

Power Point Quiz

Name:

Period:


1. Explain the difference between “Apply” and “Apply to All.”

2. Explain what the difference is between Animation and Slide Transition.

3. Using a COW (Apple Laptop), explain the steps you would take to insert a new slide into your presentation.

4. Where would you go to view your slideshow?
 - a. Under Slideshow
 - b. Under Format
 - c. Under Tools
 - d. Under View or Under Slideshow

5. Where is the “Spelling & Grammar” tool located?
 - a. Under Format
 - b. Under Insert
 - c. Under Slideshow
 - d. Under Tools

6. What does  mean?
- Word Art
 - Bold
 - Font Color
 - Italics
7. Explain the steps of copying a picture and then putting it onto your presentation.
8. What is the name of the items where you can find “Insert”, “Format”, “Font Color”, and “View” on?
- Text Box
 - Tool Box
 - Tool Bar
 - Table
9. Where could I find the “Fill Effects” section?
- Under View
 - Under Tools
 - Under Slide Background
 - Under Insert
10. Explain steps of how you would change the color of the font.

Bonus: List the 3 animations that you are not allowed to use for your presentations.