

PPT QUESTIONS

F&L Name _____

Class _____ Date _____

BACKGROUND:

1. Which tab do you click on to change the background? _____
2. After you click on the tab, what do you click on for a solid color? _____
3. Does the menu appear to the right or left? _____

NEW SLIDE:

1. Which tab do you click on to get a new slide? _____
2. You will probably choose either _____ or _____

TEXT BOX, CLIP ART, SHAPES, GRAPHICS, WORD ART, SOUND/AUDIO, ETC:

1. Which tab do you click on to get these items? _____
2. Is a text box in PowerPoint different than a text box in Word? _____
 - a. Why? _____

DISPLAY OPTIONS:

1. Name the 4 display options:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

HOW DO I "WORK" MY SLIDE SHOW?

1. Name the 3 possible ways to START my slide.
 - a. _____ (hint: icon)
 - b. _____ (hint: keyboard)
 - c. _____ (hint: tab)
2. Which key on the keyboard will stop my slide show? _____

ANIMATIONS:

1. Which tab do you find animations? _____
2. Which animation enters the slide? _____
3. Which animation exits the slide? _____
4. Which animation emphasizes text, clip art, bullets, etc. on the slide? _____
5. Which animation gives a path for text, clip art, etc. on the slide? _____

USE YOUR NOTES TO HELP YOU!!