

## 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.