PowerPoint 2016: Lesson 2 Knowledge Assessment

Matching

Match the term in Column 1 to its description in Column 2.

**Column 1 Column 2**

**1. \_\_\_\_\_\_\_** Note **a.** Shows how a presentation will appear on paper

**2.** **\_\_\_\_\_\_\_** Template **b.** A black-and-white printing mode that saves colored ink or toner

**3.** **\_\_\_\_\_\_\_\_** Handout **c.** Additional information associated with a slide that the audience will not see

**4.** **\_\_\_\_\_\_\_\_** Print Preview **d.** A predefined arrangement of placeholders

**5.** **\_\_\_\_\_\_\_\_** Presenter view **e.** To decrease the outline level of a paragraph on a slide

**6.** **\_\_\_\_\_\_\_\_** Demote **f.** A small picture of a slide

**7. \_\_\_\_\_\_\_\_** Layout **g.** The distance from a placeholder’s left border

**8.** **\_\_\_\_\_\_\_\_\_** Thumbnail **h.** A predesigned presentation

**9. \_\_\_\_\_\_\_\_\_** Grayscale **i.** A printed copy of a presentation for audience use

**10.** **\_\_\_\_\_\_\_\_\_\_** Indent level **j.** Lets you see notes on one screen while the audience sees slides on another

True / False

Circle T if the statement is true or F if the statement is false.

**T F 1.** A new, blank presentation appears on your screen when you

launch PowerPoint.

**T F 2.** Once a layout has been applied to a slide, it cannot be changed.

**T F 3.** When you save a presentation for the first time, the Save As

dialog box appears.

**T F 4.** If you want to be able to use a presentation with an older version

of PowerPoint, you can save it by using the PowerPoint

97-2003 Presentation file format.

**T F 5.** Many PowerPoint templates feature a set of complementing

colors, fonts, and effects called a layout.

**T F 6.** You can copy and paste content from most Windows

applications into PowerPoint.

**T F 7.** One way to copy a slide is to right-click its thumbnail and then

click Copy.

**T F 8.** Notes appear on the screen with the slides in Slide Show view.

**T F 9.** PowerPoint can print just the text of your slide without printing

any graphics via an Outline layout.

**T F 10.** If you use a printer that does not print in color, your slides will

appear in grayscale when viewed in Print Preview.