

Power Point Basics:

Test questions

1. Creating presentation
2. Views
3. Drawing Objects
4. Processing Objects
5. Draft Pattern and Slide Master
6. Diagram and Table
7. Graphics and ClipArts
8. Animate Objects
9. Setting up Screen Presentation
10. Pack & Go and Printing

Creating Presentation

Task: Creating new slide and AutoLayout

1.1 How do you create a new slide in a presentation?

- ? With the **calling** of PowerPoint.
- ? With click on the button New Slide.
- ? With click into the window **Adding first slide by clicking**.
- ? With the key combination Strg.+N.

Task: Adding Text

1.2 How you can insert a text into a slide?

- ? With click on a pattern in the window **AutoLayout**
- ? With click on the button **New Slide**, after that the button **Text field** in the symbol bar **Drawing**.
- ? With simple input into the slide.

Task: Adapting Slide Background

1.3 You want to provide all slides of your presentation with a similar background. How is the corresponding dialog field called for this function?

- ? About the command **Options** in the menu **Extras**
- ? About the command **Slide Colour Range** in the menu **Format**.
- ? About the command **Background** in the menu **Format**.
- ? About the command **Slide Layout** in the menu **Format**.

Task: Storing Presentation

1.4 How do you store your presentation under a directory preferred by you the first time, if the storage position of the default option differs?

- ? About the button **Storing**
- ? About the menu **File** and **Save as ...**
- ? About the button **INSERT**
- ? About the menu **Extras** sub menu **Options** and the card rider **Storing**

Views

Task: Structure Views of the Presentation

2.1 You already have created several slides for your presentation. How do you change the order of the slides for the anticipated process?

- ? With click on the button **Copying** and after that **Inserting** in the **Slide-Sort-View**
- ? By clicking and dragging in the **Structure View** (Drag & Drop)
- ? By clicking and dragging in the **Slide-Sort-View** (Drag & Drop)
- ? About the corresponding button of the symbol bar **Clipboard**.

Drawing Objects

Task: Creating drawing objects on a slide

3.1 You want to create drawing objects on a slide of your presentation. How you proceed to work these drawing objects in into your slide with the modules predefined by the program and how you activate single drawing elements?

- ? Activating of the symbol bar **Drawing** in the menu **Extras Adapting....**
- ? Activating of the Pull-Down-Menu **Drawing** in the symbol bar **Drawing**
- ? Clicking of drawing objects in the symbol bar **Drawing**
- ? Menu **Extras** then activating options standing under (below)

Task: AutoForm

3.2 Describing step-by-step how you insert the following interactive button in a slide.

Task: Inserting and formatting of text fields

3.3 Various presentations can be loaded for a slide over **AutoLayout**.

Correct	False	
?	?	There is the possibility to place several text fields freely.
?	?	Text fields can be added about the symbol bar Drawing .
?	?	The text fields can be formatted freely.
?	?	Texts can be copied from other Office-Applications into the text fields.

Task: Font, Fill Colour, deleting text field

3.4 How do you adapt the script of the text field?

3.5 In which symbol bar do you find the button **Fill Colour**?

Correct	False	
?	?	Graphic
?	?	Structure
?	?	Revise
?	?	Drawing
?	?	WordArt
?	?	Tables and Frames

3.6 How do you delete a text field from a slide?

Processing Objects

Task: Copying and displacing Drawing Objects

4.1 How gets an object copied?

- ? About the command **Copying** in the context menu.
- ? About the command **Copying** in the menu bar underneath **Processing**
- ? Marking the object, drag and drop.

4.2 How gets an object displaced?

- ? About the command **Relocating** in the context menu
- ? About the command **Relocating** in the menu bar underneath **Processing**
- ? Marking the object, drag and drop

Task: Multiple Selection and Grouping

4.3 You have several drawing objects and/or text fields in a slide. You would like to summarize specific objects and/or text fields as a unity. How you mark several objects simultaneously and combine these marked objects to a group?

Correct **False**

- | | | |
|---|---|--|
| ? | ? | Pressing the Shift-Key + Mouse Click on the objects in succession |
| ? | ? | Calling the menu Processing and Marking everything |
| ? | ? | With the key combination Strg + F1 |

Describing step by step how you construct a group from several marked objects.

Draft Pattern and Master

Task: Draft Pattern

5.1 Where are draft pattern exemplary for the layout of a presentation available?

- ? In the sub menu **Graphic** of the menu **Insert**.
- ? In the menu **Format**. Sub menu **Slide-Layout**.
- ? In the menu **Extras** Sub menu **Add-Ins-Manager**
- ? In the menu **Format**. Sub menu **Draft Pattern**

Task: Head- and Footer lines

5.2 Describing briefly, how you establish uniform head and footer lines in a presentation to all slides.

5.3 Which master has which main functions?

A) Slide Master:

B) Title Master:

C) Leaflet Master:

D) Note Master:

Diagram and Table

Task: inserting diagram

6.1 You would like to insert a diagram in a slide of your presentation. How do you realize the diagram representation?

- ? About the button **New Slide** and the selection **Diagram** in the window **AutoLayout**?
- ? About the menu **Inserting** and **Submenu Graphic**?

6.2 Describing in short form the possibilities to format a diagram in a slide.

Task: Tables

6.3 The representations of tables in presentations are of great importance to visualize trends.

Correct	False	
?	?	Data from other Office-Applications are importable
?	?	The table can be adapted dimensional
?	?	The inserted table cannot be moved.

Graphics and ClipArts

Task: Changing Slide-Layout

7.1 The Layout of a single slide shall be changed. How you realize that?

- ? About the menu **Format**
- ? About the button **General**
- ? With the key combination **Strg + S**

Task: ClipArts

7.2 Which procedures are at your disposal if you want to include ClipArts into your presentation?

- ? Menu **Inserting** submenu **Graphic** submenu **ClipArt**
- ? Calling the corresponding command in the **context menu**
- ? Menu **Inserting** submenu **Graphic** submenu from File
- ? Symbol bar **Drawing**, **inserting ClipArt** button

Animate Objects

Task: animate objects

8.1 To be able to form a presentation visually convincingly, the element of the animation is undeniable. Which possibilities to the animation does PowerPoint offer?

- ? Preset animation
- ? User defined animation
- ? Imported animation

Task: animating Text

8.2 A text field shall be animated in a slide. How do you proceed exemplarily?

- ? Marking the text field, calling context menu **action setting**
- ? Marking the text field, calling context menu **user defined animation?**
- ? Menu **screen presentation** submenu **slide transition**

Task: user defined animation

8.3 How can objects be animated in a slide?

- ? About the menu **Inserting** submenu **Graphic**
- ? With the key combination **Strg + G**
- ? About the corresponding command in the menu **screen presentation** submenu **preset animation**.
- ? About the corresponding command in the menu **screen presentation** submenu **user defined animation**.

Task: Animation Sequence

8.4 The sequence of animated objects being displayed into a screen presentation can be changed. Write down with which register map of the submenu **User defined animation** these changes can be accomplished.

Setting up screen presentation

Task: Dialog box "Slide-Transition"

9.1 A transition effect can be assigned at the construction of a slide. How can you activate such an effect?

- ? About the menu **Extras**Submenu **Adapting** register map **Symbol Bar** and Activating of the Symbol Bar **Animation Effects**
- ? About the key combination **Strg + F**
- ? About the menu **screen presentation** submenu **slide transition**

Task: Presenting screen presentation

9.2 Explain briefly how you start a screen presentation.

Task: Flash times

9.3 Changing flash times of slides in screen presentations.

Correct	False	
?	?	Different slides can be provided with different flash times.
?	?	All slides of a presentation can only be provided with a uniform flash time.
?	?	Flash Times can get automated.

Task: Setup screen presentation

9.4 Describe briefly how you start a projector assistant for the setup of a screen presentation.

Pack & Go and Printing

Task: Use of the Pack & Go Assistant

10.1 To be able to create an executable and transportable presentation, you need the Pack & Go Assistant.
How do you start this assistant?

- ? About the menu Extras Submenu Add-In-Manager
- ? About the key combination **Strg+F**
- ? About the menu **File**

Task: Slide Notes

10.2 Every slide of a presentation can be provided with notes. Where do you enter these notes?

Correct	False	
?	?	In the note area of the standard view
?	?	In the menu Processing Submenu Inserting
?	?	A corresponding command in the menu View

Task: Printing Presentation

10.3 Describe how you print **leaflets** to the information of the spectators of your presentation.

Evaluation to the complex of questions PowerPoint Basics:

1. Creating Presentation

- 1.1 2,3 a 4 continuing possible
- 1.2 1,2
- 1.3 2,3
- 1.4 1,2

2. Views

- 2.1 3

3. Drawing Objects

- 3.1 3
- 3.2 Menu **screen presentation** submenu **interactive buttons**; clicking on the desired button, moving to the slide after this with the cross cursor himself mapping.
- 3.3 1,2,3,4
- 3.4 Marking and after that over the pull-down **menu font**
- 3.5 4
- 3.6 By the fact that the text field is marked, the mouse is dragged on the frame till the cross arrow cursor appears and the **delete-key** is pushed.

4. Processing Objects

- 4.1 1,2
- 4.2 3
- 4.3 Proceed as first answer, then calling the submenu **grouping** and selecting **grouping** with depressed **SHIFT-key** in the context menu.

5. Draft Pattern and Master

- 5.1 4
- 5.2 selecting menu **View**; clicking the submenu **head and footer line** after that
- 5.3
 - A) The slide master contents Text Space Holder and Space Holder for footer lines, for example Date, Time and Slide Number.
 - B) The Title Master causes only changes on slides which use the title slide layout.
 - C) With the leaflet Master [javascript:HelpPopup\('pptip9.hlp',ppdefMaster'\)](#); you can work in desired elements like images, text, head and footer lines, Date and Time or page numbers into the leaflets.
 - D) With the note master you add the desired elements, for example images, Text, head and footer lines, Date- and time or page numbers for the note area.

6. Diagram and Table

- 6.1 1
- 6.2 You can format elements of a diagram by the fact that you perform a double click on some elements and the desired changes in the window opening carry out.
- 6.3 1,2

7. Graphics and ClipArts

- 7.1 1
- 7.2 1,3,4

8. Animating Objects

- 8.1 1,2
- 8.2 2
- 8.3 3,4
- 8.4 Sequence & temporal cycle

9. Setting up screen presentation

- 9.1 3
- 9.2 Click in the **function bar** on the **button screen presentation**
- 9.3 1,3
- 9.4 set up menu screen presentation submenu screen presentation, clicking the button projector assistant ...

10. Pack & Go and Printing

- 10.1 3
- 10.2 2,3
- 10.3 menu File, submenu printing, pull-down-menu printing, selecting leaflet