

**Unit 7****WORKSHEET 7C****Presentation Trivia**

**Directions:** Circle the letter of the choice that correctly completes the sentence or answers the question.

- Which of the following is *not* a View in PowerPoint?
  - Slide Master
  - Regular
  - Outline
  - Slide Sorter
- A \_\_\_\_\_ is an effect that occurs when you move from one slide to the next.
  - animation
  - transition
  - clip art
  - slide show
- \_\_\_\_\_ provide audience members with their own copy of the presentation from which they can follow along and take notes.
  - Notepads
  - PDA's
  - Speaker's notes
  - Handouts
- Which of the following allows you to give a unified "look" to a presentation?
  - clip art
  - borders and shading
  - design template
  - effects
- Which of the following would be a bad color scheme for a slide presentation?
  - black text on a white background.
  - black text on a red background
  - white text on a black background
  - red text on an orange background
- Which statement is NOT true? "Use a numbered list \_\_\_\_\_."
  - when order is not important
  - when listing a sequence of steps
  - to organize information into short statements
  - to present important points
- The quickest, and often cheapest, way to distribute a PowerPoint presentation to the largest audience is \_\_\_\_\_.
  - through the mail
  - on television
  - in person
  - via the Internet
- To add impact, illustrate a point, or set the mood, \_\_\_\_\_ can be effective tools in enhancing a presentation.
  - snacks and beverages
  - sound and graphics
  - charts and spreadsheets
  - the Slide Master and Slide Sorter
- The \_\_\_\_\_ lets you add a feature to all of your slides at once.
  - toolbar
  - taskpane
  - Outline View
  - Slide Master
- The best method to see your actual presentation is to use the \_\_\_\_\_.
  - Outline View
  - Slide Master View
  - Slide Show
  - Print Preview