Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction to PowerPoint : Video Worksheet

**Instructions**: Answer the questions below by watching the PowerPoint Introduction videos found on our class website or in the Data Drive on your computer. If for some reason the videos do not work, you can read through the tutorials at gcflearnfree.org. Click on Microsoft Office, then PowerPoint 2013, “Getting Started with PowerPoint”

**Video #1 – “Creating and Opening Presentations”**

1. PowerPoint’s Backstage View has the option to create a \_\_\_\_\_\_\_\_\_\_\_\_\_ presentation if you’d like to start from scratch. You can also choose a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which has several different designs to choose from. For even more guidance select one of the predesigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. What is the difference between a PowerPoint (PP) Theme and a Template? \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ a presentation to the Recent Presentations area allows easy access to your most frequently used files. Draw a picture of the icon used to pin a presentation.
4. If you open a presentation that was created in PowerPoint 2003 or earlier, it will open in a mode called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you do not want the presentation to remain in Compatibility Mode you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it using Backstage View. But beware, you might notice some unexpected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Video #2 – “Slide Basics”**

1. When you start with a new slide it will usually include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . These can be replaced with text, pictures, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other objects. Placeholders are arranged according to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the slide you are working with.
2. If you insert a new slide by clicking the top half of the New Slide button, the layout will be the same as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Or you can click the bottom half of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button to choose the exact layout you want.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ can save a lot of time if the slides you need are similar to the slides you already have.
4. You can delete a slide you no longer need by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. You can add, delete and move placeholders and text boxes as needed to achieve the layout you like. However, it is important to keep you slides looking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Sometimes choosing a different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a better option.

**Video #3 – “Inserting Pictures”**

1. Click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab to add a picture, chart or shape to your presentation. If the picture is saved on your computer, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command to navigate to the picture’s location.
2. If you want to use an image that is not saved to your computer click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command on the Insert tab. The Office.com search will provide you with high quality images provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that are free of any licensing restrictions.
3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature allows you to insert an image of what is being displayed on your screen. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to capture only a specific part of the page.

**Video #4 – “SmartArt Graphics”**

1. SmartArt graphics and diagrams can add more color and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your presentation. They can also help illustrate ideas that are difficult to put into words.
2. When you type inside a SmartArt graphic, PowerPoint will automatically \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the shape to be sure all the information fits.
3. List and draw an example of three of the categories available in the SmartArt Graphic window.
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Video #5 – “Animating Text and Objects”**

1. Use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab to add animations to your presentation.
2. Name the four different categories of animation effects available:

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1. To apply more than one animation effect to an object click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to apply the same animation effects to multiple objects in the presentation.
3. When you have more than one animation on a slide, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can help you manage effects like the order, timing, sound and others.

**Video #6 – “Applying Transitions”**

1. Special effects between the slides are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab to see your transition options. There you will find transitions divided into three different categories. They are:

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1. Draw the symbol that appears next to a slide that has had a transition added.
2. Adjusting the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lets you decide how long a transition will take.

1. If a slide presentation is going to be left \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a trade show booth, you can set your slide to advance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ without you having to click your mouse. To do this, uncheck the box next to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, then check the box next to \_\_\_\_\_\_\_. Do this to each individual slide or click \_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_ to apply timing settings to every slide in the presentation.

**Video #7 – “Printing Presentations”**

1. If you only want to print part of a large presentation enter a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. What is the default print layout for PowerPoint? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If you plan to use your notes while presenting choose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the Print Layout options.
4. Which option only prints the text of your presentation not the slides? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Which Handouts option is useful to give to your audience if you want them to take notes while you are presenting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Video #8 – “Presenting Your Slide Show”**

1. What are three different ways you can play your slide show when you are ready to present?

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1. What are some ways you can advance through slides in your presentation?

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1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be used to call attention to something specific in your presentation. Draw a picture of the icon used to access PowerPoints drawing tools while presenting. Name three different items you can change your cursor in to, to help draw attention to parts of your slide:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How do you exit a presentation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_