

ATOMIC LEARNING

Practice Sets

PowerPoint 2010 – Intro Training

Section C – Text Formatting

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 #81366 - [Selecting text](#)

Task: In the bulleted list on slide two, use the different methods demonstrated to select the text in a slide.

Question: There are several ways that you can select text in your presentation. Which of these is not one of the ways to accomplish this?

- A) Click and drag with the mouse to select text.
- B) Double click a word to select it.
- C) Triple click with the mouse to select an entire paragraph.
- D) Click four times with the mouse to select the entire slide.

Key #81367 - [Editing text](#)

Task: Position your cursor in the middle of the text in one of the bullets. Use the backspace key and the delete key to erase the text on either side of the cursor.

Question: Pressing the Delete key on the keyboard erases the text to the left of your cursor.

True or False

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Key #81368 - [Formatting text](#)

Task: Select the text in the first bullet in the Content placeholder on the second slide. Change the text to a different font and font size. Apply italics to the text and consider applying boldface, underlining, or another formatting option that you feel might improve the appearance of the text.

Question: One of the nice features of PowerPoint 2010 is Live Preview: it previews the formatting before the changes are actually applied. In which version of Office was Live Preview first introduced?

- A) Office 2002
- B) Office 2003
- C) Office 2007
- D) Office 2010

Key #81369 - [Using the Font dialog box](#)

Task: Select the text in the second bullet in the Content placeholder on the second slide. Use the Font dialog box to change the font color.

Question: Which option is not in the Font dialog box?

- A) Character spacing.
- B) Effects like strikethrough, superscript, small caps, etc.
- C) Font style.
- D) Margins.

Key #81370 - [Using the Format Painter command](#)

Task: Go back and select the text in the first bullet in the Content Placeholder on the second slide. Use the Format Painter command to apply the formatting to the other two bullets in the placeholder.

Question: Where would you find the Format Painter command on the ribbon?

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

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Key #81371 - [Changing the character case](#)

Task: Highlight the title text on the second slide. Experiment with the different choices listed in the Change Case command and select the one that works best for your text.

Question: Which of these is a Change Case option?

- A) Capitalize each word.
- B) Sentence case.
- C) Toggle case.
- D) All of the above.

Key #81372 - [Using Cut, Copy, and Paste](#)

Task: Highlight the bulleted text in the Content placeholder on slide two. Copy that same text to the Content placeholder on slide three.

Question: Which of these is the keyboard shortcut for Paste?

- A) Ctrl + C.
- B) Ctrl + P.
- C) Ctrl + V.
- D) Ctrl + X.

Key #81431 - [Using Paste Preview](#)

Task: Insert another slide after slide three. With the bulleted text highlighted in the Content placeholder on slide two, copy the text. Then go to the new slide, slide four, and rather than pasting the copied text right away, use the Paste Preview command to see how the text will look before you actually paste it. If you are satisfied with its appearance, paste the text using the Destination Theme.

Question: The Paste Preview command was first introduced in Office 2007.

True or False

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Key #81373 - [Working with the clipboard pt. 1](#)

Task: Open the Clipboard and view what it is currently holding. Delete all items currently stored in the Clipboard and close the Clipboard task pane when you are finished.

Question: How many items can be stored in the Clipboard?

- A) 1
- B) 12
- C) 24
- D) An unlimited amount

Key #81432 - [Working with the clipboard pt. 2](#)

Task: Turn off the option to “Show the Office Clipboard Icon on Taskbar”.

Question: What keyboard shortcut allows you to display the clipboard?

- A) Press Ctrl + B once.
- B) Press Ctrl + B twice.
- C) Press Ctrl + C once.
- D) Press Ctrl + C twice.

Key #81374 - [Using Drag and Drop editing](#)

Task: Use Drag and Drop editing to rearrange the bullets on slide two.

Question: What does using Drag and Drop by itself emulate?

- A) Cut and Copy.
- B) Cut and Paste.
- C) Both of these.
- D) Neither of these.

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Key #81375 - [Using Undo and Redo](#)

Task: Undo the last command you performed, and then undo the command before that. Bring these items back by clicking the Redo command twice.

Question: How do you bring up the Undo List?

- A) Click the down arrow next to the Undo command.
- B) Click Undo on the Quick Access toolbar.
- C) Press Ctrl + U once.
- D) Press Ctrl + U twice.

Key #81376 - [Using the Spell Checker](#)

Task: Using one of the options discussed, use the Spell Checker on your presentation.

Question: Which of these will not access the Spell Checker?

- A) Pressing the F7 Function key.
- B) Selecting the Review tab and then the Spelling command.
- C) Right-clicking with the mouse on a misspelled word.
- D) All of these will access the Spell Checker.