

ATOMIC LEARNING

Practice Sets

PowerPoint 2010 – Intermediate

SECTION A – Correcting and Improving Text

INSTRUCTIONS

Open an existing 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#85991 - [Using the Find command](#)

Task: With an existing presentation open in PowerPoint, select the Find command. In the search text box type in a word specific to your presentation to search for.

Question: To move to the first, or next occurrence of the search text, which button should you select in the Find dialog box?

- A) The Close button.
- B) The Find Next button.
- C) The Replace button.
- D) None of the above.

Key#85992 - [Understanding the Find Command options](#)

Task: In the Find dialog box review the options available for the Find command.

Question: Which option will find only those instances that exactly match the uppercase and lowercase characters specified in the “Find What” text box?

- A) Find Next.
- B) Find whole words only.
- C) Match case.
- D) Close.

ATOMIC LEARNING

Practice Sets

Key#85993 - [Using the Replace command](#)

Task: With an existing presentation open in PowerPoint, select the Replace command. In the Find what text box type in a word or phrase specific to your presentation, then type in the word or phrase that you want to replace it with in the Replace with text box (i.e. parents with student representatives, cars with automobiles, etc.)

Question: To replace every occurrence within your presentation of the Find what text with the Replace with text, which button should you select?

- A) Replace All.
- B) Replace.
- C) Find Next.
- D) Close.

Key#85998 - [Using the Replace Fonts command](#)

Task: Select the Replace Fonts command and replace one of the fonts used in the presentation with another font from the available fonts list.

Question: You can repeat the process of replacing the presentation fonts as many times as needed before closing the Replace Fonts dialog box.

True or False

Key#85994 - [Customizing the Spell Check options](#)

Task: Select the "Hide spelling errors" option in the PowerPoint Options dialog box.

Question: The Spelling options are found in which category in the PowerPoint Options dialog box?

- A) The General category.
- B) The Proofing category.
- C) The Advanced category.
- D) The Display category.

ATOMIC LEARNING

Practice Sets

Key#85995 - [Using the custom dictionary](#)

Task: Using the existing presentation, add a proper name, technical term, or acronym to the custom dictionary.

Question: The easiest way to add words to the custom dictionary is through the Spell Checker. Once the spell checker stops at a word, to add it to the custom dictionary, which steps should you follow?

- A) Click on the Ignore button.
- B) Click on the AutoCorrect button.
- C) Click on the Add button.
- D) Click on the Change button.

Key#85996 - [Using the thesaurus](#)

Task: Using the existing presentation, select a word and use the Thesaurus to insert a different word.

Question: The Thesaurus will display both synonyms and what, if available, for a selected word?

- A) AutoCorrect.
- B) Antonyms.
- C) Alignment.
- D) AutoLayout.

Key#85997 - [Using AutoCorrect](#)

Task: Open a blank presentation in PowerPoint. On the first slide in the presentation, in the title placeholder, type in the text "teh" then press the spacebar on the keyboard.

Question: The AutoCorrect feature is initiated when you press the spacebar or what other key on the keyboard?

- A) The Delete key.
- B) The Enter key.
- C) The Backspace key.
- D) None of the above.

ATOMIC LEARNING

Practice Sets

Key#85999 - [Understanding the AutoCorrect options](#)

Task: In the PowerPoint Options dialog box, select AutoCorrect Options to view the different AutoCorrect options available.

Question: Capitalize First Letter of Sentences will automatically capitalize the first letter of the word when a period, a question mark, or an exclamation mark precedes that word.

True or **False**

Key#86000 - [Adding new AutoCorrect entries manually](#)

Task: With a blank presentation open in PowerPoint, type in the text “talbe” on the first slide in the presentation in the title placeholder. Add that word (table) manually to the AutoCorrect feature. On a new line in the placeholder type in the same text “talbe”, and press the spacebar on the keyboard to see the misspelled version of the word change to the correct spelling of the word.

Question: To add a word manually to the AutoCorrect feature, which steps should you follow?

- A) In the AutoCorrect dialog box, type in the correct spelling of the word in the Replace text box, and the misspelled spelling of the word in the With text box, then click on the Add button, then select OK.
- B) In the AutoCorrect dialog box, type in the misspelled spelling of the word in the Replace text box, and the correct spelling of the word in the With text box, then click on the Add button, then select OK.
- C) In the AutoCorrect dialog box, select the checkbox for the option Replace Text as You Type, then select OK.
- D) None of the above.

ATOMIC LEARNING

Practice Sets

Key#86001 - [Adding new AutoCorrect entries using the spelling checker](#)

Task: With an existing presentation open in PowerPoint, make sure that you have at least two words misspelled in the presentation. Run the Spell Checker and in the Spelling dialog box add both misspelled words to the AutoCorrect feature.

Question: Once the spell checker stops at a misspelled word in the Spelling dialog box, to add that word to the AutoCorrect feature, what steps should you follow?

- A) Make sure that the correct spelling is selected in the Suggestions list, then click on the Add button.
- B) Make sure that the correct spelling is selected in the Suggestions list, click on the Ignore button.
- C) Make sure that the correct spelling is selected in the Suggestions list, then click on the AutoCorrect button.
- D) Make sure that the correct spelling is selected in the Suggestions list, then click on the Suggest button.

Key#86002 - [Using AutoCorrect to add pieces of text](#)

Task: Select a portion of the text in your presentation and then use the copy command (it should be information that might appear in several presentations like the company/school mission statement, etc.). In the AutoCorrect dialog box paste the copied information in the With text box. Type the text "M1" (for mission statement in this example) in the Replace text box and click on the Add button, and select Ok. Type "M1" in a new slide in your presentation and then press the spacebar on the keyboard to see the information appear.

Question: Which of the following statements are true?

- A) AutoCorrect can Capitalize names of days.
- B) AutoCorrect can Capitalize the first letter of sentences.
- C) AutoCorrect can insert single words as well as pieces of text into a presentation.
- D) All of the above.

Key#86003 - [Deleting an AutoCorrect entry](#)

Task: In the AutoCorrect dialog box, delete the "talbe" AutoCorrect entry that was added in Key #86000.

Question: Not only can you delete the custom entries that have been added to the AutoCorrect feature but you can also delete any of the existing entries.

True or False

ATOMIC LEARNING

Practice Sets

Key#86004 - [Adding exceptions to the AutoCorrect feature pt. 1](#)

Task: Open the Exceptions dialog box in the AutoCorrect feature. Look at the entries included in the First Letter and Initial Caps areas and write down any entries that you use that you think could be added to these areas.

Question: To add an abbreviation to the AutoCorrect feature so that PowerPoint doesn't change the first letter of the word typed after it to a capital letter, which steps should you follow?

- A) In the AutoCorrect dialog box, select the Exceptions button. Make sure that the First Letter tab is selected, then type the abbreviation into the Don't Capitalize After text box, then click on the Add button. When you are finished click on OK.
- B) In the AutoCorrect dialog box, select the Exceptions button. Make sure that the Initial Caps tab is selected, then type the abbreviation into the Don't Correct text box, then click on the Add button. When you are finished click on OK.
- C) In the AutoCorrect dialog box, select the Exceptions button. Make sure that the Other Corrections tab is selected, then type the abbreviation into the Don't Correct text box, then click on the Add button. When you are finished click on OK.
- D) None of the above.

Key#86009 - [Adding exceptions to the AutoCorrect feature pt. 2](#)

Task: Open the Exceptions dialog box in the AutoCorrect feature . Make sure that the Initial Caps tab is selected and add "ROosevelt" to the Don't Correct exceptions list.

Question: Words added to the Initial Caps exception area of the AutoCorrect feature will all begin with what?

- A) A single capital letter.
- B) An abbreviation.
- C) Two capital letters.
- D) An exclamation mark.

ATOMIC LEARNING

Practice Sets

Key#86005 - [Deleting exceptions from the AutoCorrect feature](#)

Task: Delete the “ROosevelt” exception added in Key # 86009 from the AutoCorrect feature.

Question: To delete the “Roosevelt” Initial Caps exception from the AutoCorrect feature, which steps should you follow?

- A) With the First Letter tab selected, scroll through the list if needed and click on the entry you want to delete to select it. Then click on the Delete button. Follow these same steps to delete each entry. When you are finished click on OK.
- B) With the Initial Caps tab selected, scroll through the list if needed and click on the entry you want to delete to select it. Then click on the Delete button. Follow these same steps to delete each entry. When you are finished click on OK.
- C) With the Other Corrections tab selected, scroll through the list if needed and click on the entry you want to delete to select it. Then click on the Delete button. Follow these same steps to delete each entry. When you are finished click on OK.
- D) None of the above.

Key#86007 - [Understanding AutoFormat As You Type](#)

Task: With the a blank presentation open in PowerPoint, insert a second slide in the presentation and in the content placeholder type in the text “1st”, then press the enter key and type in the text “1/2”. Notice how the AutoFormat As You Type feature changes the text to “1st” and “½”.

Question: Which answer best describes the text that the AutoFormat As You Type feature will replace as you type?

- A) AutoFormat As You Type will replace straight quotes with smart quotes.
- B) AutoFormat As You Type will replace fractions with fraction characters.
- C) AutoFormat As You Type will replace ordinals with superscript.
- D) All of the above.

ATOMIC LEARNING

Practice Sets

Key#86006 - [Changing the AutoFormat As You Type options](#)

Task: In the AutoFormat As You Type area of the AutoCorrect dialog box, turn off the AutoFormat As You Type option that replaces ordinals with superscript. Then select OK.

Question: The changes that you make in the AutoFormat As You Type area of the AutoCorrect feature will only effect how AutoFormat As You Type performs where?

- A) In the current presentation.
- B) In Microsoft Word.
- C) In Print Preview.
- D) In all Office 2010 applications.