

# ATOMIC LEARNING

# Practice Sets

## PowerPoint 2010 – Intermediate

### SECTION E – Working with SmartArt Graphics

#### 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#86067 - [Introducing the new SmartArt graphics](#)

**Task:** Insert a new slide, Slide 2, using the Blank slide layout. Select the SmartArt Graphic command and review the different SmartArt Graphic categories and the graphics within each category in the Choose a SmartArt Graphic dialog box.

**Question:** What new category was added to the SmartArt Graphics in Office 2010?

- A) Pyramid.
- B) Picture.
- C) Process.
- D) None of the above.

##### Key#86053 - [Understanding SmartArt graphics](#)

**Task:** Review the SmartArt graphics in the List, Process, and Hierarchy categories paying attention to the flow or connections represented in the different graphics.

**Question:** SmartArt graphic layouts that contain arrows represent what?

- A) A collection of objects or ideas.
- B) Connections, but not necessarily flow or progression.
- C) Flow, or progression in a certain direction.
- D) All of the above.

# ATOMIC LEARNING

## Practice Sets

### Key#86054 - [Inserting a SmartArt graphic](#)

**Task:** Insert the “Continuous Block Process” SmartArt graphic, from the Process category, into Slide 2.

**Question:** It is not possible to convert existing text to a SmartArt graphic.

**True** or **False**

### Key#86055 - [Adding text to a SmartArt graphic](#)

**Task:** Add the text “Monday, Tuesday, Wednesday” each into its own text placeholder in the Continuous Block Process SmartArt graphic.

**Question:** When a SmartArt graphic is inserted into the slide, the SmartArt graphic is accompanied by what?

- A) The clipboard task pane.
- B) A text pane.
- C) The selection and visibility pane.
- D) None of the above.

### Key#86056 - [Modifying the SmartArt structure pt. 1](#)

**Task:** Demote and promote “Tuesday” in the SmartArt graphic. Then add two more shapes to the SmartArt graphic and type the text “Thursday” into one shape and “Friday” into the other shape.

**Question:** To add another shape to the SmartArt graphic, which steps should you follow?

- A) Have a shape selected in the SmartArt graphic, then select the Add Bullet command on the Design tab, in the Create Graphic group.
- B) Have a shape selected in the SmartArt graphic, then select the Text Pane command on the Design tab, in the Create Graphic group.
- C) Have a shape selected in the SmartArt graphic, then select the Add Shape command on the Design tab, in the Create Graphic group.
- D) None of the above.

# ATOMIC LEARNING

## Practice Sets

### Key#86057 - [Modifying the SmartArt structure pt. 2](#)

**Task:** Change the direction of the Continuous Block Process SmartArt graphic. Then move “Wednesday” so that it appears before “Monday” in the Text Pane and then move it back to its previous position. Finally, delete “Thursday” and “Friday”.

**Question:** When you delete a bullet from the text pane it will delete the related shape in the SmartArt graphic.

True or False

### Key#86058 - [Modifying the SmartArt structure pt. 3](#)

**Task:** Change the current Continuous Block Process SmartArt graphic to the Block Cycle SmartArt graphic, and then reposition the shapes for that SmartArt graphic.

**Question:** After making changes to a layout, you can return the layout to its default settings by selecting which command?

- A) The Reset Graphic command, on the Design Tab in the Reset group.
- B) The Change Colors command, on the Design tab in the SmartArt Styles group.
- C) The Change Shape command, on the Format tab in the Shapes group.
- D) The Layout command, on the Design tab, in the Create Graphic group.

### Key#86059 - [Modifying a hierarchy SmartArt graphic pt. 1](#)

**Task:** Insert a new slide, Slide 3, using the Blank slide layout. Select the SmartArt Graphic command and insert the Organization Chart SmartArt graphic from the Hierarchy category. Starting at the top in the Text Pane type in “President”, then “Executive Assistant”, then “VP of Marketing”, the “CFO”, and finally “COO”. Then add the “VP of Sales” subordinate to the President.

**Question:** Which option in the Add Shape command will add a superior level shape to the selected shape?

- A) Add Shape After.
- B) Add Shape Before.
- C) Add Shape Above.
- D) Add Shape Below.

# ATOMIC LEARNING

## Practice Sets

### Key#86060 - [Modifying a hierarchy SmartArt graphic pt. 2](#)

**Task:** Select the “President” shape in the hierarchy and change the layout to Left Hanging.

**Question:** Where is the Left Hanging option found on the ribbon?

- A) In the Convert command on the Design tab in the Reset group.
- B) In the Layout command on the Design tab in the Create Graphic group.
- C) In the Add Shape command on the Design tab in the Create Graphic group.
- D) None of the above.

### Key#86061 - [Formatting a SmartArt graphic pt. 1](#)

**Task:** Move back to Slide 2 and change the SmartArt style and the colors for the SmartArt graphic on that slide.

**Question:** What provides a view of specific formatting before actually applying it with many of the Office 2010 commands?

- A) Alive Formatting.
- B) Preview Formatting.
- C) Formatting View.
- D) Live Preview.

### Key#86062 - [Formatting a SmartArt graphic pt. 2](#)

**Task:** Change the size of a couple of the individual shapes in the SmartArt graphic so that they are larger and smaller than the others.

**Question:** The sizing handles on a SmartArt graphic appear as what?

- A) Arrows.
- B) Squares.
- C) Dots.
- D) Triangles.