**Review Sheet: Lessons 10 & 11 PowerPoint**

**Lesson: Lesson 10: Securing and Sharing a Presentation**

1. What does *not* display when you view a comment?

2. Where can you find the Edit Comment option?

3. If you save a PowerPoint 2010 presentation that contains SmartArt graphics to an earlier version of PowerPoint, such as PowerPoint 97-2003, what will happen to the graphics?

4. How are comments from different users differentiated?

5. How are comments numbered?

6. Use the \_\_\_\_\_\_\_\_\_\_ pane to see what differences exist between merged versions of a presentation.

7. How do you add a password to a presentation?

8. Which of these would be the hardest password to guess?

a) Gertrude

b) 1492

c) ProtectMe

d) RS$4621@

9. What happens to your editing ability when you mark a presentation as final?

10. Which file format saves each slide as a graphic, and then replaces the slide's content with that graphic?

11. What file format is a platform-independent page layout format?

12. What format is used when you save a presentation as an outline?

13. What format saves a presentation so that it opens in Slide Show view when you double-click the file?

14. In what format does PowerPoint create a video from a presentation?

15. How are comments identified?

16. To add a new comment to a slide, use the New Comment button on the \_\_\_\_\_\_ tab.

17. To delete a comment, select it and then click the \_\_\_\_\_\_\_\_ button on the Review tab.

18. If you save a presentation as a Picture Presentation, what do you get?

19. Which of these file formats results in an uneditable, platform-independent file?

20. When you save a presentation as an outline, in what file format is it saved?

21. A PowerPoint \_\_\_\_\_\_\_\_\_ file is just a regular presentation except it opens in Slide Show view by default.

22. What command would you use to save an individual slide as a graphic?

23. To create a video from a presentation, click the File tab, click \_\_\_\_\_\_\_\_\_\_, and click Create a Video.

24. You can find the Show Markup button on the \_\_\_\_\_\_\_\_\_\_ tab.

25. The \_\_\_\_\_\_\_\_\_\_ feature merges two presentation files.

26. A \_\_\_\_\_\_\_\_\_ is a word or phrase you must enter to get access to a file.

27. When you mark a presentation as \_\_\_\_\_\_\_\_\_, you can no longer edit it or add comments.

28. To make a PDF of your presentation, click the file tab, click \_\_\_\_\_\_\_\_\_\_\_\_, and click Create PDF/XPS Document.

29. If you save a presentation in XPS format, it opens in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ utility when you double-click it.

30. \_\_\_\_\_\_\_\_\_\_\_ is a standard that many applications, including free Office suites such as OpenOffice, use to ensure compatibility between programs.

31. A PowerPoint Show file is the same as a regular PowerPoint file except it opens in \_\_\_\_\_\_\_\_\_\_\_\_ view by default.

32. To create a video from a presentation, click File, \_\_\_\_\_\_\_\_\_\_\_, Create a Video.

33. A \_\_\_\_\_\_\_\_\_\_\_\_ is a note you insert on a slide to communicate with collaborators.

34. The \_\_\_\_\_\_\_\_\_ feature merges two presentation files. You can then use the Revisions pane to see what differences exist between the merged versions, and accept or reject each revision.

35. A \_\_\_\_\_\_\_\_\_\_\_ is a word or phrase that you must enter in order to get access to a file.

36. \_\_\_\_\_\_\_\_\_\_\_\_\_ is a standard format that many applications accept, including free Office suites like OpenOffice.

**Lesson: 11: Delivering a Presentation**

37. What dialog box allows you to specify which slide a presentation starts with?

38. What slide size would you choose if you knew you had to present your slide show on a widescreen monitor?

39. What cannot be accomplished in Handout Master view?

40. What do you need in order to use Presenter view?

41. For best results in presenting slide shows, you need \_\_\_\_\_\_\_\_\_\_.

42. If you do not have a digital projector, you can still present slides to an audience using \_\_\_\_\_\_\_\_\_\_.

43. A hidden slide can be displayed in which view? (There are at least 3 views)

44. The slide numbers on the slides in a custom show \_\_\_\_\_\_\_\_\_\_.

45. When you rehearse timings, you should \_\_\_\_\_\_\_\_\_\_.

46. What happens when you click the Rehearse Timings button?

47. The Rehearsal toolbar lets you do a lot, *except* what?

48. Which of the following is not an annotation pen choice?

a) Felt Tip Pen

b) Ball Point Pen

c) Crayon

d) Highlighter

49. What utility can be downloaded for free from Microsoft to display a PowerPoint presentation on a system that does not have PowerPoint?

50. How can you deliver a live presentation via the Internet?

51. What is NOT a method of moving to the next slide in a presentation?

52. Slides are sized by default at a \_\_\_\_\_\_ aspect ratio that allows them to be shown on a standard monitor without distortion.

53. How are comments identified?

54. To change the layout for handouts that you print, modify the Handout \_\_\_\_\_\_\_\_.

55. A \_\_\_\_\_\_\_\_\_\_\_\_\_ is a subset of the slides in a presentation.

56. In the Set Up Show dialog box, which option results in a presentation that runs in a resizable window when in Slide Show view?

57. What does pressing the P key do in Slide Show view?

58. When you set the mouse pointer to function as a pen, you can \_\_\_\_\_\_\_\_\_\_\_\_ the slides.

59. When you \_\_\_\_\_\_\_\_\_\_\_\_\_ a presentation, you make it available for people to watch live online, at the same time as you are showing it on your own computer.

60. When you \_\_\_\_\_\_\_\_\_\_ a presentation, you can make it available to others for later viewing at their own convenience.

61. By default, notes pages are in \_\_\_\_\_\_\_\_\_\_ orientation.

62. Tools for changing slide orientation can be found on the \_\_\_\_\_\_\_\_\_\_ tab.

63. To customize handouts, you must first display the master by making a selection on the \_\_\_\_\_\_\_\_\_\_ tab.

64. When you use a digital projector, you project slides onto a(n) \_\_\_\_\_\_\_\_\_\_.

65. Digital projectors accept input from a(n) \_\_\_\_\_\_\_\_\_\_.

66. In the Define Custom Show dialog box, a hidden slide has \_\_\_\_\_\_\_\_\_\_ around its number.

67. If you have a(n) \_\_\_\_\_\_\_\_\_\_ attached to your computer, you can choose to record narration for the slides.

68. Use the \_\_\_\_\_\_\_\_\_\_ button in the Package for CD dialog box to specify further settings for linking or embedding content.

69. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the default orientation for PowerPoint slides, because it is closer to the dimensions of a monitor than portrait orientation.

70. For additional handout formatting options, export the handouts to \_\_\_\_\_\_\_\_\_\_\_\_.

71. Hide a slide by clicking the Hide Slide button on the \_\_\_\_\_\_\_\_\_\_\_ tab.

72. \_\_\_\_\_\_\_\_\_\_\_\_ a presentation for CD assembles all the files you need to show your slides, no matter what kind of system you have to use to run the show.