

ATOMIC LEARNING

Practice Sets

PowerPoint 2010 – Intermediate

SECTION B – Formatting Text Placeholders

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#86008 - [Text placeholders versus text boxes](#)

Task: Review the differences between text placeholders and text boxes.

Question: Which answer below is NOT a characteristic of a text box?

- A) Text typed into a text box does not appear in Outline view.
- B) Text boxes change in size as text is added to it.
- C) Text boxes use AutoFit.
- D) You can create as many text boxes as you want.

Key#86010 - [Creating a text manually](#)

Task: Insert a new slide using the blank slide layout, to create slide two in the presentation. Insert a text box with a specific width.

Question: When the right edge of a text box is defined, what happens to the text typed into the text box?

- A) The text does not wrap within the text box and will expand the text box to the right.
- B) The text wraps within the text box and will expand the text box going down.
- C) The text uses AutoFit to fit within the size of the text box.
- D) None of the above.

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Key#86011 - [Applying a fill to a text placeholder/text box](#)

Task: Move back to the Title Slide in the presentation. Click in the Subtitle placeholder and type in your first and last name. Change the font color to black. With the Subtitle placeholder selected, apply a Shape Fill using one of the predefined textures.

Question: To access the different options available for the Shape Fill command, which steps should you follow?

- A) Click on the pull-down arrow next to the Shape Fill command.
- B) Use the keyboard shortcut Ctrl + S.
- C) Click on the Shape Fill command itself.
- D) None of the above.

Key#86012 - [Applying an outline to a text placeholder/text box](#)

Task: Click in the Title placeholder and type in a title for the presentation. Use the Shape Outline options to apply a 3 pt., red outline to the Title placeholder.

Question: By default, a text placeholder has an outline.

True or False

Key#86013 - [Setting the fill transparency for a text placeholder/text box](#)

Task: Apply a darker, solid fill color to the Title placeholder, then change the transparency to 40%.

Question: One way to access the Format Shape dialog box is to right-click on the text placeholder/text box and select Format Shape in the shortcut menu. What is the other method to access the Format Shape dialog box?

- A) Double-click on the text placeholder/text box and select Format Shape.
- B) Click on the dialog box launcher in the Font group on the Home tab.
- C) Click on the dialog box launcher in the Shape Styles group on the Format tab.
- D) None of the above.

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Key#86014 - [Rotating a text placeholder/text box](#)

Task: Use the Rotation handle on the Title placeholder to rotate it so that it is positioned at an angle on the slide.

Question: What does the Rotation handle look like?

- A) A red heart.
- B) A green circle.
- C) A yellow diamond.
- D) A blue star.

Key#86015 - [Setting the margins for a text placeholder/text box](#)

Task: Open an existing PowerPoint presentation. Change the margins for a content placeholder on one of the slides.

Question: Text placeholders/text boxes by default have internal margins set for the text they contain.

True or False

Key#86016 - [Creating multiple columns in a text placeholder/text box](#)

Task: In the existing presentation, change the text in a content placeholder on one of the slides so that it appears as two columns.

Question: The Columns command allows you to define up to how many columns in a placeholder?

- A) 5.
- B) 8.
- C) 16.
- D) 20.

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Key#86017 - [Changing the AutoFit behavior of a text placeholder/text box](#)

Task: In the existing presentation, change the AutoFit behavior for one of the text placeholders on one of the slides.

Question: To change the AutoFit behavior for all of the text placeholders in the application, which steps should you follow?

- A) In the PowerPoint Options dialog box, in the Proofing category, select the AutoCorrect button. In the AutoFormat As You Type area, uncheck the boxes for “AutoFit title text to placeholder”, and “AutoFit body text to placeholder”.
- B) Right-click on the placeholder, and in the shortcut menu select “AutoFit title text to placeholder”.
- C) In the PowerPoint Options dialog box, in the Proofing category, select the AutoCorrect button. In the AutoCorrect area, uncheck the boxes for “AutoFit title text to placeholder”, and “AutoFit body text to placeholder”.
- D) Double-click on the placeholder and select “AutoFit title text to placeholder”.