Unit20

True/False
Indicate whether the statement is true or false.

_____ 1. Action Settings for the Action Button can include the choice of events during a mouse click or a mouse hover.

_____ 2. Slide transition describes only the movement from one slide to another.

_____ 3. Slide transitions clarify messages.

_____ 4. Animation styles must be used as they are designed.

_____ 5. Text animation gives you a choice between having words appear all at once or word by word.

_____ 6. A motion path is the track that animated text or image will follow as it appears on a slide. It can be a simple straight line or a more complicated one with a series of twists or turns.

_____ 7. In Microsoft PowerPoint, you can copy animation features from one object to another using the Animation Painter tool.

_____ 8. Sound can be used to add credibility to your ideas or information given in a presentation.

_____ 9. Adding sound by using the insert menu so that the icon is placed on the screen is usually the most effective method because sound is the primary focus of the slide.

_____ 10. In most presentation software, you are limited to the number of sounds that are built into the software.

_____ 11. There is a sound recorder that can be used to record sound directly into the presentation in PowerPoint.

_____ 12. When creating a presentation, it is important to be aware that noise that sounds interesting in the first few seconds can quickly become irritating

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

_____ 1. The point in a presentation where one slide closes and the next slide opens on the screen is a(n) _____.
a. slide transition   c. animation style
b. slide animation   d. text animation

_____ 2. Action buttons can be used to trigger all the following functions EXCEPT:
a. Moving to a specific slide
b. Opening a different program
c. Playing an audio clip
d. Closing the program

_____   3. Presentations become more effective if you can
   a.   create custom animations.
   b.   use animation painter effectively.
   c.   hold the interest of the audience.
   d.   use different slide transitions on each slide.

_____   4. The following are category choices in PowerPoint's Animation Styles:
   a.   Entrance, Exciting, and Exit
   b.   Entrance, Emphasis, Exit, and Motion Paths
   c.   Entrance, Exit, Exciting, and Motion Paths
   d.   Entrance, Exit, Exciting, and Emphasis

_____   5. Motion paths are used primarily to
   a.   focus on an object.
   b.   demonstrate skill in using presentation software.
   c.   grab attention.
   d.   add variety to the design of your presentation.

_____   6. The type of animation effect that should be used in formal situations is _____.
   a.   exciting   c.   entrance
   b.   emphasis   d.   basic

_____   7. A tool used in PowerPoint presentations to make animations consistent as well as to save time is
          _____.
   a.   action button   c.   mtion path
   b.   Animation Painter   d.   Animation Wizard

_____   8. You can add _____ to a presentation slide in two ways. One option is to insert it from the Insert ribbon
          and the other is to attach it to an image or text box by using the effects options.
   a.   fonts   c.   bullet points
   b.   animation   d.   audio

_____   9. A(n) _____ on an opening slide can set the mood or tone of your presentation.
   a.   decorative font style   c.   few bars of music
   b.   dynamic transition   d.   exciting illustration

_____   10. The fair use rules that apply to schools allow you to use up to _____ of music from a CD or the
           Internet in a school presentation.
   a.   30 seconds   c.   2 minutes
   b.   60 seconds   d.   3 minutes

_____   11. In addition to special effects, another option available to you in both slide transitions and animation is
           _____.
   a.   color schemes   c.   text styling
   b.   video   d.   audio

_____   12. The _____ window in PowerPoint lets you record and name your own custom sound.
   a.   Microphone   c.   Audio Editor
   b.   Record Sound   d.   Sound Box