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FREE EBOOK

COMPUTER AND OFFICE SKILLS

MS PowerPoint Study Book

The complete study notes, practice questions and glossary for MS PowerPoint

INSIDE THIS BOOK

- Getting Started with PowerPoint
- Slides, Layouts and Text
- Themes, Backgrounds and the Slide Master
- Pictures, Shapes, SmartArt and Charts
- Slide Transitions
- ...and 2 more chapters, practice questions and a glossary

Beginner

Students and teachers who make slide presentations

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MS PowerPoint Study Book

Build clear, attractive presentations in Microsoft PowerPoint with layouts, themes, pictures, charts, transitions and animations, then deliver them confidently as a slide show.

WHO IT IS FOR	Students and teachers who make slide presentations
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	7 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Getting Started with PowerPoint

Microsoft PowerPoint is a program for making **presentations**: a set of **slides** shown one after another on a screen or projector. Students use it for seminars and project presentations, teachers for lessons, and businesses for meetings and product launches. These lessons follow PowerPoint in Microsoft 365 and PowerPoint 2016 or later on Windows.

Starting a presentation

Open PowerPoint and choose **Blank Presentation**, or pick a ready-made template or theme. A blank presentation opens with one slide that uses the **Title Slide** layout. Presentations are saved with the extension **.pptx**; older PowerPoint 97-2003 files use **.ppt**. Press **Ctrl+S** to save and **F12** for Save As.

The PowerPoint window

In **Normal** view, the main editing view, the window has these parts:

Part	Purpose
Ribbon	Tabs such as File, Home, Insert, Design, Transitions, Animations, Slide Show, Review and View
Slide thumbnails pane	Small pictures of all the slides on the left; click one to open it
Slide pane	The large slide in the middle, where you edit
Notes pane	Speaker notes below the slide; the audience does not see them on the slide
Status bar	Slide number, the Notes button, view buttons and zoom

Some versions also show **Draw**, **Record** and **Help** tabs. If the Notes pane is hidden, click **Notes** on the status bar.

Views

Change views on the **View** tab or with the buttons on the status bar.

- **Normal:** the main editing view.
- **Outline View:** shows the text of all slides as an outline, handy for typing content quickly.
- **Slide Sorter:** shows all slides as thumbnails, so you can rearrange them by dragging.
- **Notes Page:** shows each slide with its notes, as it would print.
- **Reading View:** plays the presentation inside the PowerPoint window.
- **Slide Show:** the full-screen view the audience sees.

Planning a good presentation

A good presentation supports the speaker; it does not replace the speaker. Before opening PowerPoint, decide three things:

1. **Purpose:** what should the audience know or do at the end?
2. **Audience:** classmates, an examiner, customers, or your colleagues?
3. **Outline:** a title slide, an agenda, three to five main points, a summary, and a closing slide for questions.

Then follow a few simple design habits:

- Put one main idea on each slide.
- Use short bullet points, not paragraphs. Many trainers suggest the 6x6 guideline: about six bullets, with about six words each.
- Use text large enough to read from the back of the room.
- Keep colours and fonts consistent across all slides.

Write the full explanation in the Notes pane, not on the slide. In Presenter View you can read your notes while the audience sees only the slide.

KEY POINTS

- A presentation is a set of slides; PowerPoint files use the .pptx extension.
- Normal view has the slide thumbnails pane, the slide pane and the Notes pane.
- Slide Sorter view is best for rearranging slides.
- Speaker notes are for the presenter and do not appear on the slide.
- Plan the purpose, audience and outline first, and keep one main idea per slide.

TRY THESE EXERCISES

1. Start a Blank Presentation, type the title My Favourite Hobby and your name on the title slide, save it with Ctrl+S, then press F12 and save a second copy under a new name.
2. Switch between Normal, Outline View, Slide Sorter, Notes Page and Reading View on the View tab, and write one line about what each view is best used for.
3. On paper, plan a five-minute talk on keeping your locality clean: write its purpose, its audience and an outline with a title slide, an agenda, three main points, a summary and a closing slide for questions.

CHAPTER 2

Slides, Layouts and Text

Adding slides

Click **Home > New Slide** or press **Ctrl+M**. The arrow on the New Slide button lets you choose a **layout**. A layout decides which **placeholders** (boxes for a title, text, pictures or charts) a slide has and where they sit.

Layout	Use it for
Title Slide	The first slide: the presentation title and the presenter's name
Title and Content	A heading with bullet points, a picture, a table or a chart
Section Header	Starting a new part of the talk
Two Content	Two lists, or a list beside a picture
Comparison	Two content areas, each with its own small heading
Title Only	A heading, with free space for your own objects
Blank	A completely empty slide

To change the layout of an existing slide, use **Home > Layout**. If you have moved or resized placeholders and want them back where they were, click **Home > Reset**.

Working with text

Click inside a placeholder and type. The prompt in an empty placeholder, such as Click to add text, never appears in the slide show.

- Press **Enter** for a new bullet.
- At the start of a bullet, press **Tab** to make it a sub-point (demote it) and **Shift+Tab** to promote it back.
- Format text from the **Font** and **Paragraph** groups on the Home tab, with the same shortcuts as Word: **Ctrl+B**, **Ctrl+I**, **Ctrl+U**, **Ctrl+E** to center, and **Ctrl+Shift+>** or **Ctrl+Shift+<** to make text bigger or smaller.
- When text overflows a placeholder, **AutoFit** shrinks it to fit. Shrinking text is a warning sign: the slide probably has too many words, so split it into two slides.
- To place text anywhere on a slide, use **Insert > Text Box**.

Managing slides

In the thumbnails pane or in Slide Sorter view:

- drag a thumbnail to move a slide;
- select a slide and press **Delete** to remove it;
- press **Ctrl+D** to duplicate the selected slide, useful when the next slide is similar;
- right-click a slide and choose **Hide Slide** to keep it in the file but skip it during the slide show;
- use **Home > Section > Add Section** to group slides into named sections, such as Introduction and Results, in a long presentation.

Speaker notes

Click **Notes** on the status bar to show the Notes pane, then type what you plan to say for that slide. Notes are not shown on the slide during the show, but you can read them in Presenter View and print them as **Notes Pages**.

Reusing slides

Home > New Slide > Reuse Slides inserts slides from another presentation. You can also copy a slide thumbnail in one presentation and paste it into another.

Use Outline View to type all your slide titles first. Seeing the whole story on one screen makes gaps easy to spot.

KEY POINTS

- Ctrl+M adds a new slide; a layout sets which placeholders a slide has.
- Tab demotes a bullet to a sub-point and Shift+Tab promotes it.
- Ctrl+D duplicates the selected slide, and Hide Slide skips a slide during the show.
- If AutoFit is shrinking your text, split the content across more slides.
- Speaker notes go in the Notes pane and can be printed as Notes Pages.

TRY THESE EXERCISES

1. Add five slides from the New Slide arrow on the Home tab, choosing a different layout for each: Title and Content, Section Header, Two Content, Comparison and Title Only. Then add one more slide with Ctrl+M and use Home > Layout to change it to Blank.
2. On a Title and Content slide, type five bullet points about your favourite festival, demote two of them to sub-points with Tab, promote one back with Shift+Tab, and type what you would say about the slide in the Notes pane.
3. Select a slide in the thumbnails pane and duplicate it with Ctrl+D, hide one slide with Hide Slide, rearrange the slides by dragging in Slide Sorter view, and use Home > Section > Add Section to group them into sections named Introduction and Details.

CHAPTER 3

Themes, Backgrounds and the Slide Master

Themes

A **theme** is a matching set of colours, fonts, effects and background designs applied to the slides. Themes are on the **Design** tab, in the **Themes** group. Point at a theme to preview it and click to apply it to every slide. Right-click a theme and choose **Apply to Selected Slides** if only some slides should change.

Next to the themes are **Variants**, which give the same design in different colour schemes. The Variants drop-down also lets you change only the **Colors**, **Fonts**, **Effects** or **Background Styles**.

Slide size

Design > Slide Size offers **Widescreen (16:9)**, the default in current versions, and **Standard (4:3)**, which suits some older projectors. Choose the size before you build your slides, because changing it later can move or stretch your content.

Backgrounds

Design > Format Background opens a pane where you can fill the background with a solid colour, a gradient, a picture or a pattern. Click **Apply to All** to use it on every slide. Keep backgrounds simple so the text stands out clearly. Dark text on a light background, or light text on a dark background, gives good **contrast**.

Designer

In Microsoft 365, **Designer** (on the Design tab; called Design Ideas in some versions) suggests professional layouts after you add a picture or some text. Click a suggestion to apply it. Designer needs an internet connection.

The Slide Master

The **Slide Master** controls the look of all the slides in a presentation: fonts, colours, background and the position of placeholders. Open it with **View > Slide Master**.

- The large thumbnail at the top is the master itself. A change there, such as adding a logo, appears on every slide.
- The smaller thumbnails below it are the **layouts**, such as Title Slide and Title and Content. A change to one layout affects only the slides that use it.
- Click **Close Master View** to return to Normal view.

For example, a company that wants its logo in the corner of every slide places it once on the Slide Master instead of copying it onto fifty slides. Slide numbers, the date and footer text are switched on from **Insert > Header & Footer**.

Colour and font tips

- Use the theme's own colour set so that colours always match.
- Use no more than two fonts: one for headings and one for body text.
- Avoid red text on green and similar pairs, which people with colour blindness may not be able to tell apart.
- Simple fonts without decorative strokes (sans-serif fonts such as Arial or Calibri) are easier to read from a distance.

Make design changes on the Slide Master, not slide by slide. One change there keeps the whole presentation consistent.

KEY POINTS

- A theme applies matching colours, fonts and backgrounds; Variants offer other colour schemes.
- Widescreen (16:9) is the default slide size; Standard (4:3) is also available.
- Format Background with Apply to All changes the background of every slide.
- The Slide Master (View > Slide Master) controls the look of all slides, such as a logo on every slide.
- Insert > Header & Footer adds slide numbers, the date and footer text.

TRY THESE EXERCISES

1. Apply a theme from the Design tab to a five-slide presentation, try three of its Variants, and then change only the theme fonts from the Variants drop-down.
2. Open View > Slide Master, place a small picture or shape as a logo in a corner of the top master slide, close Master View to check that it appears on every slide, and add slide numbers and footer text from Insert > Header & Footer.
3. Use Design > Format Background to give one slide a gradient fill and then a picture fill, click Apply to All, and check that the text on every slide still has good contrast.

CHAPTER 4

Pictures, Shapes, SmartArt and Charts

Visuals often explain an idea faster than words. Most visual tools are on the **Insert** tab.

Pictures

Insert > Pictures > This Device adds a picture from your computer; Microsoft 365 also offers **Stock Images** and **Online Pictures**. When a picture is selected, the **Picture Format** tab offers **Crop**, **Picture Styles**, **Corrections**, **Color**, **Remove Background** and **Alt Text**. Drag a corner handle to resize a picture without distorting it. Use clear, relevant pictures that you have the right to use.

Shapes

Insert > Shapes includes lines, arrows, rectangles, circles, stars, flowchart symbols and callouts.

- Hold **Shift** while drawing to keep a shape in proportion, such as a perfect circle or square, or to draw a straight horizontal or vertical line.
- Click a shape and start typing to put text inside it.
- Select a shape and press **Ctrl+D** to duplicate it.
- The **Shape Format** tab changes **Shape Fill**, **Shape Outline** and **Shape Effects**.

Arranging objects

- **Group (Ctrl+G)** joins the selected objects so they move and resize together; **Ungroup** is **Ctrl+Shift+G**.
- **Align**, in the Arrange group, lines objects up by their left edges, centres or tops, and **Distribute** spaces them equally.
- **Bring Forward** and **Send Backward** change which object is on top.
- Dashed **Smart Guides** appear while you drag, showing when objects line up.

SmartArt

SmartArt creates diagrams such as lists, processes, cycles, hierarchies (organisation charts) and relationships. Choose **Insert > SmartArt**, pick a layout, and type in the Text pane. You can also select a bulleted list and choose **Convert to SmartArt** in the Paragraph group of the Home tab, which turns plain bullets into a diagram, for example the steps of opening a bank account.

Tables

Insert > Table adds a table, for example to compare mobile phone plans. The **Table Design** and **Layout** tabs (under Table Tools in older versions) work much like the ones in Word.

Charts

Insert > Chart offers column, line, pie, bar and other charts. PowerPoint opens a small spreadsheet window where you replace the sample numbers with your own, and the chart updates as you type. You can also copy a chart from Excel and paste it onto a slide.

Icons, video and audio

- **Insert > Icons** (in Microsoft 365 and Office 2019 and later) adds simple symbols.

- **Insert > Video** and **Insert > Audio** add media from your computer. The **Playback** tab sets options such as when the video starts and whether it plays full screen.

Every picture or diagram should help explain your message. If it is only decoration, leave it out.

KEY POINTS

- Pictures, shapes, SmartArt, tables, charts, icons and media are added from the Insert tab.
- Hold Shift to draw a perfect circle or square; Ctrl+D duplicates an object.
- Ctrl+G groups objects, and Align and Distribute line them up evenly.
- Convert to SmartArt turns a bulleted list into a diagram.
- A chart in PowerPoint opens a small spreadsheet window for its data.

TRY THESE EXERCISES

1. Insert a picture from This Device, crop away an unwanted edge, apply a Picture Style, add Alt Text, and try Remove Background on a photo with a plain backdrop.
2. Draw three shapes while holding Shift so they stay in proportion and type a word inside each, then select all three (hold Shift and click each one), use Align to line them up and Distribute Horizontally to space them evenly in a row, and press Ctrl+G to group them.
3. Type four bullet points listing the steps of opening a bank account and use Convert to SmartArt to turn them into a process diagram, then on the next slide insert a column chart and replace the sample numbers with marks in four subjects.

CHAPTER 5

Slide Transitions

A **transition** is the visual effect shown when one slide changes to the next during the slide show, such as a fade or a push. Transitions apply to whole slides. To move individual objects on a slide, you use animations, covered in the next lesson.

Applying a transition

1. Select the slide in the thumbnails pane.

2. Open the **Transitions** tab.
3. Click an effect in the **Transition to This Slide** gallery. PowerPoint previews it at once; click **Preview** to see it again.

A transition plays as its slide **enters**. So a transition set on slide 3 plays when the show moves from slide 2 to slide 3. In the thumbnails pane, a small star icon next to a slide shows that it has a transition or an animation.

The gallery groups the effects into **Subtle** (such as Fade, Push, Wipe and Split), **Exciting** (such as Curtains and Vortex) and **Dynamic Content**.

Transition options

Option	What it does
Effect Options	Changes the direction or style, for example Push from the left or from the bottom
Sound	Plays a sound with the transition; use it rarely
Duration	How long the effect takes, in seconds
Apply To All	Gives every slide the same transition and settings
On Mouse Click	Moves to the next slide when the presenter clicks or presses a key
After	Moves on automatically after a set time, such as 00:05.00 for five seconds

On Mouse Click and **After** can both be ticked; the slide then moves on at whichever comes first. Automatic timing is useful for a presentation that runs on its own, such as a photo show at a family function or a product display at a shop counter.

To remove a transition, select the slide and choose **None** in the gallery.

Morph

Morph, available in Microsoft 365 and PowerPoint 2019 and later, creates smooth movement between two slides that share the same objects. Duplicate a slide (**Ctrl+D**), then move, resize or recolour objects on the copy, and apply **Morph** to the second slide. During the show, the objects glide from their old positions to their new ones. It is an easy way to create a zoom or a moving diagram without complicated animation.

Using transitions well

- Choose one subtle transition, such as Fade or Push, and use it throughout with **Apply To All**.
- Keep the duration short, so the audience is not kept waiting between slides.
- Save a dramatic effect for one special moment, such as revealing a final result.
- Avoid adding a sound to every slide; it distracts the audience.

Test your transitions on the computer and projector you will actually use. An effect that looks smooth on a fast laptop can be jerky on an older machine.

KEY POINTS

- A transition is the effect as one slide changes to the next, and it plays as its slide enters.
- Transitions are set on the Transitions tab; Effect Options change the direction.
- Apply To All gives every slide the same transition.
- After moves to the next slide automatically after a set time; On Mouse Click waits for the presenter.
- Morph (Microsoft 365, PowerPoint 2019 and later) smoothly moves objects between two similar slides.

TRY THESE EXERCISES

1. Apply the Fade transition to one slide, set its Duration to one second, click Apply To All so every slide uses it, and run the show to watch the effect.
2. Make a six-slide photo show that moves on by itself: untick On Mouse Click, set After to 00:05.00 for every slide, and run the show from the beginning without touching the keyboard.
3. On a slide with a small circle on the left, select that slide in the thumbnails pane and press Ctrl+D to duplicate it (with the circle selected, Ctrl+D would copy only the circle), move the circle to the right and make it bigger on the copy, and apply Morph to the second slide (Microsoft 365 or PowerPoint 2019 and later).

Animations

An **animation** is an effect applied to an object on a slide, such as a title, a picture, a chart or a bullet point. Animations let you reveal information step by step, so the audience listens to your current point instead of reading ahead.

The four types of animation

Type	Purpose	Example effects
Entrance	Makes an object appear	Appear, Fade, Fly In, Zoom
Emphasis	Draws attention to an object already on the slide	Pulse, Spin, Grow/Shrink
Exit	Makes an object leave the slide	Disappear, Fade, Fly Out
Motion Paths	Moves an object along a path	Lines, Arcs, Turns, Loops

In the gallery, entrance effects are shown in green, emphasis effects in yellow and exit effects in red.

Adding an animation

1. Select the object.
2. On the **Animations** tab, click an effect in the **Animation** gallery. Click the **More** arrow at the corner of the gallery to see all the effects.
3. Use **Effect Options** to change the direction or the sequence. For a text placeholder, **By Paragraph** makes the bullets appear one at a time.

A small number appears beside each animated object on the slide, showing the order in which it plays.

Clicking another effect in the gallery **replaces** the existing one. To give an object a second effect, for example Fly In and later Fade, use **Add Animation**.

Timing

The **Timing** group sets when and how each animation plays.

Start option	Meaning
On Click	Waits for the presenter to click or press a key

Start option	Meaning
With Previous	Plays at the same time as the previous animation
After Previous	Plays automatically when the previous animation finishes

Duration sets the speed of the effect, and **Delay** adds a pause before it starts.

The Animation Pane

Click **Animation Pane** to see a list of every animation on the slide in playing order. In the pane you can:

- drag effects up or down to change their order, or use **Move Earlier** and **Move Later**;
- see timing bars that show when each effect starts and ends;
- select an effect and press **Delete** to remove it;
- click the **Play** button at the top of the pane to test the animations.

Animation Painter

Animation Painter copies the animation of one object to another, just as Format Painter copies formatting. Double-click it to apply the same animation to several objects.

Triggers

Trigger, in the Advanced Animation group, makes an animation start when a particular object is clicked, for example showing the answer to a quiz question only when the presenter clicks a "Show answer" shape.

Using animations well

- Animate for a purpose: to reveal points in order, or to show how something moves or changes.
- Stick to a few simple effects such as Appear, Fade and Wipe.
- Do not animate every object on every slide.

If animations play in the wrong order, fix them in the Animation Pane instead of removing and adding them again.

KEY POINTS

- Animations move objects on a slide; transitions move between slides.
- The four types are Entrance, Emphasis, Exit and Motion Paths.
- Choosing a new effect from the gallery replaces the old one; Add Animation adds a second effect.
- On Click, With Previous and After Previous control when an animation starts.
- The Animation Pane lists and reorders every animation on a slide.

TRY THESE EXERCISES

1. On a slide with five bullet points, apply the Fly In entrance effect to the text placeholder and set Effect Options to By Paragraph so the bullets appear one at a time on each click.
2. Animate a title, a picture and a shape, open the Animation Pane and reorder them so the picture plays last, set it to start After Previous with a one-second Delay, and press Play to test the slide.
3. Make a quiz slide with a question, a text box holding the answer and a shape labelled Show answer, give the answer an Appear entrance effect, and use Trigger so it appears only when the shape is clicked.

CHAPTER 7

Presenting the Slide Show

Starting and ending the show

Action	How
Start from the first slide	F5, or Slide Show > From Beginning
Start from the current slide	Shift+F5, or the Slide Show button on the status bar
End the show	Esc

Moving through the slides

- **Next slide or animation:** click, or press **Right Arrow, Down Arrow, Space, Enter, N** or **Page Down**.
- **Previous:** press **Left Arrow, Up Arrow, Backspace, P** or **Page Up**.

- **Jump to a slide:** type its number and press **Enter**, for example 7 and then Enter.
- **Black screen:** press **B** to blank the screen and turn the audience's attention to you; press B again to return. **W** gives a white screen.

During the show, right-click (or use the faint buttons in the bottom-left corner) to pick a **Pen** or **Highlighter** and draw on the slide, to see all slides, or to zoom in. When you end the show, PowerPoint asks whether to keep your ink annotations.

Presenter View

With a projector or second screen connected, PowerPoint can show **Presenter View** on your laptop while the audience sees only the slide. Presenter View shows the current slide, the next slide, your speaker notes and a timer. Turn it on with the **Use Presenter View** box on the Slide Show tab. You can also practise with it on one screen: right-click during the show and choose **Show Presenter View**.

Setting up the show

- **Rehearse Timings** runs the show with a timer and can save the time spent on each slide, which helps you practise speaking within a time limit.
- **Set Up Slide Show** chooses how the show runs: **Presented by a speaker (full screen)**, **Browsed by an individual (window)** or **Browsed at a kiosk (full screen)**. A kiosk show repeats automatically, for example at an exhibition stall. You can also tick **Loop continuously until 'Esc'**.
- **Hide Slide** skips a slide without deleting it.
- **Custom Slide Show** plays only chosen slides, such as a short version of a long talk.

Printing

Choose **File > Print (Ctrl+P)**. In the Settings, the layout list (it starts at Full Page Slides) chooses what to print:

Option	What prints
Full Page Slides	One slide on each page
Notes Pages	Each slide with its speaker notes
Outline	Only the text of the slides
Handouts	Several slides on each page; the 3-slides layout adds lines for the audience's notes

Sharing the presentation

- **File > Export > Create PDF/XPS Document** makes a PDF that anyone can open.
- **File > Export > Create a Video** saves the presentation, including any recorded timings and narration, as a video file such as MP4.
- Saving as a **PowerPoint Show (.ppsx)** makes the file open straight into the slide show.

Practise the whole talk at least twice with Rehearse Timings, and carry a PDF copy on a pen drive in case the computer at the venue has a different version of PowerPoint.

KEY POINTS

- F5 starts the show from the beginning, Shift+F5 from the current slide, and Esc ends it.
- During the show, B blanks the screen and a slide number followed by Enter jumps to that slide.
- Presenter View shows your notes, the next slide and a timer while the audience sees only the slide.
- Set Up Slide Show can run a looping kiosk show, and Hide Slide skips a slide.
- Handouts with 3 slides per page include lines for notes; Export can create a PDF or a video.

TRY THESE EXERCISES

1. Start your presentation with F5, move forward and back with the arrow keys, type 3 and press Enter to jump to slide 3, press B to blank the screen and B again to return, and end the show with Esc.
2. Practise a talk with Rehearse Timings, try to finish within five minutes and click Yes to keep the slide timings, then use Set Up Slide Show to choose Browsed at a kiosk (full screen) so the show moves on and repeats by itself using those timings.
3. Open File > Print and preview the Notes Pages and 3 Slides handout layouts, export a PDF copy with File > Export > Create PDF/XPS Document, and save another copy as a PowerPoint Show (.ppsx).

Practice questions

Choose the best answer for each question. The answers, with a short explanation, are in the next chapter.

1. Which file extension does current PowerPoint use by default when you save a presentation?

- a) .ppt
- b) .pdf
- c) .pptx
- d) .xlsx

2. Which view shows all the slides as thumbnails so you can rearrange them by dragging?

- a) Notes Page
- b) Reading View
- c) Slide Sorter
- d) Slide Master

3. Where should a presenter type the points to say aloud, which the audience will not see on the slide?

- a) In the title placeholder
- b) In the Notes pane
- c) On the Slide Master
- d) In the Header & Footer box

4. A new blank presentation opens with one slide. Which layout does that slide use?

- a) Blank
- b) Title and Content
- c) Title Slide
- d) Section Header

5. Which of these is good practice when designing slides?

- a) Keep one main idea on each slide
- b) Write full paragraphs so nothing is missed
- c) Use a different font on every slide
- d) Use the smallest text that fits everything

6. What does the shortcut Ctrl+M do in PowerPoint?

- a) Duplicates the selected slide
- b) Starts the slide show
- c) Inserts a picture
- d) Inserts a new slide

7. In a bulleted list on a slide, what happens when you press Tab at the start of a bullet?

- a) It moves one level up in the list
- b) It becomes a sub-point one level down
- c) A new slide is added after this one
- d) The bullet and its text are deleted

8. Which slide layout gives two content areas, each with its own small heading above it?

- a) Title Only
- b) Section Header
- c) Blank
- d) Comparison

9. What does Hide Slide do?

- a) Deletes the slide from the presentation file
- b) Skips it in the show but keeps it in the file
- c) Hides the slide's text but shows its pictures
- d) Moves the slide to the end of the presentation

10. What happens to the "Click to add text" prompt of an empty placeholder during the slide show?

- a) It appears in light grey
- b) It appears only on the first slide
- c) It flashes until the presenter clicks it
- d) It does not appear at all

11. What is the default slide size in current versions of PowerPoint?

- a) Widescreen (16:9)
- b) Standard (4:3)
- c) A4 Paper
- d) Letter Paper

12. Where should you place a company logo once so that it appears on every slide?

- a) On the Notes Master
- b) In the Format Background pane
- c) On the Slide Master
- d) In Reading View

13. What do the Variants on the Design tab offer?

- a) Other colour schemes for the same theme
- b) Animation effects for the selected object
- c) Different slide sizes for the presentation
- d) Transition effects between slides

14. In the Format Background pane, which button gives every slide the same background?

- a) Reset Background
- b) Hide Background Graphics
- c) Apply to All
- d) Close

15. Where do you switch on slide numbers and footer text for the slides?

- a) Design > Variants
- b) Transitions > Effect Options
- c) View > Notes Page
- d) Insert > Header & Footer

16. Which key do you hold while drawing an oval to get a perfect circle?

- a) Ctrl
- b) Shift
- c) Alt
- d) Tab

17. What does Ctrl+G do when several shapes are selected?

- a) Inserts a chart on the slide
- b) Groups them so they move together
- c) Shows the gridlines on the slide
- d) Opens the Slide Master view

18. What is Convert to SmartArt used for?

- a) Turning a bulleted list into a diagram
- b) Turning a photograph into a line drawing
- c) Turning the current slide into a video
- d) Turning a chart into a table of numbers

19. When you insert a chart in PowerPoint, where do you type the chart's numbers?

- a) In the Notes pane underneath the slide
- b) In a small spreadsheet window
- c) In the Animation Pane on the right side
- d) In a new blank Word document that opens

20. Which command spaces three selected shapes equally apart?

- a) Group
- b) Bring Forward
- c) Crop
- d) Distribute

21. What is a slide transition?

- a) An effect that moves one object on a slide
- b) The effect as one slide changes to the next
- c) A sound that plays when you click a picture
- d) The time allowed for reading the notes

22. A transition is set on slide 4. When does it play during the show?

- a) When the show moves from slide 3 to slide 4
- b) When the show moves from slide 4 to slide 5
- c) Only when the show is started from slide 4
- d) At the very end of the slide show

23. What does Apply To All do on the Transitions tab?

- a) Gives every slide the same transition
- b) Applies the transition to all objects
- c) Plays every transition at the same time
- d) Removes the transitions from all slides

24. On the Transitions tab, After is ticked and set to 00:05.00. What happens?

- a) The transition effect lasts 5 seconds
- b) The show starts 5 seconds after F5
- c) The slide advances after 5 seconds
- d) The slide stays hidden for 5 seconds

25. What does the Morph transition do?

- a) Plays a different random transition each time
- b) Smoothly moves objects shared by two slides
- c) Turns the whole slide into a video clip
- d) Changes all bullet points into SmartArt

26. What are the four types of animation in PowerPoint?

- a) Entrance, Transition, Exit and Sound
- b) Fade, Push, Wipe and Split
- c) Entrance, Emphasis, Exit and Motion Paths
- d) Start, Middle, End and Loop

27. Which type of animation draws attention to an object that is already on the slide?

- a) Entrance
- b) Exit
- c) Motion Paths
- d) Emphasis

28. Which Start option makes an animation play automatically as soon as the previous animation finishes?

- a) With Previous
- b) On Click
- c) Delay
- d) After Previous

29. A picture already has a Fly In animation. How do you give it a second effect without losing Fly In?

- a) Use Add Animation
- b) Click another effect in the Animation gallery
- c) Use Animation Painter on the picture
- d) Change the Effect Options

30. What does the Animation Pane show?

- a) Every animation on the slide, in order
- b) The transitions used on every slide in the file
- c) Thumbnails of all the slides in the show
- d) The speaker notes for the slide

31. What does pressing F5 do in PowerPoint?

- a) Starts the slide show from the current slide
- b) Inserts a new slide
- c) Starts the slide show from the first slide
- d) Opens the Save As dialog box

32. During a slide show, which key blanks the screen to black?

- a) W
- b) Esc
- c) B
- d) H

33. During a slide show, how do you jump straight to slide 7?

- a) Press F7 and then Enter
- b) Press Ctrl+7 on the keyboard
- c) Press Alt+7 and then Space
- d) Type 7 and press Enter

34. What does Presenter View show on the presenter's screen?

- a) The slides with the presenter's notes on the projector
- b) The current slide, the next slide, notes and a timer
- c) Only the slide, exactly as the audience sees it
- d) The Slide Master, so slides can be edited live

35. Which handout layout includes lines next to each slide for the audience to write notes?

- a) 3 slides per page
- b) 1 slide per page
- c) 6 slides per page
- d) 9 slides per page

ANSWER KEY

Answers

1. **(c) .pptx.** PowerPoint 2007 and later save presentations as .pptx by default; .ppt is the older PowerPoint 97-2003 format.
2. **(c) Slide Sorter.** Slide Sorter view lays out every slide as a thumbnail, which makes reordering easy.
3. **(b) In the Notes pane.** Speaker notes go in the Notes pane below the slide. They appear in Presenter View and on Notes Pages, not on the slide itself.
4. **(c) Title Slide.** The first slide of a blank presentation uses the Title Slide layout, with placeholders for a title and a subtitle.
5. **(a) Keep one main idea on each slide.** One main idea per slide, with short points, keeps the audience focused on what the speaker is saying.
6. **(d) Inserts a new slide.** Ctrl+M adds a new slide. Ctrl+D duplicates the selected slide, and F5 starts the show.
7. **(b) It becomes a sub-point one level down.** Tab demotes the bullet to a lower level, and Shift+Tab promotes it back.
8. **(d) Comparison.** The Comparison layout has a heading over each of its two content areas, which suits side-by-side comparisons.

9. **(b) Skips it in the show but keeps it in the file.** A hidden slide stays in the presentation and can be unhidden later; it is simply not shown during the slide show.
10. **(d) It does not appear at all.** Placeholder prompts are only editing guides; they never show in the slide show or in print.
11. **(a) Widescreen (16:9).** Current versions start new presentations at Widescreen (16:9). Standard (4:3) can be chosen from Design > Slide Size.
12. **(c) On the Slide Master.** Anything placed on the Slide Master appears on all slides that use its layouts. The Notes Master controls printed notes pages instead.
13. **(a) Other colour schemes for the same theme.** Variants keep the theme's design but change its colour scheme; the drop-down also changes fonts, effects and background styles.
14. **(c) Apply to All.** Apply to All copies the background setting to every slide in the presentation.
15. **(d) Insert > Header & Footer.** The Header & Footer dialog box, opened from the Insert tab, turns on slide numbers, the date and footer text.
16. **(b) Shift.** Shift keeps the shape in proportion, so an oval becomes a circle and a rectangle becomes a square.
17. **(b) Groups them so they move together.** Ctrl+G groups the selected objects; Ctrl+Shift+G ungroups them.
18. **(a) Turning a bulleted list into a diagram.** Convert to SmartArt, in the Paragraph group of the Home tab, changes bullet points into a SmartArt diagram such as a process or a list.
19. **(b) In a small spreadsheet window.** PowerPoint opens a spreadsheet window with sample data; replacing those numbers updates the chart.
20. **(d) Distribute.** Distribute Horizontally or Distribute Vertically, under Align, puts equal space between the selected objects.
21. **(b) The effect as one slide changes to the next.** Transitions apply to whole slides during the show. Effects on individual objects are animations.
22. **(a) When the show moves from slide 3 to slide 4.** A transition plays as its own slide enters the screen.
23. **(a) Gives every slide the same transition.** Apply To All copies the current slide's transition and its settings to every slide.
24. **(c) The slide advances after 5 seconds.** After sets an automatic advance time. How long the effect itself takes is set with Duration.
25. **(b) Smoothly moves objects shared by two slides.** Morph animates the change in position, size and colour of matching objects between one slide and the next.
26. **(c) Entrance, Emphasis, Exit and Motion Paths.** Entrance effects bring objects in, Emphasis effects draw attention, Exit effects take objects out, and Motion Paths move them along a path.

- 27. (d) Emphasis.** Emphasis effects such as Pulse or Spin act on an object that is already visible.
- 28. (d) After Previous.** After Previous waits for the earlier effect to end. With Previous plays at the same time, and On Click waits for the presenter.
- 29. (a) Use Add Animation.** Add Animation adds an extra effect. Clicking another effect in the main gallery replaces the existing one.
- 30. (a) Every animation on the slide, in order.** The Animation Pane lists the slide's animations in order and lets you reorder, time and remove them.
- 31. (c) Starts the slide show from the first slide.** F5 starts from the beginning; Shift+F5 starts from the current slide.
- 32. (c) B.** B turns the screen black and pressing it again returns to the slide. W gives a white screen, and Esc ends the show.
- 33. (d) Type 7 and press Enter.** Typing a slide number and pressing Enter goes directly to that slide.
- 34. (b) The current slide, the next slide, notes and a timer.** Presenter View gives the speaker notes, the next slide and a timer on the laptop while the audience sees only the current slide.
- 35. (a) 3 slides per page.** The 3-slides handout layout prints lines beside each slide for notes.

WORD LIST

Glossary

Animation

An effect that makes an object on a slide, such as a title, picture or bullet point, appear, draw attention, move or leave during the slide show.

Animation Pane

A pane opened from the Animations tab that lists every animation on the slide in playing order, so you can reorder, time, test or delete them.

AutoFit

A setting that automatically shrinks text so it fits inside its placeholder when there is too much of it.

Designer

A Microsoft 365 feature on the Design tab that suggests professional slide layouts for your pictures and text, and needs an internet connection.

Effect Options

A button on the Transitions and Animations tabs that changes the direction or style of the chosen effect, such as By Paragraph for bullet points.

Emphasis effect

A type of animation, such as Pulse, Spin or Grow/Shrink, that draws attention to an object already on the slide.

Entrance effect

A type of animation, such as Appear, Fade or Fly In, that brings an object onto the slide.

Group

A command, with the shortcut Ctrl+G, that joins selected objects so they move and resize together as one.

Handout

A printout with several slides on each page for the audience, where the 3-slides layout adds lines for notes.

Layout

The arrangement of placeholders on a slide, such as Title Slide, Title and Content or Two Content.

Morph

A transition in Microsoft 365 and PowerPoint 2019 and later that smoothly moves, resizes or recolours objects that appear on two slides in a row.

Motion path

A type of animation that moves an object along a line, arc, turn or loop during the slide show.

Normal view

The main editing view, with the slide thumbnails on the left, the large slide in the middle and the Notes pane below it.

Placeholder

A box on a slide, shown with prompt text such as Click to add text, that holds a title, text, picture, table or chart.

Presentation

A set of slides shown one after another to support a talk, saved by PowerPoint with the .pptx extension.

Presenter View

A view on the presenter's screen that shows the current slide, the next slide, the speaker notes and a timer while the audience sees only the slide.

Rehearse Timings

A Slide Show tab tool that times you as you practise and can save the time spent on each slide.

Slide Master

The top slide in Slide Master view, which controls the fonts, colours, background and placeholder positions of every slide in the presentation.

Slide Show

The full-screen view the audience sees, started with F5 from the first slide or Shift+F5 from the current slide.

Slide Sorter

A view that shows all the slides as small thumbnails so you can rearrange them by dragging.

SmartArt

A set of ready-made diagrams, such as lists, processes, cycles and hierarchies, that you fill with your own text.

Speaker notes

Notes typed in the Notes pane below a slide that help the presenter speak and are not shown on the slide during the show.

Theme

A matching set of colours, fonts, effects and backgrounds, applied to the slides from the Design tab.

Transition

The visual effect, such as Fade or Push, shown as the slide show moves from one slide to the next.

Trigger

An animation setting that starts an effect only when a particular object on the slide is clicked.



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