

- 1 When working with a spreadsheet to enter data for a PowerPoint chart, explain why is it advisable to make changes to only one cell at a time.
- 2 Which tab in the effect options dialog box must be selected in order to animate a chart by series?
- 3 What is the recommendation regarding the use of sound with a chart animation?
- 4 How do you make the chart animate without having to click each time you want to bring in a new series or category?
- 5 Explain how to create a hyperlink in your PowerPoint show.
- 6 Explain how to create an action button in PowerPoint.
- 7 When do PowerPoint buttons work?
- 8 How can you customize a table created in PowerPoint?
- 9 Explain where to find the Text Box command in PowerPoint.
- 10 Explain the difference between moving a text box and moving a clip art image.
- 11 Explain the advantage of pasting four copies of the text box rather than creating four new text boxes.
- 12 Explain the procedure for changing the color of a rectangle.
- 13 What is the advantage of using SmartArt?
- 14 When changing the size of a clip art image, what must be done to make sure the image is not distorted?
- 15 When a clip art image is pasted onto the same slide where the original was copied, where does the image appear on the slide?
- 16 Describe the difference between paste and paste special.
- 17 Why are background pictures not recommended?
- 18 Explain how to change the order of animation on a slide.
- 19 What is the Run over rule?
- 20 What other PowerPoint skills would you like to develop?