**PowerPoint Review Sheet: Lessons 7-9**

**Lesson: Lesson 7: Creating SmartArt Graphics**

1. An organization chart shows \_\_\_\_\_\_\_\_\_\_.

2. You use SmartArt diagrams to present \_\_\_\_\_\_\_\_\_\_.

3. What is *not* a SmartArt type?

4. Which two layouts can show a process?

5. If it is not important what order information appears in, you would most likely use what kind of diagram?

6. In an organization chart, which of the following shapes is usually shown on a separate level?

7. In the Text pane, shape text appears as a(n) \_\_\_\_\_\_\_\_\_\_.

8. In most diagrams, text can appear in \_\_\_\_\_\_\_\_\_\_.

9. You can find Quick Styles for a SmartArt diagram on which tab?

10. What is *not* a standard SmartArt Quick Style?

11. You can find different selections of colors to apply to a diagram in the \_\_\_\_\_\_\_\_\_\_.

12. To select more than one shape in a diagram, click the first, hold down \_\_\_\_\_\_\_\_\_\_, and then click additional shapes.

13. The Layouts group displays layouts from \_\_\_\_\_\_\_\_\_\_.

14. If your diagram displays shapes vertically, what would display a new shape under the currently selected shape?

15. Layouts in the \_\_\_\_\_\_\_\_\_\_ type of SmartArt diagram would never be affected by the Right to Left option.

16. What type of diagram allows you to change layout to Both or Left Hanging?

17. What happens when you promote a top-level shape in an organization chart?

18. The \_\_\_\_\_\_\_\_\_ pane, in which you can edit the text that appears in a SmartArt diagram, appears to the diagram's left.

19. On which tab is the SmartArt Style gallery located?

20. When adding a shape to an organization chart, if you select an existing shape and choose Add Shape Below, the new shape will be \_\_\_\_\_\_\_\_\_\_\_\_ the original shape.

21. When adding a shape to an organization chart, if you select an existing shape and choose Add Shape After, the new shape will be \_\_\_\_\_\_\_\_\_\_\_\_ the original shape.

22. To convert SmartArt to text, use the Convert button on the SmartArt Tools \_\_\_\_\_\_\_ tab.

23. To change a shape in a diagram, such as changing an oval to a rounded rectangle, right-click the shape, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and select the desired shape from the Shapes gallery.

24. You can change the layout of a SmartArt diagram (with the Layout button) only for which type of chart?

25. To access the Change Colors gallery for a SmartArt object, look on the SmartArt Tools \_\_\_\_\_\_ tab.

26. What is *not* a type of SmartArt diagram?

27. To reorder the shapes in a diagram, click a shape and then on the SmartArt Tools Design tab, click \_\_\_\_\_\_\_\_\_\_\_.

**Lesson: Lesson 8: Adding Graphics and Media Clips to a Presentation**

28. What is *not* a media type you can search for in the Clip Art task pane?

29. If you insert a graphic on a slide that doesn’t have a placeholder, it will generally appear \_\_\_\_\_\_\_\_\_\_.

30. What is *not* a picture file format supported by PowerPoint?

31. If you want to use a picture you located on the Internet in your presentation, what must you consider?

32. You have a picture that would be perfect on a slide, but the person in it is facing left instead of right. What option can you choose to make the picture face the opposite way?

33. You want to place a picture so that its top left corner is at a precise location on a slide. Where can you go to set this position?

34. A complex shape may have a \_\_\_\_\_\_\_\_\_\_ adjustment handle to allow you to modify the shape.

35. What category contains the Rectangle, Oval, and Triangle shapes?

36. Add text to a shape by \_\_\_\_\_\_\_\_\_\_.

37. If you want to move a shape above some shapes and below others, you use the \_\_\_\_\_\_\_\_\_\_ option.

38. What option allows you to hide objects that might be in your way while you work on another object?

39. What kind of files would most likely be placed in a Photo Album presentation?

40. \_\_\_\_\_\_\_\_\_\_ are movable non-printing lines that you can position for use as object positioning helpers.

41. Where can you adjust the gridline spacing?

42. From which tab can you crop a graphic object?

43. Brightness and contrast settings can be adjusted on the Picture Tools Format tab by clicking the \_\_\_\_\_\_\_\_\_\_\_\_ button.

44. The Remove Background feature is designed for use with which type of artwork?

45. What does the green circle at the top of a selected shape do when you drag it?

46. When applying an outline to a shape, which of these would result in a thin but still visible outline?

47. Bring to Front and Send Backward are two of the commands you can use to change an object's \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Lesson: Lesson 9: Using Animation and Multimedia**

48. Transitions are

49. What can you assign to a transition?

50. A transition's Duration refers to

51. In Slide Sorter view, what happens when you click the small star icon below a slide?

52. The After setting determines how many seconds

53. Animation effects apply to

54. What type of animation moves an object off a slide?

55. For an entrance animation effect, Fly In is an example of a(n):

56. If you have three consecutive animations that are all to occur With Previous, each one 4 seconds in duration, how long will it take for all three to execute?

57. How is the starting point of a motion path animation indicated onscreen?

58. What does a dotted line represent on an animation?

59. When a slide contains multiple animations, and they all show a 0 on them in the Slide pane, what can you assume about the way they will execute?

60. If you want to add a music clip that is stored on your hard disk to a slide, which insertion option would you use?

61. If you want to link to a YouTube clip in a presentation, how would you go about it?

62. Which tab would you use to make a color or contrast correction on a video clip on a slide?

63. An image that displays on the slide when a video clip is not actively playing is called a:

64. A(n) \_\_\_\_\_\_\_\_\_ effect moves an object from point A to point B, following along a path you create for it.

65. An animation's \_\_\_\_\_\_\_\_\_\_ is the amount of time between the previous action and this animation.

66. What is not a sound file format that PowerPoint accepts?

67. To make a sound clip play across multiple slides, select the sound icon and then on the Audio Tools \_\_\_\_\_\_\_\_\_\_ tab, open the Start drop-down list and click Play Across Slides.

68. What is not a motion video format that PowerPoint supports?

69. Which tab would you click to locate the Compress Media command?

70. On which tab would you find the option of playing a video clip back in full screen during the slide show?

71. If a slide has two animations, A and B, in that order, and you set animation B to play After Previous, when will animation B play?