FILL IN THE BLANKS

Directions:
Read each statement or question below carefully and fill in the blank(s) with the correct answer. Answers may be more than one word. (Time: 5 minutes. Point scale: - 20 per error.)

1. A(n) _______________ arranges the standard objects of a presentation—titles, charts, text, clip art—on the slide to make it attractive.

2. An area at the bottom of a slide in which you can enter a date, slide number, or other information is called the _______________.

3. A(n) _______________ is a set of slides or handouts that contains information you want to convey to an audience.

4. The slide currently selected or displayed is called the _______________ _______________.

5. _______________ are designated areas in PowerPoint layouts that can be used to insert text, graphics, or multimedia objects easily.