

Introduction to Multimedia

PowerPoint Test Review

Know the following:

PowerPoint Basics

- Lesson 1: The PowerPoint Window*
- Lesson 2: Creating a Blank Presentation*
- Lesson 3: Inserting, Copying and Deleting Slides*
- Lesson 4: Working with Slide Views*
- Lesson 5: Applying a Design Template*
- Lesson 6: Using the AutoContent Wizard*

Enhancing a Presentation

- Lesson 7: Formatting Text*
- Lesson 8: Formatting Bulleted and Numbered Lists*
- Lesson 9: Adding Clip Art and Pictures*
- Lesson 10: Adding Charts, Diagrams and Tables*
- Lesson 11: Adding AutoShapes, WordArt and Hyperlinks*

Creating a Slide Show

- Lesson 12: Animating Slides*
- Lesson 13: Creating a Slide Master*
- Lesson 14: Spell Check and Printing*
- Lesson 15: Adding Transition*

The test will be two days long, the first day will be written and the second day will be application, or, showing what you know by doing it with PowerPoint.

Use the review time allotted to review lessons one through fifteen.