AS YOU HAVE DONE BEFORE, using the Powerpoint file called “CH19- Presentation Graphics”, and this worksheet, fill out the blanks. (copy and paste) from the chapter.

**HIGHLIGHT YOUR ANSWERS THIS TIME IN RED.**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_software** allows you to \_\_\_\_\_\_\_\_\_\_\_\_\_ and display information visually so it can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by a group of people.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a presentation is organized into separate pages. Each page is called a \_\_\_\_\_\_\_\_\_\_\_\_\_, and can contain one or more main points.
3. Work on a presentation may begin by selecting a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or a preformatted version of a certain type of document.
4. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a series of dialog boxes that guide you through a step- by-step procedure to create a new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. The **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** provides the steps for creating a presentation.
6. Most \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ programs let you choose a \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to quickly apply coordinated formatting to your slides.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be added, removed, or edited in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**view**.
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sorter view** displays \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of all of the slides in a presentation.
9. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **view**, part of the screen displays the slide and the rest of the screen shows a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Y
10. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the text box to use during a presentation or to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as handouts.
11. The primary on-screen method of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and displaying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during a presentation is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view is similar to Slide Show view, except the slides are not displayed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. Many programs let you use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ views to make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ style changes to every slide, \_\_\_\_\_\_\_\_\_\_ page, and/or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pages.

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Following these five steps will help you plan, design, and save an effective presentation:

1. \_\_\_\_\_\_\_\_\_\_\_\_how your slides will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the slide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is an \_\_\_\_\_\_\_\_\_\_\_ within a slide layout designed to hold data such as \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Insert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the presentation.

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14- You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_many types of \_\_\_\_\_\_\_\_\_\_\_\_ in presentations, as well as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.

15- PowerPoint drawing tools also include ready-to-use shapes, called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16- A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ presentation combines \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ with sound and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or moving images.

Apply these seven steps to make your presentations effective:

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* The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to adding clip art to PowerPoint presentations are they might be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_ to the point of distraction.
* It's important to \_\_\_\_\_\_\_\_\_\_\_\_each slide in a presentation to a main concept or idea because \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is distracting and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for most audiences.
* It's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to preview your presentation from the \_\_\_\_\_\_\_\_\_\_\_\_\_ of the room because issues of \_\_\_\_\_\_\_\_\_\_\_\_\_, clarity, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be corrected if the presentation is previewed in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.