**PowerPoint Review Sheet: Lessons 4-6**

**Lesson: Lesson 4: Designing a Presentation**

1. You can find the Background Styles button in the \_\_\_\_\_\_\_\_\_\_ group on the Design tab.

2. For any background choice, you can increase \_\_\_\_\_\_\_\_\_\_ to “wash out” the background so it doesn’t overwhelm the text.

3. Use a(n) \_\_\_\_\_\_\_\_\_\_ to record the slide title, company name, or other important information at the bottom of each slide.

4. Besides the Slides tab, the Header and Footer dialog box contains a(n) \_\_\_\_\_\_\_\_\_\_ tab.

5. Click the \_\_\_\_\_\_\_\_\_\_ button to locate a palette of action buttons.

6. You can find the Slide Master button on the \_\_\_\_\_\_\_\_\_\_ tab.

7. To create a section, right-click a slide and click \_\_\_\_\_\_\_\_\_\_\_.

8. To delete a section, right-click the section and click \_\_\_\_\_\_\_\_\_\_.

9. To apply a theme to a slide master, first open up \_\_\_\_\_\_\_\_\_\_ view.

10. If you want to make changes to the slide master but have it affect only slides that use a certain layout, create a custom \_\_\_\_\_\_\_\_\_\_\_\_ master and make changes to it.

11. To change a presentation's colors after applying a theme, click the Colors button on the \_\_\_\_\_\_\_\_\_\_\_\_ tab.

12. If you don't like the background used in the current theme, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ command on the Design tab to choose a different one.

13. A \_\_\_\_\_\_\_\_\_ is text that repeats at the bottom of each slide in a presentation.

14. A \_\_\_\_\_\_\_\_\_\_\_ is a clickable shortcut that jumps to other content. It can either be text (usually underlined) or a graphic.

15. What feature lets you see how a theme will look as you rest the pointer on the theme’s thumbnail?

16. Which option in the Header and Footer dialog box inserts a date that will always stay the same?

17. If you decide not to use text or a graphic as a hyperlink, you can right-click the hyperlinked text or graphic and select which command?

18. What dialog box opens as soon as you finish drawing an action button?

19. What kind of slide layout does the slide master resemble?

20. In Slide Master view, which button do you use to create a new layout in which you can specify the types of placeholders and their positions?

21. How do you collapse a section in the Slides pane?

**Lesson: Lesson 5: Adding Tables to Slides**

22. You can find the option to create a table using a grid on the \_\_\_\_\_\_\_\_\_\_ tab.

23. When first inserted, an Excel worksheet has only \_\_\_\_\_\_\_\_\_\_ cells.

24. When you create a worksheet on a slide, the worksheet is said to be \_\_\_\_\_\_\_\_\_\_ on the slide.

25. You can use the \_\_\_\_\_\_\_\_\_\_ button on the Home tab to remove a selected row or column.

26. Use the \_\_\_\_\_\_\_\_\_\_ tool to combine cells so they span multiple columns or rows.

27. \_\_\_\_\_\_\_\_\_\_ alignment is the default vertical alignment.

28. Use the \_\_\_\_\_\_\_\_\_\_ button to display a color palette from which you can select theme colors to fill table cells.

29. To place a table behind a shape that overlaps it, select the table and then on the Drawing Tools Format tab, click \_\_\_\_\_\_\_\_\_\_ in the Arrange group.

30. Apply Quick Styles to a table from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

31. A \_\_\_\_\_\_\_ is a grid into which you can type text in the individual cells at the intersection of each column and row.

32. To draw a table, on the Insert tab, click Table to open the Table menu, and click \_\_\_\_\_\_\_\_\_\_\_.

33. The background fill in each cell of a table is called \_\_\_\_\_\_\_\_\_\_\_\_.

34. The outline around each cell of a table is called \_\_\_\_\_\_\_\_\_\_\_\_\_.

35. What does the mouse pointer change to when you choose to draw a table?

36. What group gives you options to change a table’s height and width?

37. What dialog box do you have to use to paste Excel data so it maintains a link to the worksheet?

38. What dialog box allows you to create formulas, sound files, and Word documents, in addition to worksheets?

39. What tool allows you to make all columns in a table the same width?

40. The Rows & Columns group appears on what tab?

41. What group of options allows you to specify which parts of a table receive emphasis?

42. What option on the Border menu clears all outlines from cells?

43. What tab would you access to apply an effect to a table?

**Lesson: Lesson 6: Using Charts in a Presentation**

44. \_\_\_\_\_\_\_\_\_\_ are visual representations of numerical data.

45. When a chart is selected, you can find the button that will allow you to change chart types on the \_\_\_\_\_\_\_\_\_\_ tab.

46. A(n) \_\_\_\_\_\_\_\_\_\_ chart is often used to compare individual items, especially duraations. Categories display on the vertical axis and values on the horizontal axis.

47. When a chart is selected, you can find the Edit Data button on the \_\_\_\_\_\_\_\_\_\_ tab.

48. A chart’s \_\_\_\_\_\_\_\_\_\_ explains what each data series shows.

49. You can use tools on the \_\_\_\_\_\_\_\_\_\_ tab to change the size of text in a chart.

50. Column, bar, pie, line, and scatter are all types of \_\_\_\_\_\_\_\_\_\_\_.

51. To edit a chart's data, select the chart, and then on the Char Tools Design tab, click the \_\_\_\_\_\_\_ button in the Data group. The data worksheet opens in Excel.

52. To show the numeric value of each slide of a pie chart, turn on the \_\_\_\_\_\_\_\_\_\_\_\_\_ for the chart.

53. To adjust the amount of empty space between data series on a column chart, change the \_\_\_\_\_\_\_\_\_\_ setting.

54. To make a part of a chart into a hyperlink, select that chart element and then on the \_\_\_\_\_\_\_\_\_ tab, click Hyperlink.

55. What gallery allows you to choose a preformatted arrangement of chart elements to modify a default chart?

56. If you right-clicked on an axis title, what command would you see on the shortcut menu to allow you to change the title’s formats?

57. What command can you usually find at the bottom of a chart element menu that gives you further choices on applying that element?

58. What tab gives you options for changing a chart’s fill or border formats?

59. If you have selected an axis title, what button in the Current Selection group would allow you to modify the title?

60. What do you call the inner area of the chart, where the data markers are placed?

61. What dialog box allows you to apply a number format to axis labels?