

ATOMIC LEARNING

Practice Sets

PowerPoint 2010 – Intro Training

Section F – Managing Slides in Different 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 #81392 - [Selecting slides in Normal view](#)

Task: Use the methods demonstrated to select adjacent and non-adjacent slides in Normal view.

Question: When you need to select non-adjacent information, which method should you use?

- A) Click-Control-Click.
- B) Click-Shift-Click.
- C) Click-Tab-Click.
- D) None of these.

Key #81404 - [Inserting a slide in Normal view](#)

Task: Insert a new slide in between the title slide and the second slide in the presentation, and use the Two Content slide layout for the slide.

Question: How many parts are there to the New Slide command?

- A) 1
- B) 2
- C) 3
- D) 4

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Key #81394 - [Deleting a slide in Normal view](#)

Task: Delete the second slide in your presentation while in Normal view. Undo this deletion to bring the slide back.

Question: How many methods can you use to delete a slide in Normal view?

- A) Select the slide and press the Delete key on the keyboard
- B) Right-click on a slide and select the Delete Slide command in the shortcut menu.
- C) Select the slide and press the Backspace key on the keyboard
- D) All of the above.

Key #81395 - [Adjusting the window in Normal view](#)

Task: Change the width of the Slides tab area to be slightly wider than it is now.

Question: When you are in the process of changing the width of the Slides tab, how does your mouse pointer appear?

- A) As a two-headed arrow.
- B) As a four-headed arrow.
- C) As a crosshair.
- D) None of the above.

Key #81396 - [Moving and copying slides in Normal view](#)

Task: While in Normal view, use the Drag and Drop method to move the Title slide so that it appears as the last slide in the presentation. Then move the Title slide back into the first slide position.

Question: When using the Drag and Drop method, you'll see a line appear between the slides before you drop a slide into its new location.

True or False

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Key #81405 - [Selecting slides in Slide Sorter view](#)

Task: Switch to Slide Sorter view. Select two non-adjacent slides in the presentation.

Question: When selecting adjacent slides in Slide Sorter view, which method should you use?

- A) Click-Control-Click.
- B) Click-Shift-Click.
- C) Click-Tab-Click.
- D) None of the above.

Key #81397 - [Inserting a slide in Slide Sorter view](#)

Task: While in Slide Sorter view, insert a new slide between your second and third slides.

Question: The commands for inserting a slide in Slide Sorter view are different from the commands for inserting a slide in Normal view.

True or False

Key #81398 - [Deleting a slide in Slide Sorter view](#)

Task: Delete the new slide you just created by selecting the slide and pressing the appropriate key on the keyboard.

Question: Which method will not delete a slide while in Slide Sorter view?

- A) Selecting the slide and pressing the Delete key on the keyboard.
- B) Right-clicking a slide and then selecting Delete Slide in the shortcut menu.
- C) Selecting the slide and pressing the Backspace key on the keyboard.
- D) Selecting the slide and clicking on the Delete button on the Home tab in the Slides group.

Key #81399 - [Moving and copying slides in Slide Sorter view](#)

Task: Use the Drag and Drop method to move the Title slide so that it appears as the last slide in the presentation. Then move the Title slide back into the first slide position.

Question: When using the Drag and Drop method for copying a slide, you'll need to hold the mouse button down along with what key on the keyboard?

- A) The Ctrl key.
- B) The F3 Function key.
- C) The letter C on the keyboard.
- D) The Shift key.

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Key #81400 - [Inserting a slide in Outline view](#)

Task: In Outline view, insert a new slide after the title slide.

Question: When inserting a slide in Outline view, where will the new slide appear?

- A) Before the selected slide.
- B) After the selected slide.
- C) At the beginning of the presentation.
- D) At the end of the presentation.

Key #81401 - [Adding text to a slide in Outline view](#)

Task: In Outline view, add title text to the slide you've just created.

Question: After typing in the slide title, what will happen if you press the Enter key on the keyboard?

- A) The current slide will be deleted.
- B) Your cursor will drop down a line in the current slide.
- C) The text that you just typed will be erased in the current slide.
- D) A new slide will be inserted after the current slide.

Key #81406 - [Deleting a slide in Outline view](#)

Task: In Outline view, delete the slide you've just inserted. Click Undo to bring it back.

Question: In order to select the entire slide in Outline view, what steps should you follow?

- A) Move the mouse over the slide icon next to the slide and when the mouse changes to a two-headed arrow, click on the slide icon.
- B) Select the title of the slide.
- C) Move the mouse over the slide icon next to the slide and when the mouse changes to a four-headed arrow, click on the slide icon.
- D) None of the above.

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Key #81402 - [Moving and copying slides in Outline view](#)

Task: Use the Drag and Drop method in Outline view to move the slide you've just created so that it appears as the last slide in the outline. Then, move it back to where it originally appeared.

Question: In which view(s) can the Drag and Drop method be used for moving and copying slides?

- A) Normal view.
- B) Outline view.
- C) Slide Sorter view.
- D) All of the above.

Key #81403 - [Duplicating slides](#)

Task: Use the Duplicate command to make a duplicate of your title slide.

Question: What is the keyboard shortcut for the Duplicate slides command?

- A) Ctrl + D.
- B) Ctrl + S.
- C) Ctrl + Shift + D.
- D) Ctrl + Shift + S.

Key #81407 - [Moving and copying slides between presentations](#)

Task: Open a new, blank presentation. Copy the first two slides from your current presentation into the new presentation.

Question: To copy slides between presentations, which of these are options?

- A) Use the Copy command on the Home tab.
- B) Use the keyboard shortcut Ctrl + C.
- C) Use the right mouse button and select Copy in the shortcut menu.
- D) All of the above.

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Key #81414 - [Reusing a slide from another presentation](#)

Task: Work with the Reuse Slides command to reuse slides created in another presentation, and keep the source formatting so that they retain their original formatting.

Question: Which command does the Reuse Slides command emulate?

- A) The Paste command.
- B) The Copy command.
- C) The Cut command.
- D) None of the above.