**Lesson 1: PowerPoint Essentials**

1. What view opens when you click the File tab?

2. What is the name of the tabbed set of toolbars at the top of the PowerPoint window?

3. When you double-click at the insertion point's location, what toolbar appears?

4. What command do you use to store a file with a new name?

5. What toolbar appears above the Ribbon?

6. In Normal view, small images of each slide in a presentation display in which tab of the Slides/Outline pane?

7. Which view shows all slides in the presentation as small images on a single screen?

8. How do you display the KeyTips available for commands on the Insert tab?

9. How would you find help on working with the Ribbon in PowerPoint?

10. How would you show a presentation on the full screen to check it before presenting it to an audience?

11. The Normal view consists of which three panes?

12. How do you replace existing text in a text placeholder?

13. What happens if you press Page Down in Normal view?

14. What steps would you take to print a presentation without changing any default printing options?

15. If the Home tab is active and you double-click the tab, what happens?

16. Why would you want to use the Outline tab to create a presentation?

17. What steps would you take to move a bullet item from slide 2 to slide 4?

18. What are two ways to close PowerPoint?

19. What are two ways you can enlarge slides on the screen to make them easier to work with?

**Lesson 2: Presentation Basics**

20. If you know you may have to use a presentation with an earlier version of PowerPoint, what format should you use when you save it?

21. To create slides that use Word headings to make up the title and bullet items, what do you click on the New Slide drop-down menu?

22. Key (or keys) would you press to make a bullet subordinate to the bullet above it?

23. What key (or keys) can you press to reduce a paragraph’s indent level, promoting it to a higher-level heading in the outline?

24. What displays in Slide Sorter view to indicate where a slide will appear when you drag it to a new position?

25. Besides Notes Page view, what other view enables you to edit speaker notes?

26. What button’s drop-down arrow do you click on the Print Preview tab to choose how to preview the slides?

27. What option do you select from the Print All Slides button's menu to print only the slide that is active on the screen?

28. What printing option prints a black border around each slide?

29. What printing option should you choose if your slides have text or graphics with shadows?

30. How do you start a new blank presentation if you are already working on another presentation?

31. Describe the appearance of the first slide in a blank presentation.

32. Describe two options you can use to save a presentation for the first time.

33. What is the advantage of creating a new presentation from a template?

34. You have just completed the title slide of a new presentation and want to insert a slide that uses the Section Header layout. What steps do you take to insert the new slide?

35. How would you move slide 4 above slide 2 using the Slides tab in Normal view?

36. How would you indicate on the Print page of Backstage view that you want to print the first and fourth slides of a presentation?

37. What steps do you take on the Print page of Backstage view to print handouts?

38. Why would you consider printing a color presentation in grayscale mode?

39. Describe two ways to preview slides before you print them or deliver a presentation.

**Lesson 3: Working with Text**

40. What is the keyboard shortcut to apply italics?

41. What do you call boldface, italics, and underline?

42. What do you adjust to allow more or less vertical space between lines of a paragraph?

43. What do you click to display all available styles in the WordArt gallery?

44. When you position the pointer on a resizing handle, what does the mouse pointer look like?

45. What feature provides a number of formatting options that would take more time to apply separately?

46. You can give a text box a picture or texture background using which palette?

47. What palette do you use to apply a dashed border to a text box?

48. What button do you use to select an option that will stack text so it can be read from top to bottom?

49. What do you drag to make a text box revolve on its center point?

50. Describe how you can copy the character formatting formats from one slide's title to another slide's title.

51. Why would you use the Font dialog box to change character formats?

52. What two places can you find tools to adjust horizontal paragraph alignment?

53. What steps would you take to insert three blank lines between bullet items on a slide without using the Enter key to manually insert paragraph breaks?

54. When would you choose to number items in a list rather than use bullets?

55. You have formatted a new list with the number 1. What happens when you press Enter?

56. You do not like the bullet character used for second-level bullets on a slide. How can you change it?

57. How do you add a glow to a WordArt graphic?

58. What two options do you have when creating a text box?

59. How do you create columns for text box text?