

Unit21

True/False

Indicate whether the statement is true or false.

- _____ 1. Synchronous communication is when two people are speaking to one another, either in person or through the use of media such as a phone, computer, or other electronic device.
- _____ 2. A synchronous presentation must convey all of your outline points for you, as you will not be there to answer questions, clarify points, or provide additional information.
- _____ 3. The challenge when creating a presentation is to determine how best to convey your message.
- _____ 4. In a global economy, you must consider the diverse needs of a global audience—even including the use of colors.
- _____ 5. A presentation’s timing is always a complex thing, encompassing details such as planned pauses to ask and answer questions and the rate at which bullet points and other elements are brought on to individual screens.
- _____ 6. Just as it is common to use your hands to gesture during normal, everyday conversations, you should also use your hands in this manner when giving a presentation.
- _____ 7. When giving a presentation, you need to be bigger, more expressive, and more powerful than you would be in a normal conversation.
- _____ 8. Before giving a presentation, it is important to know where the light switches are and to have a plan for getting to and from them during your presentation.
- _____ 9. In addition to timing, movement, and lighting concerns, you need to consider whether your presentation can be seen from all points in the room.
- _____ 10. When setting up a presentation for show, you can select which slides to include and which to leave out.
- _____ 11. Only Microsoft’s PowerPoint allows you to package a presentation for transfer to media such as a CD, hard drive, or flash drive.
- _____ 12. To create a video from a PowerPoint presentation, you need to purchase third-party video-conversion software.

Name: _____

ID: A

- _____ 10. With this PowerPoint feature, you can give separate presentations to different groups in your organization using one presentation.
- a. Asynchronous Shows
 - b. Custom Shows
 - c. Synchronous Shows
 - d. Mini Presentations
- _____ 11. PowerPoint's Set Up Show dialog box lets you decide all of the following EXCEPT:
- a. The type of show
 - b. Which slides to include
 - c. What music to play during the show
 - d. How the show will advance
- _____ 12. With the Create Video feature, you can control the quality of the video files you create, as well as the
- a. size of each file.
 - b. slides used.
 - c. presentation colors.
 - d. animations and transitions.

Short Answer

1. Outline some of the physical presentation concerns you need to consider in addition to timing, movement, and lighting.