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 #81421 - Using Print and Print Preview

Task: Print preview your presentation and view the various options that are available. Optional: print your presentation.

Question: Which of these can be printed in PowerPoint 2010?

- **A)** Handouts.
- **B)** Notes.
- **C)** Slides.
- **D)** All of the above.

Key #81430 - Using Save and Send pt. 1

Task: Use the Save and Send command to attach a copy of your PowerPoint presentation to an e-mail. Send the e-mail to a co-worker or send it to yourself.

Question: Which of these is not an option in the Save and Send command for sending an e-mail?

- **A)** Attach a copy of the presentation to an e-mail.
- **B)** Attach a PDF copy of the presentation to an e-mail.
- **C)** Send an e-mail that contains a link to the presentation.
- **D)** Send an e-mail that contains a link to the PDF version of the presentation.

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Key #81435 - [Using Save and Send pt. 2](#)

> **Task**: Save the file as a PDF document.
>
> **Question**: By using the Save and Send command, you have the option of packaging your presentation to a CD, and all links and needed items will be included on the CD for easy transportation.
>
> **True** or   **False**

Key #81437 - [Broadcasting a slide show](#)

> **Task**: Experiment with the Broadcast features. Broadcast a slide show if you have a Windows Live ID.
>
> **Question**: Which web browsers support the PowerPoint Broadcast feature?
>
> **A)** Firefox.
> **B)** Internet Explorer.
> **C)** Safari for Mac.
> **D)** All of the above.

Key #81438 - [Turning your presentation into a video](#)

> **Task**: Create a video of your presentation by saving your presentation as a Windows Media file. Play the video you've just created.
>
> **Question**: By creating a video of your PowerPoint presentation, you'll have a high quality version of your presentation that you can easily distribute.
>
> **True** or   **False**

Key #81436 - [Using Reading view](#)

> **Task**: View your presentation in Reading view.
>
> **Question**: The Reading View command is found where on the ribbon?
>
> **A)** The Home tab, in the Drawing group.
> **B)** The Design tab, in the Themes group.
> **C)** The Transitions tab, in the Preview group.
> **D)** The View tab, in the Presentation Views group.

Key #81422 - Launching a slide show

        Task: Launch and view your entire slide show from the beginning of the presentation. At some point in the slide show, move back to the previous slide and then continue viewing from that point on.

        Question: Which of these will not advance to the next slide when in Slide Show view?

           A)   Click the mouse button.
           B)   Pressing the letter P on the keyboard.
           C)   Pressing the Enter key or Space bar on the keyboard.
           D)   Using the navigation tools.

Key #81420 - Adding headers and footers to notes and handout pages

        Task: Add a footer that will be displayed on the notes and handouts pages. Include a fixed date and time and some custom footer text and select Apply to All, and exit the dialog box.

        Question: What information can you add to the header and footer areas of the notes and handout pages?

           A)   The date and time.
           B)   The page number.
           C)   Custom footer information.
           D)   All of the above.