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 #81408 - Inserting a table into a slide

Task: Insert a new slide at the end of the presentation. Insert a table with four columns and six rows into the slide and fill the cells with information.

Question: To insert a table into a slide, which of these is an option in PowerPoint 2010?

A) Select the Insert Table icon in the Content placeholder.
B) Select the Table command on the Insert tab.
C) Select the Draw Table command and draw a table within the Content placeholder.
D) All of the above.

Key #81409 - Inserting a chart into a slide

Task: Insert a new slide at the end of the presentation. Insert a chart using the sample data in the sample data.

Question: What other application is used for creating a chart in PowerPoint 2010?

A) Microsoft Access 2010.
B) Microsoft Excel 2010.
C) Microsoft Graph 2010.
D) Microsoft Word 2010.

Key #81410 - Inserting a SmartArt graphic into a slide

Task: Insert a new slide at the end of the presentation. Insert a SmartArt graphic from any of the available categories into the slide.

Question: You can insert a SmartArt graphic into a slide by selecting the Insert SmartArt Graphic command on the Insert tab.

   True or   **False**

Key #81411 - Inserting a picture into a slide

Task: Insert a new slide at the end of the presentation. Insert a picture into the slide that you have stored on the computer.

Question: In the Content placeholder, where will you find the Insert Picture from File icon?

   A)   First row, First icon.
   B)   First row, Third icon.
   C)   Second row, First icon.
   D)   Second row, Second icon.

Key #81412 - Inserting Clipart into a slide

Task: Insert a new slide at the end of the presentation. Insert a Clip Art image – search for something related to your organization.

Question: By default, which media type is listed when you search for a Clip Art image?

   A)   All media file types.
   B)   Illustrations.
   C)   Pictures.
   D)   Videos.

Key #81413 - Inserting a media clip into a slide

Task: Insert a new slide at the end of the presentation. Insert a media clip into the slide.

Question: In PowerPoint 2010, media clips are linked to your presentation and they need to be stored in the same location as your presentation.

   True or   **False**