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 #81415 - Using slide themes

Task: Change the Theme for the current presentation using one of the predefined Themes available in PowerPoint 2010.

Question: How has the number of predefined themes changed in PowerPoint 2010 compared to what was available in PowerPoint 2007?
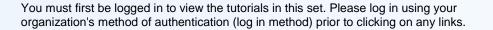
A) PowerPoint 2010 has half as many available themes.
B) PowerPoint 2010 has the same number of available themes.
C) PowerPoint 2010 has doubled the available themes.
D) PowerPoint 2010 has triple the available themes.

Key #81416 - Applying animations

Task: Apply two different animations to the Title placeholder on the first slide in the presentation.

Question: What are the animation categories in PowerPoint 2010?

A) Emphasis.
B) Exit.
C) Motion Paths.
D) All of the above.

Atomic learning

Key #81417 - Applying transitions

Task: Apply transitions to a few of the slides in the presentation and then preview the animations.

Question: There are currently five categories of transitions available in PowerPoint 2010.

      True or   **False**

Key #81418 - Changing the page setup

Task: Change the slide orientation to portrait, then return the orientation to landscape.

Question: Which options can be changed when using the Page Setup command?

- **A)** Slide orientation.
- **B)** Slide size.
- **C)** Both of these can be changed.
- **D)** Neither of these can be changed.

Key #81419 - Inserting a footer into a slide

Task: Insert a footer for the slides. Include a fixed date and time and some custom footer text and Apply to All of the slides in the presentation.
Question: When a footer is created, it will be displayed in all presentation views.

      True or   **False**

Key #81433 - Using sections pt. 1

Task: Insert a section between your first and second slide. Name the section you've created as "Presentation Content."

Question: What is the purpose of sections in PowerPoint 2010?

- **A)** Organization.
- **B)** Printing.
- **C)** Both of these.
- **D)** Neither of these.

Key #81434 - Using sections pt. 2

Task: Collapse your "Presentation Content" section and then expand it.

Question: Which of these are options when working with sections?

    A)   You can collapse a section.
    B)   You can rearrange sections.
    C)   You can remove a section.
    D)   All of the above.