|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |