholders |  |  |
| Paragraph |  |  |
| Levels |  |  |
| Format |  |  |
| Style |  |  |
| Font |  |  |
| Size |  |  |
| Measuring font |  |  |
| Default new slide that is added |  |  |
| Thumbnail |  |  |
| Bulleted list |  |  |
| Multi-level bulleted list |  |  |
| Demoting text |  |  |
| Promoting text |  |  |
| Slide layout |  |  |
| How many layouts are available |  |  |
| Powerpoint views |  |  |
| Clip |  |  |
| Content placeholder |  |  |
| .png, .jpg, .bmp, .rle, .dib, .emf, .wmf |  |  |
| Animation |  |  |
| Transistion |  |  |
| Notes: |

**Microsoft Office 2010 Textbook—Computer Applications**

**Microsoft Powerpoint 2010**

***Powerpoint Chpter 1—Chapter Work***

* Work through Tutorial—It is easy being green powerpoint

🗸🗸Check your work with binder—**page 1. Be Green**

* + **Correct** any errors you find

**Session 1.1 Quick Check**

PowerPoint 2010: Chapter 1 – Short Answer

Instructions: Fill in the best answer.

1. A PowerPoint presentation is also called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. A document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides consistency in design and color by setting the color scheme, font set, and layout of a presentation.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are boxes with dotted or hatch-marked borders that are displayed when you create a new slide.
4. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a position within a structure that indicates the magnitude of importance.
5. When formatting, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ defines the hue of the characters.
6. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a list of paragraphs, each preceded by a bullet.
7. Creating a higher-level paragraph is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text.
8. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ specifies the arrangement of placeholders on a slide.
9. The default view is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ includes enlarging or reducing the size of a clip art graphic.

PowerPoint 2010: Chapter 1 – Multiple Choice

Instructions: Circle the correct response.

1. A \_\_\_\_\_\_\_\_\_ is a segment of text with the same format that begins when you press the ENTER key and ends when you press the ENTER key again.

a. worksheet
b. paragraph
c. line
d. slide

1. The font defines the appearance and shape of the \_\_\_\_\_\_\_\_\_.

a. letters
b. numbers
c. symbols
d. all of the above

1. \_\_\_\_\_\_\_\_\_\_\_\_ text has a slanted appearance.

a. Italicized
b. Bold
c. Roman
d. Layered

1. Creating a lower-level paragraph is called \_\_\_\_\_\_\_\_\_\_\_\_.

a. resizing
b. shrinking
c. demoting
d. promoting

1. Which of the following can be used to choose a slide layout?

a. Layout gallery
b. Ribbon
c. Outline Master
d. Slide viewer

1. A \_\_\_\_\_\_\_\_\_\_ is the mode in which the presentation appears on the screen.
2. font
3. pane
4. view

d. clip

1. The \_\_\_\_\_\_\_\_\_\_\_\_ task pane allows you to search for clips using descriptive keywords.

a. Art Viewer
b. Clip Art
c. Organizer
d. My Collections

1. Sizing handles appear as \_\_\_\_\_\_\_\_\_\_\_.

a. two headed arrows
b. small triangles and circles
c. a cross hair
d. small circles and squares

1. A \_\_\_\_\_\_\_\_\_\_\_\_ is a word or phrase that further describes the document.

a. mode
b. keyword
c. metadata
d. view

1. When making a presentation, you use \_\_\_\_\_\_\_\_\_\_\_\_ view.

a. Run
b. PowerPoint
c. Slide Show
d. Standard

***Powerpoint Chapter 1—Review Assignments***

* Work through Practice: Lab 1—Hit the Books ppt.

🗸🗸Check your work with binder—**lab 1 Hit the books**

* + **Correct** any errors you find
* Work through Lab 2 -

🗸🗸Check your work with the binder—**lab 2 Vitamins**

* + **Correct** any errors you find
* Work through either Case, 1, 2 or 3 you decide

🗸🗸Check your work with the binder—**case 4, 5 or 6**

**Completed all assignments and checked work🡪 \_\_\_\_Completed Date--\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Enrichment: Do online games and practice tests at scsite.com/ppt2010/learn*