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

**Microsoft Powerpoint 2010 Vocabulary/Notes**

***Powerpoint chapter 2***

|  |  |  |
| --- | --- | --- |
| ***Term/Concept*** | ***What I think about it/how*** | ***What I learned it is/how to…*** |
| Color Scheme |  |  |
| Picture brightness |  |  |
| Contrast |  |  |
| Style |  |  |
| Slide Backgrounds |  |  |
| Solid fill |  |  |
| Gradient Fill |  |  |
| Picture or texture fill |  |  |
| Transparency |  |  |
| Offsets |  |  |
| Tiling options |  |  |
| Shadow |  |  |
| Wordart |  |  |
| Outline |  |  |
| Effect |  |  |
| Weight of outline |  |  |
| Notes: | | |

**Microsoft Office 2010 Textbook—Computer Applications**

**Microsoft Powerpoint 2010**

***Powerpoint Chpter 2—Chapter Work***

* Work through Tutorial—It is easy being green powerpoint

🗸🗸Check your work with binder—**Chapter 2:Yoga and Meditation**

* + **Correct** any errors you find

**Session 2.1 Quick Check**

PowerPoint 2010: Chapter 2 – Short Answer

Instructions: Fill in the best answer.

1. Checks, currency, and legal documents use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to verify their authenticity. These semi-transparent images are visible when you hold the paper up to a light.
2. A selected graphic appears surrounded by a selection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which has small squares and circles, called sizing handles, at each corner and middle location.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the difference between the darkest and lightest areas of the image.
4. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a named group of formatting characteristics.
5. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_slider indicates the amount of opaqueness.
6. Fill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_add pattern and texture to a background, which add depth to a slide.
7. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to copy all formatting changes from one object to another.
8. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_helps letters display prominently by adding a shadow behind the text.
9. The WordArt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the exterior border surrounding each letter or symbol.
10. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_edge is angled or sloped and gives the effect of a three-dimensional object.

PowerPoint 2010: Chapter 2 – Multiple Choice

Instructions: Circle the correct response.

1. The \_\_\_\_ slide introduces the presentation to the audience.
2. master
3. title
4. primary
5. content
6. Each presentation template has 12 complementary colors, which collectively are called the color \_\_\_\_.
7. background
8. wheel
9. set
10. scheme
11. The Transparency slider indicates the amount of opaqueness. The default setting is \_\_\_\_, which is fully opaque.
12. 0
13. 100
14. -100
15. 50
16. For each theme, PowerPoint provides \_\_\_\_ background styles with designs that may include color, shading, patterns, and textures.
17. 6
18. 12
19. 18
20. 24
21. The Increase Font Size buttons on the Mini toolbar and in the Font group (\_\_\_\_ tab) enlarge the selected characters in predetermined amounts.
22. Home
23. File
24. Design
25. Review

6. The mouse pointer changed shape by adding a paintbrush to indicate that the Format \_\_\_\_ function is active.

1. Cleaner
2. Duplicator
3. Master
4. Painter

7. Circles, squares, and triangles are among the geometric shapes included in the \_\_\_\_ gallery.

1. Shapes
2. WordArt
3. ClipArt
4. Photo

8. Some \_\_\_\_ are shadows, reflections, glows, bevels, and 3-D rotations.

1. samples
2. properties
3. effects
4. themes

9. PowerPoint gives you the option to change the line \_\_\_\_, or thickness, starting with ¼ point.

1. bevel
2. edge
3. weight
4. feel

10. Many PowerPoint transitions have options that you can customize to give your presentation a unique look. To access this feature, click the \_\_\_\_ Options button (Transitions tab | Transition to This Slide group).

1. Effect
2. Style
3. Transition
4. Slide

***Powerpoint Chapter 2—Review Assignments***).

🗸🗸Check your work with binder— (**Extend your knowledge**, page 126)Smith Family Reunion (will need data files from s:drive**)**

* + Correct any errors you find
* Work through Lab 1, - Fairy Tale Trip to Germany, page 130

🗸🗸Check your work with the binder—**Lab 1**

* + **Correct** any errors you find

Work through either **Lab 2** -Small Business Loans

🗸🗸Check your work with the binder—**Lab 2**

* + **Correct** any errors you find
* Work through **Lab 3** – Teaching children about money

TURN IN TO EDMODO, for a GRADE—**Lab 3**

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

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