

MICROSOFT WORKSHEET

LINK: <https://www.youtube.com/watch?v=XF34-Wu6qWU>

1. What is the most common template used for PowerPoint?
2. What do you call the part of the presentation that you are putting information on?
3. What do you call the smaller version of the slide you are working on?
4. What is the name of the theme that the instructor chooses?
5. What functions are put on the "Home" ribbon?
6. Slide one is set up to be the _____ slide?
7. What do people usually use too much of in their PowerPoint presentations?
8. What kind of tool is PowerPoint meant to be?
9. What button do you use to change a mistake you have made?
10. How do you get out of presentation mode?
11. What should you do when you've completely finished your presentation?
12. What should you press if you'd like to keep the document you're working on at the top of your recent projects?