

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

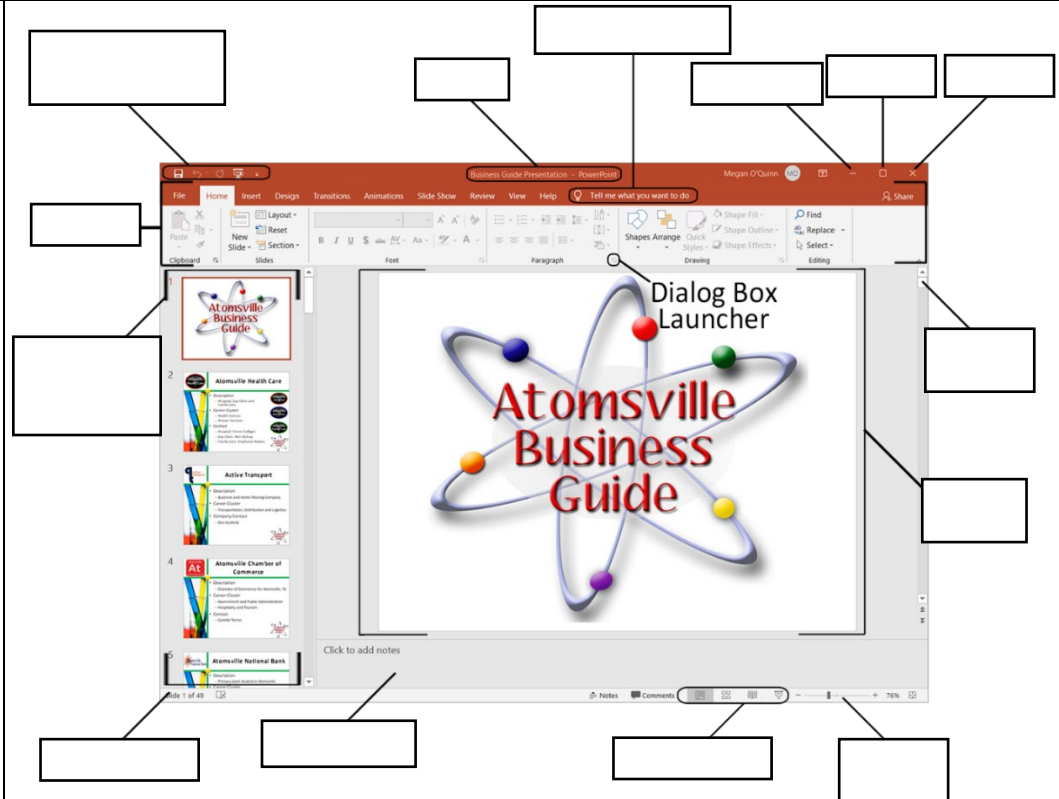
### Review (PowerPoint®)

#### Essential Question

1. What are the major components of Microsoft® PowerPoint®?
2. How can Microsoft® PowerPoint® be utilized to create presentations?
3. What common tasks can be completed in Microsoft® PowerPoint® presentations?

#### Key Concepts

##### Program Window Layout



##### Ribbon

- Major \_\_\_\_\_ component of Microsoft® PowerPoint® containing access to \_\_\_\_\_ program tasks
- Contains the following tabs:
  - \_\_\_\_\_
    - opens \_\_\_\_\_ where commands such as saving, printing, opening new presentations, accessing \_\_\_\_\_ and viewing the user's account information
  - \_\_\_\_\_
    - holds commands related to the \_\_\_\_\_, formatting the font, \_\_\_\_\_ and text styles as well as finding and replacing text

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Ribbon	<ul style="list-style-type: none"> <li>- _____             <ul style="list-style-type: none"> <li>• contains commands for adding elements to presentations such as slides, tables, _____, symbols and other media</li> </ul> </li> <li>- _____             <ul style="list-style-type: none"> <li>• consists of commands for formatting the presentation's theme, colors, fonts, effects and slide _____</li> </ul> </li> <li>- _____             <ul style="list-style-type: none"> <li>• holds commands for _____ transitions to slides and customizing how slides move from slide to slide in a presentation</li> </ul> </li> <li>- _____             <ul style="list-style-type: none"> <li>• contains commands for applying, previewing and customizing animations and _____ added to objects in a presentation</li> </ul> </li> <li>- _____             <ul style="list-style-type: none"> <li>• consists of commands for presenting the slide show such as _____ the show and how to setup the presentation</li> </ul> </li> <li>- _____             <ul style="list-style-type: none"> <li>• holds commands for _____, checking accessibility, adding comments and comparing presentations</li> </ul> </li> <li>- _____             <ul style="list-style-type: none"> <li>• contains commands which determine how the presentation or program elements are viewed such as the presentation view, master views and specifying _____</li> </ul> </li> </ul>
Keyboard Shortcuts	<ul style="list-style-type: none"> <li>• Control N             <ul style="list-style-type: none"> <li>- open a _____ presentation</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>- save a presentation</li> </ul> </li> <li>• Control W             <ul style="list-style-type: none"> <li>- _____ a presentation</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>- cut content and place on the clipboard</li> </ul> </li> </ul>

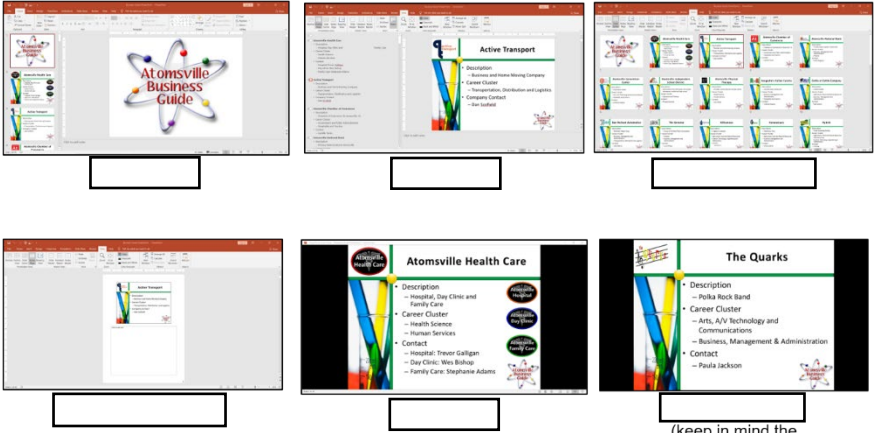
# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Keyboard Shortcuts	<ul style="list-style-type: none"> <li>• Control C             <ul style="list-style-type: none"> <li>– _____ and place on the clipboard</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– paste content from the clipboard</li> </ul> </li> <li>• Control A             <ul style="list-style-type: none"> <li>– select _____</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– bold selected content</li> </ul> </li> <li>• Control I             <ul style="list-style-type: none"> <li>– _____ selected content</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– underline selected content</li> </ul> </li> <li>• Control E             <ul style="list-style-type: none"> <li>– _____ text</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– left-align text</li> </ul> </li> <li>• Control R             <ul style="list-style-type: none"> <li>– _____ text</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– undo the last action</li> </ul> </li> <li>• Control Y             <ul style="list-style-type: none"> <li>– redo the _____</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– insert a hyperlink</li> </ul> </li> <li>• Control P             <ul style="list-style-type: none"> <li>– _____</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– duplicate the active slide</li> </ul> </li> <li>• Control G             <ul style="list-style-type: none"> <li>– _____ selected slide objects</li> </ul> </li> <li>• _____             <ul style="list-style-type: none"> <li>– ungroup objects</li> </ul> </li> </ul>
--------------------	--

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

<p>Presentation Views</p>	 <p>(keep in mind the slide is full screen)</p>
<p>Slides</p>	<ul style="list-style-type: none"> <li>Slides can be added _____ the currently selected slide by the following methods:             <ul style="list-style-type: none"> <li>clicking New Slide in the _____ on the Home tab</li> <li>clicking New Slide in the Slides group on the _____</li> <li>_____ the slide where a user wants the new slide to be added after and choosing New Slide from the _____</li> </ul> </li> <li>Slides can be _____ by the following methods:             <ul style="list-style-type: none"> <li>selecting the slide or slides and on the _____ clicking New Slide in the Slides group and choosing _____</li> <li>selecting the _____ a user wants to duplicate and on the Insert tab clicking _____ in the Slides group and choosing Duplicate Selected Slides</li> <li>right-clicking on the slide a user wants to duplicate and choosing _____ from the menu</li> </ul> </li> <li>Slides can be _____ by one of the following methods:             <ul style="list-style-type: none"> <li>right-clicking on the slide and choosing _____ from the menu</li> <li>selecting the slide and pressing the Delete or _____</li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Slides	<ul style="list-style-type: none"> <li>Slides can be _____ by one of the following methods:             <ul style="list-style-type: none"> <li>right-clicking on the slide a user wants to hide and clicking _____</li> <li>selecting the slide and on the _____ clicking Hide Slide in the _____</li> </ul> </li> <li>Hidden slides can be _____ by one of the following methods:             <ul style="list-style-type: none"> <li>right-clicking the slide a user wants unhidden and clicking Hide Slide to _____</li> <li>selecting the slide and _____ in the Set Up group of the Slide Show tab to unselect it</li> </ul> </li> <li>The _____ of slides can be changed:             <ul style="list-style-type: none"> <li>in _____                 <ul style="list-style-type: none"> <li>selecting the slide a user _____</li> <li>_____ the slide to a new location</li> </ul> </li> <li>in _____                 <ul style="list-style-type: none"> <li>selecting the slides</li> <li>dragging them to the _____</li> </ul> </li> <li>by _____ to the _____ and pasting them to the desired location</li> </ul> </li> <li>Slide layouts contain formatting, _____ and placeholders for all the content on the slide             <ul style="list-style-type: none"> <li>located on the Home tab in the Slides group by clicking _____</li> </ul> </li> <li>right-clicking on a slide in the _____ and choosing Layout from the menu</li> </ul>
Slide Masters	<ul style="list-style-type: none"> <li>Slide Masters are the _____ of every presentation             <ul style="list-style-type: none"> <li>editing the slide master will make changes _____ in a presentation using a particular slide layout</li> </ul> </li> <li>Slide Masters contain all the _____ for the slides including:             <ul style="list-style-type: none"> <li>backgrounds</li> <li>_____ styles</li> <li>color _____</li> <li>placeholders</li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Slide Masters	<ul style="list-style-type: none"> <li>• Slide Masters can be _____ by using Slide Master View</li> <li>• located on the View tab in the _____ can be changed to include different placeholders in Slide Master View by:             <ul style="list-style-type: none"> <li>– clicking _____ in the Master Layout group</li> <li>– _____ the different items a user wants in the Master Layout dialog box</li> </ul> </li> <li>• Placeholders are boxes with _____ which _____ located within slide layouts</li> <li>• Slide Masters can have _____ applied by:             <ul style="list-style-type: none"> <li>– clicking Themes in the _____ on the Slide Master tab</li> <li>– choosing a theme from the _____</li> </ul> </li> <li>• Themes are _____, fonts and special effects which complement one another and are located on the _____ in the Themes group</li> </ul>
Adding Text to Slides	<ul style="list-style-type: none"> <li>• Text can be _____ in:             <ul style="list-style-type: none"> <li>– _____ placeholders</li> <li>– content placeholders</li> <li>– _____</li> </ul> </li> <li>• Text in placeholders is commonly formatted as a bulleted, _____ or numbered list</li> <li>• Text can be formatted using the:             <ul style="list-style-type: none"> <li>– _____ on the Home tab</li> <li>– _____ toolbar                 <ul style="list-style-type: none"> <li>• contains many of the _____ which are found in the Font group</li> <li>• appears over _____</li> </ul> </li> <li>– _____ on the Home tab</li> </ul> </li> <li>• WordArt is _____ which can be added to a document</li> <li>• WordArt can be added by clicking the WordArt icon in the _____ on the Insert tab and choosing an _____</li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Tables	<ul style="list-style-type: none"> <li>• Tables can be inserted by:             <ul style="list-style-type: none"> <li>– clicking the _____ on the Insert tab and choosing an _____ from the menu</li> <li>– clicking the Table icon in the _____</li> </ul> </li> <li>• Tables can be formatted using the _____ which appears on the _____ when a table is selected</li> <li>• Text can be entered in tables by placing the _____ in the cell where a user wants to add text and _____</li> <li>• Tables can be _____ by:             <ul style="list-style-type: none"> <li>– selecting the table</li> <li>– clicking the _____ on the Table Tools Layout tab</li> <li>– choosing _____ from the menu</li> </ul> </li> </ul>
Shapes & Text Boxes	<ul style="list-style-type: none"> <li>• Shapes are _____ which can be added to presentations such as circles, lines, _____, etc. and can function as a text box or design element</li> <li>• Shapes can be added by clicking the _____ in the Illustrations group on the Insert tab and choosing an option _____</li> <li>• Text boxes are objects in which _____ can be added and _____ on a slide and can be used as design elements on a slide by formatting them</li> <li>• Text boxes can be added by clicking the _____ in the Text group on the Insert tab and then _____ the mouse where the text box needs to be placed</li> <li>• A _____ can have _____ it by selecting it and beginning to type</li> <li>• Shapes and text boxes can be _____ by using the sizing handles or rotating handle which _____</li> <li>• Shapes and text boxes can be deleted by _____ and pressing the _____</li> <li>• Shapes and text boxes when selected make the _____ appear on the Ribbon which contains commands to format the objects</li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

<p>Pictures &amp; Screenshots</p>	<ul style="list-style-type: none"> <li>• Pictures can be added by:             <ul style="list-style-type: none"> <li>– clicking the _____ in the Images group on the Insert tab and locating the _____</li> <li>– clicking the Pictures or _____ in the content placeholder</li> </ul> </li> <li>• Screenshots are images of content _____ in a _____ open on the computer and can be added by:             <ul style="list-style-type: none"> <li>– clicking the _____ in the Images group on the Insert tab</li> <li>– choosing a screenshot from the _____</li> </ul> </li> <li>• When selected, the Picture Tools section appears on the _____ which contains commands to format the images</li> <li>• Pictures and screenshots can be _____ by using the _____ which appear when they are selected</li> <li>• _____ can be deleted by selecting the _____ and pressing the Delete key</li> <li>• Photo albums are presentations which contain _____ and can be created by:             <ul style="list-style-type: none"> <li>– clicking Photo Album on the _____ in the _____</li> <li>– select _____</li> <li>– _____ the images which need to be included</li> <li>– clicking Create to make the _____</li> </ul> </li> </ul>
<p>SmartArt</p>	<ul style="list-style-type: none"> <li>• SmartArt can be added by:             <ul style="list-style-type: none"> <li>– clicking the SmartArt icon in _____ or clicking the SmartArt icon in the content _____</li> <li>– choosing an option from the Choose a SmartArt Graphic _____</li> </ul> </li> <li>• SmartArt can also be created _____ in a text box             <ul style="list-style-type: none"> <li>– after text has been added on the _____ in the Paragraph group, click _____ and choose a SmartArt layout from _____</li> </ul> </li> </ul>



# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

SmartArt	<ul style="list-style-type: none"> <li>Text can be added to the _____ included in the SmartArt graphic by:             <ul style="list-style-type: none"> <li>_____ on the shape where _____ entered and beginning to type in the text placeholder in the shape</li> <li>using the _____ and _____ which will appear in each shape</li> </ul> </li> <li>SmartArt, when selected, make the _____ appear on the _____ which can be used to _____ the SmartArt</li> </ul>
Charts	<ul style="list-style-type: none"> <li>Charts can be _____ by:             <ul style="list-style-type: none"> <li>clicking the _____ in the Illustrations group on the Insert tab or clicking the Chart icon in the _____ and then choosing a type of Chart from the _____</li> </ul> </li> <li>Charts, when added, open an _____ to contain the _____ a user wants displayed in the chart             <ul style="list-style-type: none"> <li>to change the _____ in the chart, edit the _____ in the spreadsheet</li> </ul> </li> <li>Charts, when selected, make the _____ appear on the Ribbon which can be used to design and format the chart and _____</li> </ul>
3D Models	<ul style="list-style-type: none"> <li>3D Models can be _____ by clicking the 3D Models icon in the _____ on the Insert tab and then selecting either _____... or From Online Sources...</li> <li>3D Models, when selected, make the _____ appear on the Ribbon and contains the _____</li> </ul>
Working with Objects	<ul style="list-style-type: none"> <li>_____ objects can be done by:             <ul style="list-style-type: none"> <li>selecting the object and _____ to a new location</li> <li>the _____ which appear are _____ which can be used to help position the object on the slide</li> <li>selecting the object and _____ in the _____ to move the object</li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Working with Objects	<ul style="list-style-type: none"> <li>• _____ objects can be completed by:             <ul style="list-style-type: none"> <li>– selecting the object and _____ on the _____ and choosing options from the menu to choose where the _____ relative to other objects</li> </ul> </li> <li>• _____ objects can be done by:             <ul style="list-style-type: none"> <li>– opening the _____ and dragging the items to be in the order the objects need to appear</li> <li>– using the _____ or Send Backward commands in the Arrange group of the _____ or the same commands on the menu which appear when the _____</li> </ul> </li> <li>• _____ objects can be completed by:             <ul style="list-style-type: none"> <li>– selecting _____ to group together</li> <li>– clicking Group in the _____ on the Design Tools Format tab</li> <li>– right clicking and selecting Group from the _____</li> </ul> </li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Notes can be _____ in the Notes Pane when in Normal View or _____</li> <li>• Notes pages are _____ in Notes Page View             <ul style="list-style-type: none"> <li>– this can be opened by clicking Notes Page in the _____ group on the _____</li> </ul> </li> <li>• Notes pages can be printed by choosing the _____ in _____, selecting Notes Pages beneath _____ and clicking Print</li> </ul>
Slide Transitions	<ul style="list-style-type: none"> <li>• Slide transitions are _____ which occur when _____ from one slide to another during a presentation</li> <li>• _____ are located on the _____ on the _____ and can be inserted by choosing a transition from the _____ in the Transition to This Slide group             <ul style="list-style-type: none"> <li>– different _____ of the selected transition can be found by clicking _____</li> </ul> </li> <li>• Slide transitions can be _____ by setting the _____ in the _____</li> <li>• Slide transitions can be _____ by selecting the slides which the user want to remove the transitions and clicking _____ in the _____</li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

<p>Animations</p>	<ul style="list-style-type: none"> <li>• Animations are _____ which can be applied to _____ in a presentation</li> <li>• Animations are located on the _____ in the gallery in the Animation group and can be previewed by clicking _____             <ul style="list-style-type: none"> <li>– different variations of the _____ can be found by clicking Effect Options</li> </ul> </li> <li>• Animations are categorized as:             <ul style="list-style-type: none"> <li>– _____                 <ul style="list-style-type: none"> <li>• dictate how an object appears on the slide</li> </ul> </li> <li>– _____                 <ul style="list-style-type: none"> <li>• occur when the object is on the slide</li> </ul> </li> <li>– _____                 <ul style="list-style-type: none"> <li>• dictate how and object leaves the slide</li> </ul> </li> <li>– _____                 <ul style="list-style-type: none"> <li>• move an object along a predetermined path</li> </ul> </li> </ul> </li> <li>• Animations can be applied by _____ and choosing an effect from the _____ and the effect will be applied</li> <li>• The _____ on the Animations tab contains commands to specify when an _____, how long it _____ or runs after a specific amount of time</li> <li>• Animations can be _____ by selecting the small number located next to the _____ and pressing _____</li> <li>• _____ effects can be added to an object by clicking the Add Animation icon in the _____ and _____ from the gallery             <ul style="list-style-type: none"> <li>– if the user selects another effect from the gallery in the _____, it will _____ the current animation</li> </ul> </li> </ul>
-------------------	---

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Saving Presentations	<ul style="list-style-type: none"> <li>• Saving for the _____ involves:             <ul style="list-style-type: none"> <li>– naming the file in the _____</li> <li>– selecting a file type in the _____</li> <li>– choosing a _____</li> </ul> </li> <li>• Saving the file as a _____ can be completed by:             <ul style="list-style-type: none"> <li>– selecting the _____ wanted in the _____</li> <li>– utilizing the _____ in Backstage View</li> </ul> </li> <li>• Saving the file as a _____ can be completed by:             <ul style="list-style-type: none"> <li>– _____ the Export option in Backstage View</li> <li>– selecting _____</li> <li>– selecting PowerPoint Show</li> <li>– clicking _____</li> </ul> </li> <li>• Packaging a presentation for a _____ can be done by:             <ul style="list-style-type: none"> <li>– opening the Export option in _____</li> <li>– selecting _____ for CD</li> <li>– clicking _____</li> </ul> </li> </ul>
Showing Presentations	<ul style="list-style-type: none"> <li>• Presentations can be _____ using the following options on the _____:             <ul style="list-style-type: none"> <li>– _____ of the presentation</li> <li>– From _____ in the presentation</li> </ul> </li> <li>• The _____ next to the _____ can also be used to _____ the presentation in _____</li> </ul>
Printing	<ul style="list-style-type: none"> <li>• Presentations can be printed by utilizing the _____ in Backstage View             <ul style="list-style-type: none"> <li>– contains options for _____</li> </ul> </li> <li>• Print options include:             <ul style="list-style-type: none"> <li>– _____                 <ul style="list-style-type: none"> <li>• starts the print job</li> </ul> </li> <li>– _____                 <ul style="list-style-type: none"> <li>• specifies number to be printed</li> </ul> </li> <li>– _____                 <ul style="list-style-type: none"> <li>• shows printer to be used</li> </ul> </li> </ul> </li> </ul>

# Microsoft® PowerPoint® 2019 Basics - Unit 9

## (Review)

Printing	<ul style="list-style-type: none"><li>- _____<ul style="list-style-type: none"><li>• opens printer settings</li></ul></li><li>- _____<ul style="list-style-type: none"><li>• shows options related to how and what will print on the page</li></ul></li><li>- _____<ul style="list-style-type: none"><li>• shows how the slides or handouts will look when printed</li></ul></li><li>• _____ of the presentation can be _____ by choosing one of the _____ beneath the _____</li></ul>
----------	--