Unit 18

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

_____ 1. A slide show is a collection of slides, or pages, arranged in sequence, containing text and images to be presented to an audience.

_____ 2. It's easy to become so involved in the message of your slide show that you lose sight of the more important aspect of the presentation—the production.

_____ 3. Microsoft's PowerPoint is really the only viable option when it comes to presentation software.

_____ 4. The "N" in the AUDIENCE formula stands for "Needs."

_____ 5. As a general rule, a visual presentation should be limited to five main ideas

_____ 6. Slides can be added, deleted, and rearranged in Outline view of PowerPoint.

_____ 7. A grammatical term indicating that the basic structure of two or more sentences or phrases is similar is unprofessional.

_____ 8. The main purpose of a presentation is to support and aide a presenter's speech.

_____ 9. The Notes or Speaker Notes feature of most presentation software programs is a good place to keep information such as your thoughts or points to mention.

_____ 10. Slides automatically appear sequentially from one slide to another within a slide show but presentation software allows you to control the order in which slides appear.

_____ 11. It is import to plan your presentation before incorporating graphics into your presentation's design.

_____ 12. A hyperlink is text and/or picture that can be used to connect one page with another regardless of their actual order in the presentation.

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

_____ 1. Part of the AUDIENCE formula, _____ questions whether your audience is present because they choose to attend or because they are required to attend.
   a. Involvement
   b. Engagement
   c. Interest
   d. Expectation

_____ 2. Part of the AUDIENCE formula, _____ questions the audience's level of knowledge or the topic being presented.
     a. Expectations   c. Analyze
     b. Understanding   d. Education

_____ 3. The combination of sound, animation, graphics, video, and color is known today as
     a. audiovisual   c. multimedia
     b. animation   d. transition

_____ 4. All of the following are part of the preparation process for a presentation EXCEPT:
     a. Outline   c. Structure
     b. Beginning   d. Graphics

_____ 5. The first step in the preparation process is
     a. establishing ideas.   c. creating an outline.
     b. checking grammar.   d. arranging slides.

_____ 6. If you're in Outline view and using an appropriate slide type, a new slide with a new outline point will appear each time you press _____.
     a. Shift plus Tab   c. Promote
     b. Tab   d. Enter

_____ 7. There should not be more than _____ lines on a slide.
     a. four   c. six
     b. five   d. three

_____ 8. There should be no more than _____ words in a line of text on a slide.
     a. three   c. five
     b. four   d. six

_____ 9. _____ are for information that doesn't really need to appear on a slide but which would be helpful to keep in your presentation for reference.
     a. Handouts   c. Action sections
     b. Notes   d. Transition points

_____ 10. Movement to and from slides can be in any direction you want if you use _____.
     a. hyperlinks   c. animation
     b. multimedia   d. outlines

_____ 11. Simplify movement from one slide to another by creating _____.
     a. hyperlinks   c. animations
     b. action buttons   d. transitions

_____ 12. Pre-made, ready-to-use graphical hyperlinks used for navigation.
     a. Action buttons   c. Transitions
     b. Animations   d. Jumps

Short Answer

1. Discuss the AUDIENCE formula used in planning a presentation.