|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Studies show people remember at least \_\_\_\_ more information when the document they are seeing or reading contains visual elements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | one-fourth | b.  | one-half |
|   | c.  | one-fifth | d.  | one-third |

 |
| 2. \_\_\_\_ help clarify and emphasize details, so they appeal to audience members with differing backgrounds, reading levels, attention spans, and motivations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Icons | b.  | Outlines |
|   | c.  | Graphics | d.  | Typefaces |

 |
| 3. The \_\_\_\_ introduces the presentation to the audience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | placeholder | b.  | thumbnail |
|   | c.  | first word of each paragraph | d.  | title slide |

 |
| 4. A \_\_\_\_ is a named group of formatting characteristics.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | plan | b.  | style |
|   | c.  | set | d.  | group |

 |
| 5. \_\_\_\_ determines the overall lightness or darkness of an entire image.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Contrast | b.  | Color |
|   | c.  | Style | d.  | Brightness |

 |
| 6. \_\_\_\_ is the difference between the darkest and lightest areas of an image.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Contrast | b.  | Color |
|   | c.  | Style | d.  | Brightness |

 |
| 7. The difference between the effects and the styles is that each effect has several \_\_\_\_, providing you with more control over the exact look of the image.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | levels | b.  | layers |
|   | c.  | options | d.  | accents |

 |
| 8. PowerPoint provides a wide variety of \_\_\_\_ shapes that can add visual interest to a slide.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | predefined | b.  | enhanced |
|   | c.  | complex | d.  | accented |

 |
| 9. Many of the shapes included in the \_\_\_\_ gallery can direct the viewer to important aspects of the presentation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |  | a.  | Graphics | b.  | Shapes |
|   |  | c.  | Boxes | d.  | Background |

 |
| 10. Formatting text in a shape follows the same techniques as formatting text in a \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Smart Guide | b.  | gallery |
|   | c.  | placeholder | d.  | ribbon |

 |
| 11. Adding a \_\_\_\_ to text adds depth and helps the letters display prominently.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | sizing handle | b.  | shadow |
|   | c.  | font | d.  | shape |

 |
| 12. To save time and avoid formatting errors, you can use the \_\_\_\_ to apply custom formatting to other places in your presentation quickly and easily.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Format Designer | b.  | Formatter |
|   | c.  | Format Shaper | d.  | Format Painter |

 |
| 13. WordArt \_\_\_\_ in the interior of a letter can consist of a solid color, texture, picture, or gradient.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | fill | b.  | style |
|   | c.  | glow | d.  | depth |

 |
| 14. The WordArt \_\_\_\_ is the exterior border surrounding each letter or symbol.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | effect | b.  | fill |
|   | c.  | depth | d.  | outline |

 |
| 15. To delete WordArt text outline, click \_\_\_\_ in the Text Outline gallery.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Delete Outline | b.  | No Outline |
|   | c.  | Reverse Outline | d.  | Invisible Outline |

 |
| 16. Solid \_\_\_\_ is one color used throughout the entire slide.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | grain | b.  | fill |
|   | c.  | content | d.  | substance |

 |
| 17. \_\_\_\_ is one color shade gradually progressing to another shade of the same color or to another color.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Gradual fill | b.  | Shaded fill |
|   | c.  | Seamless fill | d.  | Gradient fill |

 |
| 18. \_\_\_\_ allows you to see through the background, so that any text on the slide is visible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Opaqueness | b.  | Ambiguity |
|   | c.  | Transparency | d.  | Transversely |

 |
| 19. A background feature called \_\_\_\_ allows you to move the background from the slide borders in varying distances by a percentage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | offsets | b.  | onsets |
|   | c.  | reduction | d.  | expansion |

 |
| 20. \_\_\_\_ adds designs that repeat in rows across a slide.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Solid fill | b.  | Pattern fill |
|   | c.  | Gradient fill | d.  | Texture fill |

 |
| 21. You can use \_\_\_\_ options to repeat a background image many times vertically and horizontally on a slide.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | formatting | b.  | duplicating |
|   | c.  | tiling | d.  | arranging |

 |
| 22. The \_\_\_\_ feature automatically locates specific text and then replaces it with desired text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Locator | b.  | Find and Replace |
|   | c.  | Replacer | d.  | Locate and Replace |

 |
| 23. To instruct PowerPoint to confirm each change, click the Find Next button in the \_\_\_\_ dialog box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Update | b.  | Relocate |
|   | c.  | Replace | d.  | Find |

 |
| 24. A word with a meaning similar to that of another word is called a \_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | synonym | b.  | thesaurus |
|   | c.  | replacer | d.  | duplicate |

 |
| 25. You can type and format notes in the \_\_\_\_ pane.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | a.  | Format | b.  | Notes |
|   | c.  | Type | d.  | Extra |

 |

**Word Bank**

Brightness Fill Predefined one-third thesaurus

Style sizing handles Find and Replace Tiling options Texture fill

five Placeholder Alignment tiling percentage Replace

|  |
| --- |
| 26. People remember at least \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ more information when the document they are seeing or reading contains visual elements. |
| 27. The brightness and contrast of an image are changed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ percentage increments. |
| 28. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ determines the overall lightness or darkness of an entire image. |
| 29. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a named group of formatting characteristics. |
| 30. With a touch screen, you can maintain a shape's original proportion by dragging one of the corner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 31. Formatting text in a shape follows the same techniques as formatting text in a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 32. When formatting text in a shape, you can change font, font color and size, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| 33. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the content that makes up the interior of a shape. |
| 34. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ repeat the background image many times vertically and horizontally on a slide. |
| 35. With tiling options, the smaller the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the greater the number of times an image is repeated. |
| 36. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ uses a specific file or an image that simulates a material, such as cork, granite, marble, or canvas. |
| 37. For each theme, PowerPoint provides 30 preset gradient fills with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ designs for each of the six major theme colors. |
| 38. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature automatically locates specific text and then replaces it with desired text. |
| 39. In the Replace dialog box, clicking the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button changes highlighted text. |
| 40. PowerPoint provides a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a list of synonyms and antonyms, to help you find replacement words. |