

PowerPoint 2010 Chapter 2

Answer Key for Matching and Multiple Choice

Matching

M Solid

1. The line style in which a placeholder border displays, indicating that all of the text in the placeholder is selected.

G Paragraph

2. A common format for a slide that contains a single point without a bullet symbol.

B Clip

3. A single media file, for example art, sound, animation, or a movie.

F Move pointer

4. A four-headed arrow-shaped pointer that indicates that you can reposition an object or image.

N Text box

5. An object within which you can position text anywhere on the slide.

H Ruler guides

6. Vertical and horizontal lines that display in the rulers to provide a visual indication of the pointer position so that you can draw a shape.

I Shapes

7. Lines, arrows, stars, banners, ovals, or rectangles used to illustrate an idea, a process, or a workflow.

D Crosshair pointer

8. The pointer that indicates that you can draw a shape.

E Fill color

9. The inside color of text or an object.

J Shape Styles

10. A style gallery displaying predefined combinations of shape fill and line colors.

A Align to Slide

11. A setting used to align selected objects.

C Crop

12. The command that reduces the size of a picture by removing vertical or horizontal edges.

O WordArt

13. A gallery of text styles from which you can create shadowed or mirrored text.

K SmartArt graphic

14. A visual representation of information that you create by choosing from among layouts to communicate your message or ideas.

L SmartArt Styles

15. Combinations of formatting effects that are applied to SmartArt graphics.

Powerpoint 2010 Chapter 2 Answers

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