

1st quarter 2020 Lead Instructor CE: PowerPoint Presentations 071000E1220 3 CEUs

Match the following:

- | | |
|-----------------------------|--|
| 1) ____ Slides tab | a. shows a thumbnail of each slide in the presentation |
| 2) ____ Comments pane | b. allows you to add speaker notes to the presentation |
| 3) ____ Notes pane | c. allows you to add comments to a presentation |
| 4) ____ Status bar | d. shows the current slide number, total slides and language setting |
| 5) ____ Presentation window | e. where you can view and edit the entire slide |

Match the following domains:

- | | |
|--------------------------------------|---|
| 6) ____ Affective domain (attitudes) | a. Verbal or visual intellectual capabilities |
| 7) ____ Cognitive domain (knowledge) | b. Physical Skill capabilities |
| 8) ____ Psychomotor domain (skills) | c. Feelings, values, and beliefs |

The steps for creating a PowerPoint presentation include (number accordingly):

- | | |
|-----------------|--------------------------------------|
| 9) Step 1 ____ | a. Play the Presentation |
| 10) Step 2 ____ | b. Changing the order |
| 11) Step 3 ____ | c. Launch the PowerPoint program |
| 12) Step 4 ____ | d. Add more slides |
| 13) Step 5 ____ | e. Add transitions |
| 14) Step 6 ____ | f. Choose a design |
| 15) Step 7 ____ | g. Add charts, pictures, graphs, etc |
| 16) Step 8 ____ | h. Create a title page |

17) The PowerPoint interface includes all of the following:

- a. The slides tab, presentation window, notes panes, default tabs, and backstage view.
- b. Quick access toolbar, printing, graphics, ribbon, tabs, and groups.
- c. Tabs, commands, groups, table, designs, and backstage view.
- d. The ribbon, slides tab, presentation window, notes pane, comments pane, quick access toolbar, and status bar.

18) The ribbon contains multiple tabs to include:

- a. PowerPoint menu, backstage view, notes pages, and handouts.
- b. Drawing tools, table tools, title page, transitions, and customized tabs with your favorite commands
- c. Printing slides, timeline, adding graphics, images group, and layout.
- d. Drawing tools, table tools, images, tables, and customized tabs with your favorite commands.

19) Characteristics of course learning outcomes include all of the following except:

- a. Assessment of quizzes, open and closed book tests, small conferences, discussion boards, and games.
- b. Clear statements of critical/essential knowledge, attitudes and behaviors that a learner is expected to demonstrate upon the completion of the course.
- c. Reflect relatively high levels of critical thinking.
- d. Identify indicators that will verify the learning.

20) The three domains of Bloom's Taxonomy include:

- a. Objectives, knowledge, and skills.
- b. Cognitive, affective, and psychomotor.
- c. Analyzing, understanding, and applying.
- d. Knowledge, skills, and evaluation.

21) The six components of Bloom's Taxonomy include:

- a. Create, evaluate, analyze, apply, understand and remember.
- b. Create, evaluate, analyze, reorganize, critique, and execute.
- c. Create, evaluate, apply, execute and implement.
- d. Create, reorganize, critique, apply and recall.

22) The backstage view provides various option for the following:

- a. Saving, editing, opening, and printing the presentation.
- b. Saving, opening, printing, and viewing the presentation.
- c. Saving, opening, printing and sharing the presentation.
- e. Saving, editing, printing and sharing the presentation.

23) The three key formats to printing slides in PowerPoint include:

- a. Full page slides, notes pages, and PowerPoint overview,
- b. Full page slides, handouts, and graphics.
- c. Full page slides, notes pages, and images.
- d. Full page slides, notes pages, and handouts.

24) The four "A's" of lesson planning include:

- a. Assessment, activation, administer and apply.
- b. Assessment, activation, acquire and application.
- c. Activate prior knowledge, acquire new knowledge, application and assessment.
- d. Activate prior knowledge, acquire new knowledge, apply and administer.

25) When it comes to printing slides, there are three key formats in which you can print.

- a. True
- b. False

26) You can insert pictures, photos, clip art, or other images to your slide show from your computer or from the internet.

- a. True
- b. False

27) Learning at the higher levels is dependent on having attained prerequisite knowledge and skills at the lower levels.

- a. True
- b. False

28) Quizzes, open/closed book tests, think/pair/share, small conferences, moodle discussion board, clickers/poll everywhere/games are methods used to assess what has been learned and what needs to be further developed.

- a. True
- b. False