

# ATOMIC LEARNING

# Practice Sets

## PowerPoint 2010 – Intro Training

### Section B – Getting Started

### INSTRUCTIONS

Open a new, blank presentation in PowerPoint. Follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

### TUTORIAL TASKS AND QUESTIONS

#### Key #81359 - Understanding a slide

**Task:** In the presentation titled “My PowerPoint Presentation”, click in the Title placeholder and look at the default font and font size that are displayed on the Home tab of the ribbon.

**Question:** Which of the following is considered a Sans Serif fonts?

- A) Arial
- B) Calibri
- C) Verdana
- D) All of the above.

#### Key # 81360 - Using placeholders

**Task:** Select the Subtitle placeholder. Delete this placeholder from the Title Slide. Return the Subtitle placeholder to the slide by selecting the Undo command on the Quick Access Toolbar.

**Question:** What can you do to a placeholder?

- A) Delete it.
- B) Reposition it.
- C) Resize it.
- D) All of the above.

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### Key #81361 - [Adding text to a slide](#)

**Task:** Click in the Subtitle placeholder and type in your first and last name.

**Question:** What is the default font and font size for the Title placeholder?

- A) Calibri 32.
- B) Calibri 44.
- C) Comic Sans 32.
- D) Comic Sans 44.

### Key #81362 - [Working with slide layouts](#)

**Task:** Change the layout of the Title slide to a Comparison slide. Then change it back to the Title slide layout.

**Question:** Which tab on the Ribbon contains the Slide Layout command?

- A) The Design tab.
- B) The Home tab.
- C) The Insert tab.
- D) The View tab.

### Key #81363 - [Inserting a new slide](#)

**Task:** Insert a new slide after the Title slide in the presentation. Type in a title for this slide and add at least three bullets of information.

**Question:** By default, when you select the New Slide command itself, it inserts a new slide using which slide layout?

- A) Picture with Caption.
- B) Title and Content.
- C) Title and Two Content.
- D) Title and Picture.

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### Key #81364 - [Moving with the keyboard](#)

**Task:** Make sure you are at the beginning of the first bullet in the Content placeholder on the second slide. Use the keyboard methods demonstrated to move through the bullets. Once you get to the end of the last bullet in the list, return to the first bullet using the keyboard combination.

**Question:** Like most applications, Microsoft PowerPoint will allow you to use the keyboard to move around in a presentation. When used by themselves, the four arrow keys, the Home key, and the Page Up & Page Down key will do a specific task. When they are used in conjunction with the Ctrl key on the keyboard, they will do something different.

**True or False**

### Key #81365 - [Moving with the mouse](#)

**Task:** Insert another new slide after the second slide in the presentation. Use the mouse to move between the slides in the presentation and then return back to slide one.

**Question:** Where on the Status Bar does it display the current slide out of the total number of slides in the presentation?

- A) The top left.
- B) The top right.
- C) The bottom left.
- D) The bottom right.