Study Sheet for Chapter 8 and Powerpoint

Read page 280 – 296 in your text

1. To reorganize the order of the slides go to _________ and _________on the slide and _________ it to the correct position.

2. To insert WordArt click the icon on the ______________.

3. To view all the slides at once choose the ____________.

4. To move from slide to slide you can use the ____________.

5. To type text on a slide you must create at _________.

6. To create slide transitions, you choose _________ from the menu and select ____________.

7. To bring pictures and text in at different times, select ________ from the menu and select______________.

8. When you print three slides to a page, you also get ____________.

9. To resize a text box or graphic _________________.

10. To move a text or graphic ________________.

11. An ____________ is a text document that has been enhanced with line art, high-quality pictures, access to video segments, or sound.

12. Student authors added multimedia segments to text because it is more ___________ and more ________ than text alone.

13. A _______ _______ is a _____________ ___________ that might be used as a self-contained presentation or may accompany a speech or lecture.

14. A _____________ project differs from embellished documents and linear multimedia in the complexity of the pathways that are available through the information and in the degree of control that users can exercise in navigating those pathways.

15. Carefully crafted text statements are often presented as _____ _____ for easy reading.

16. Most presentation programs allow the presentation of a ______ _______ that contains all elements common to all slides.