

Unit19

True/False

Indicate whether the statement is true or false.

- _____ 1. Slide layouts fall into four basic categories: Title slide, Text slide with bullets, Text slide with numbers, and Multimedia slide.
- _____ 2. The layouts in a slide can all appear in multiple columns.
- _____ 3. For a more professional and interesting presentation, elements should vary on each slide.
- _____ 4. The easiest way to keep a presentation consistent is to use a master slide for recurring elements.
- _____ 5. Colors that are located directly across from one another on the color wheel are called complementary colors.
- _____ 6. In PowerPoint, you must use your knowledge of complementary and analogous colors to create a color theme for your presentation.
- _____ 7. Text enhancements, such as italics and bold, should be used on a limited basis.
- _____ 8. A process graphic shows movement from one step to another.
- _____ 9. A hierarchy graphic provides a decision tree or an organizational chart.
- _____ 10. You should limit the number of images on a slide to no more than six.
- _____ 11. The use of white space on a slide will enhance your message and give your audience a breather.
- _____ 12. Bullets are used as a standard feature in presentations to draw attention to individual points.

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- _____ 1. Document masters pre-designed by professionals who have already chosen the background, font size and color, and bullets to be used are called _____.
 - a. layouts
 - b. templates
 - c. wizards
 - d. presets
- _____ 2. Multimedia slides include all of the following EXCEPT:
 - a. Tables
 - b. Charts
 - c. Text with color
 - d. Clip art

- _____ 3. A presentation that uses the same layout on every slide is
- a. a time-saver.
 - b. monotonous.
 - c. a space saver.
 - d. faster.
- _____ 4. The _____ lets you make design choices that apply to all slides.
- a. template
 - b. graphical addition
 - c. slide master
 - d. multimedia slide
- _____ 5. A good layout choice for presenting a main idea along with several supporting points is a _____ slide.
- a. Title
 - b. Master
 - c. Multimedia
 - d. Text with bullets
- _____ 6. _____ creates a stable, mature message and has a calming effect on most audiences.
- a. Dark blue
 - b. Red
 - c. Green
 - d. White
- _____ 7. A color that creates an emotional effect and which is good for emphasizing one word is _____.
- a. dark blue
 - b. red
 - c. green
 - d. white
- _____ 8. You are generally limited to fonts no larger than _____ points.
- a. 60
 - b. 72
 - c. 96
 - d. 108
- _____ 9. Font choices consist of serif, sans serif, and _____.
- a. display
 - b. Monotype
 - c. Times New Roman
 - d. Wingdings
- _____ 10. All of the following are IGX graphics EXCEPT:
- a. process
 - b. block arrows
 - c. hierarchy
 - d. cycle
- _____ 11. Your own graphic or photograph can have more impact than _____ that everyone has already seen.
- a. bullets
 - b. fonts
 - c. clip art
 - d. flowcharts
- _____ 12. A slide can appear cluttered if the _____ is excessively busy.
- a. font
 - b. bullets
 - c. outline
 - d. design

Short Answer

1. Discuss the pros and cons of using text enhancements such as WordArt, underlining, bold, shadowing, and embossing.