Content-Based Assessments

Summary

In this chapter, you formatted a presentation by changing the bullet style and by applying WordArt styles to text. You enhanced your presentations by inserting, sizing, and formatting shapes, pictures, and SmartArt graphics, resulting in a professional-looking presentation.

Key Terms

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Matching

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

1. The line style in which a placeholder border displays, indicating that all of the text in the placeholder is selected.
2. A common format for a slide that contains a single point without a bullet symbol.
3. A single media file, for example art, sound, animation, or a movie.
4. A four-headed arrow-shaped pointer that indicates that you can reposition an object or image.
5. An object within which you can position text anywhere on the slide.
6. Vertical and horizontal lines that display in the rulers to provide a visual indication of the pointer position so that you can draw a shape.
7. Lines, arrows, stars, banners, ovals, or rectangles used to illustrate an idea, a process, or a workflow.
8. The pointer that indicates that you can draw a shape.
9. The inside color of text or an object.
10. A style gallery displaying predefined combinations of shape fill and line colors.
11. A setting used to align selected objects.
12. The command that reduces the size of a picture by removing vertical or horizontal edges.
13. A gallery of text styles from which you can create shadowed or mirrored text.
14. A visual representation of information that you create by choosing from among layouts to communicate your message or ideas.
15. Combinations of formatting effects that are applied to SmartArt graphics.
Content-Based Assessments

Multiple Choice

Circle the correct answer.

1. The color of the numbers or bullet symbols in a list is determined by the:
   A. Slide layout  B. Presentation theme  C. Gallery

2. When you point to an image in the Clip Art pane, the screen element that displays the keywords and information about the size of the image is the:
   A. ScreenTip  B. Navigation bar  C. Menu

3. To horizontally or vertically position selected objects on a slide relative to each other, use the:
   A. Align tools  B. Distribute tools  C. Crop tools

4. The command that removes unwanted portions of a picture so that the picture does not appear as a self-contained rectangle is:
   A. Shape height  B. Picture adjust  C. Background removal

5. The SmartArt type that shows steps in a process or timeline is:
   A. Radial  B. Process  C. List

6. The SmartArt type that shows a continual process is:
   A. Hierarchy  B. Radial  C. Cycle

7. The SmartArt type with which you can show a decision tree or create an organization chart is:
   A. Matrix  B. Pyramid  C. Hierarchy

8. The SmartArt type that illustrates connections is:
   A. Picture  B. Radial  C. Relationship

9. The SmartArt type that shows how parts relate to a whole is:
   A. Matrix  B. Pyramid  C. Radial

10. The SmartArt type that shows proportional relationships with the largest component on the top or bottom is:
    A. Matrix  B. Pyramid  C. Relationship