

ATOMIC LEARNING

Practice Sets

PowerPoint 2010 – Intro Training

Section E – Presentation Views

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 #81387 - [Using Normal view](#)

Task: Select the View tab on the ribbon and view your presentation using the different views available. Return to Normal view when you are finished.

Question: Normal view has several areas that allow you to write and design a presentation. Which of these is not one of those areas?

- A. The Notes pane.
- B. The Outline tab.
- C. The Slide pane.
- D. The Text pane.

Key #81388 - [Using Slide Sorter view](#)

Task: Display your presentation in Slide Sorter view. Return to Normal view when you are finished.

Question: What cannot be done to a slide in Slide Sorter view?

- A. You cannot delete a slide in Slide Sorter view.
- B. You cannot edit a slide in Slide Sorter view.
- C. You cannot insert a new slide in Slide Sorter view.
- D. You cannot move a slide in Slide Sorter view.

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Key #81389 - [Using Notes Page view](#)

Task: Display your presentation in Notes Page view. Return to Normal view when you are finished.

Question: How can you access Notes Page view?

- A. By selecting that button on the Status Bar.
- B. By selecting the Notes Page command on the View tab.
- C. Both of these work
- D. Neither of these work

Key #81390 - [Using Reading view](#)

Task: Bring up your presentation in Reading view. View what your presentation will look like here, and return to Normal view when you are finished.

Question: One of the advantages of using Reading view is that you can use it to show two presentations in two windows simultaneously.

True or False

Key #81391 - [Changing the Default view](#)

Task: Change the Default view of your presentations to Notes Page view. Return the Default view to Normal view when you are finished.

Question: By default, a new blank presentation is displayed in Slide Sorter view.

True or False