

ATOMIC LEARNING

Practice Sets

PowerPoint 2010 – Intermediate

SECTION F – Working with Clip Art

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#86063 - [Inserting clip art](#)

Task: Insert a Clip Art illustration into one of the slide in the presentation.

Question: What media files types does clip art include?

- A) Photographs.
- B) Illustrations.
- C) Video.
- D) All of the above.

Key#86064 - [Recoloring clip art](#)

Task: Select the clip art image that inserted in the previous task and recolor the image to match the theme of the presentation.

Question: With a clip art image selected, which contextual tab appears on the title bar?

- A) The Table Tools contextual tab.
- B) The Picture Tools contextual tab.
- C) The Drawing Tools contextual tab.
- D) The Chart Tools contextual tab.

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Key#86065 - [Setting a transparent color](#)

Task: Redefine one of the colors in the clip art image as transparent.

Question: What does the mouse pointer change into when you select the Set Transparent Color command?

- A) An I-beam.
- B) A crosshair.
- C) An arrow with a tool.
- D) A paintbrush.

Key#86066 - [Deconstructing and editing clip art](#)

Task: Experiment with different clip art images by deconstructing them, or taking them apart piece by piece, to change the look of that image.

Question: How can you tell if the image has been converted to a drawing object?

- A) The image is selected and you can draw in that image.
- B) The mouse pointer changes to an arrow with a tool.
- C) The Drawing Tools contextual tab appears on the title bar.
- D) All of the above.