

## **Power Point: Pre-Post Test**

**Objective:** The purpose of this test is to gauge the skill level of participants of this class. This test will help determine the effectiveness of the material presented in this course. It will also help determine if the manner in which this class is taught is efficient and effective.

### **Short Answer**

*What is Power Point?*

### **Multiple Choice**

**What is the function of the AutoContent Wizard?**

- a. To assist you with the process of entering text in a preformatted presentation.
- b. To provide a Design Template Task that doesn't have a pre-made template.
- c. Helpful guide to phrase your presentation.
- d. All of the above.

**To create a new presentation you must go to:**

- a. Start, menu, new presentation
- b. Go to the task pane labeled new presentation
- c. Start, menu, programs, power point
- d. All of the above

**To change the slide order one must:**

- a. Outline view, slide view, and slide sorter view
- b. Right click , move slide
- c. Right click, slide transition
- d. Format, slide layout

**Deleting a slide consists of which commands:**

- a. Go to Outline View, click slide, press delete key
- b. Go to Slide Sorter View ,click slide, delete key
- c. Click on the slide and click edit menu, delete slide
- d. All of the above

**To apply a Design Template:**

- a. Click on Design and scroll through design a template, and select design template
- b. Click on Edit, new slide design
- c. Right click, background
- d. File, new slide design

**The Slide Master contains:**

- a. Allows you to give a consistent appearance in all the slides
- b. Gives instructions on the background design, background color, text and font size.
- c. Allows you to see all the slides in the presentation
- d. A & B only.

**To add a color scheme to the slide one:**

- a. Right click, background color
- b. Click Slide Design, Color Schemes
- c. Insert, color scheme

d. None of the above.

**Questions:**

**Power Point allows you to insert Clip Art, Word Art, and Pictures. Explain how to insert a clip art, word art, and picture to your slide.**

**Power Point allows you to add lines and various formatted shapes through graphic tools. Explain how to add a line and to fill the color of the line and/or shape.**

**How does one insert a chart into the Power Point presentation?**

**Explain how to transition a slide show. What is the purpose to transition slides?**

**Describe how to run a Slide Show.**

**To build on to a slide one can add a custom animation. Explain how to add custom animation to the slide.**

**Explain how to insert an animated video into your slide.**

**How does one save the Power Point presentation?**