ATOMIC LEARNING
Practice Sets

INSTRUCTIONS

Open an 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#86018 - Applying a WordArt style pt. 1

Task: Insert a new slide, Slide 2, using the Blank slide layout. Select a WordArt style and type in "This is my presentation" to replace "Your Text Here".

Question: In previous versions of PowerPoint, prior to PowerPoint 2007, WordArt was considered a separate graphic object inserted into a slide, like Clip Art or a picture.

True or **False**

Key#86019 - Applying a WordArt style pt. 2

Task: Move back to Slide 1. Click in the Subtitle placeholder and type in your first and last name. With that placeholder selected, apply a WordArt style to all of the text in that placeholder.

Question: With a placeholder selected, what steps should you follow to apply a WordArt style to all of the text in the placeholder?

A) On the Design tab, in the Themes group, select one of the displayed themes.
B) On the Format tab, in the WordArt Styles group, select any one of the WordArt Styles in the gallery.
C) On the Insert tab, in the Text group, select any one of the WordArt Styles in the gallery.
D) None of the above.

Key#86020 - Applying a WordArt shadow text effect

Task: Move to the second slide in the presentation. Select the placeholder and then apply a shadow text effect to the WordArt text.

Question: To customize the shadow text effect that has been applied, which steps should you follow?

- **A)** Click on the pull-down arrow next to the Shape Fill command.
- **B)** At the bottom of the shadow text effects gallery select Shadow Options. In the Format Text Effects dialog box make the changes in the shadow area and select Close.
- **C)** At the bottom of the reflection text effects gallery select Reflection Options. In the Format Text Effects dialog box make the changes in the shadow area and select Close
- **D)** None of the above.

Key#86021 - Applying a WordArt reflection text effect

Task: Undo the shadow text effects applied to the WordArt text in the last task. With the placeholder selected, apply a reflection text effect to the WordArt text.

Question: What is a reflection text effect?

- **A)** A reflection text effect is a mirror image of the selected text, that appears next to the text.
- **B)** A reflection text effect is a mirror image of the selected text, that appears below the text.
- **C)** A reflection text effect is a mirror image of the selected text, that appears above the text.
- **D)** None of the above.

Key#86022 - Applying a WordArt glow text effect

Task: Undo the reflection text effects applied to the WordArt text in the last task. With the placeholder selected, apply a glow text effect to the WordArt text.

Question: To apply a glow color other than what is displayed in the glow text effects gallery, which steps should you follow?

- **A)** At the bottom of the glow text effects gallery, select More Glow Colors and select a color.
- **B)** Click on the pull-down arrow next to the Text Outline command and select a color.
- **C)** Click on the pull-down arrow next to the Text Fill command and select a color.
- **D)** None of the above.

Key#86023 - Applying a WordArt bevel text effect

Task: Undo the glow text effects applied to the WordArt text in the last task. With the placeholder selected, apply a bevel text effect to the WordArt text.

Question: Bevels are more obvious on fonts that have small, thin letters and darker font colors.

True or **False**

Key#86024 - Applying a WordArt 3-D rotation text effect

Task: Undo the bevel text effects applied to the WordArt text in the last task. With the placeholder selected, apply a 3-D rotation text effect to the WordArt text.

Question: 3-D rotations are a combination of what?

A) A different color and thickness applied to the outline of the text letters.
B) Slants and tilts that make the text look like it is being viewed at an angle.
C) A mirror image reflection that appears beneath the text.
D) None of the above.

Key#86025 - Applying a WordArt transform text effect

Task: Undo the 3-D rotation text effects applied to the WordArt text in the last task. With the placeholder selected, apply a transform text effect to the WordArt text.

Question: WordArt transform text effects were called what in earlier versions of PowerPoint?

A) WordArt Text Effects.
B) WordArt Shapes.
C) WordArt Styles.
D) None of the above.