ATOMIC LEARNING
Practice Sets

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 #81377 - Aligning paragraphs horizontally

Task: Select the Title placeholder on the Title slide, then change the alignment to left aligned, then right aligned, then back to center aligned.

Question: Which of these is not an option for horizontal paragraph alignment?

    A) Align center.
    B) Align left.
    C) Align middle.
    D) Align right.

Key #81378 - Aligning paragraphs vertically

Task: Select the Subtitle placeholder on the Title slide and change the vertical alignment to Middle.

Question: Which of these is not an option for vertical paragraph alignment?

    A) Align bottom.
    B) Align center.
    C) Align middle.
    D) Align top.

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Key #81379 - Changing the line spacing

Task: Select the Content placeholder on the second slide. Change the line spacing for the placeholder to double spacing. Experiment with the different line spacing and choose the spacing you like best for the placeholder.

Question: Where will you find the command that allows you to change line spacing?

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

Key #81380 - Changing the text direction

Task: Select the Content placeholder on the second slide . Experiment with changing the text direction for the information in that placeholder. Return to horizontal when you are finished.

Question: Which options are available when working with the Text Direction command?

- **A)** Rotate 0 degrees.
- **B)** Rotate 180 degrees.
- **C)** Stacked.
- **D)** Vertical.

Key #81381 - Setting tabs using the ruler

Task: If the ruler isn't showing, turn it on. Then with the cursor at the beginning of the text in the Subtitle placeholder on the Title slide, use the ruler to place a left tab at the one and a half inch mark on the ruler. Then remove this custom tab from the ruler.

Question: Tabs can set in PowerPoint just as they can in Word: by using the ruler and then defining where they should appear.

> **True** or   **False**

Key #81382 - Setting tabs using the Tab dialog box

Task: With the cursor at the beginning of the text in the Subtitle placeholder on the Title slide, open the Tab dialog box and experiment with setting and clearing tabs.

Question: Which group on the Home tab contains the Paragraph Dialog Box launcher?

    A)   In the Font group.
    B)   In the Styles group.
    C)   In the Paragraph group.
    D)   In the Editing group.

Key #81383 - Using bullets in a placeholder

Task: With the cursor in the bulleted list in the Content placeholder on slide two, view the different bulleted list options in the Bullets command gallery.

Question: How do you access the different bullet options that are available?

    A)   Click on the Bullets command.
    B)   Click on the pull-down arrow next to the Bullets command.
    C)   Press Ctrl + B once.
    D)   Press Ctrl + B twice.

Key #81393 - Demoting and promoting bullets

Task: Place the cursor at the beginning of the second bullet in the bulleted list on slide two. Increase the indent for this bullet so that it appears as a sub-level under the first bullet.

Question: What method can you use to promote a bullet?

    A)   Select the Decrease Indent command.
    B)   Use the keyboard shortcut Shift-Tab.
    C)   Both of these will promote a bullet.
    D)   Neither of these will promote a bullet.

Key #81384 - Customizing bullets

Task: Change the appearance of the existing bullets using a symbol from the Wingdings font collection of symbols.

Question: You can use a special symbol or a picture as a bullet in PowerPoint 2010.

> **True** or **False**

Key #81385 - Creating numbered lists

Task: Select the bulleted list on slide two, and change it to a numbered list.

Question: Where is the Numbering command on the ribbon?

- **A)** On the Home tab, in the Font group.
- **B)** On the Home tab, in the Paragraph group.
- **C)** On the Insert tab, in the Text group.
- **D)** On the Page Layout tab, in the Page Setup group.

Key #81386 - Using the Paragraph dialog box

Task: Select the Content placeholder on slide two, then open the Paragraph dialog box and change the line spacing to something different from what it currently is set at.

Question: What options are available in the Paragraph dialog box?

- **A)** Paragraph indentation.
- **B)** Paragraph alignment.
- **C)** Spacing before and after the paragraph.
- **D)** All of the above.

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