“Professional Computer Presentations” Online Course

Midterm Exam Question Samples

1. List and describe the two major components of a presentation introduction.

2. True or False. A slide should display two or more sub-points if they are present.

3. True or False. It is possible to change only the background color of a piece of clipart taken from the Microsoft ClipArt Gallery.

4. The easiest way to apply a transition or effect to all slides in a presentation is doing a “Select All” in what slide view?
   a. The outline view.
   b. The slide show view.
   c. The slide sorter view.
   d. This function is not possible.

5. Define and describe an instructional design model discussed in class.

6. List three ways to avoid presentation anxiety.

7. Describe one method of advancing from slide 1 to slide 14 using the presentation menu commands in the slide show view of PowerPoint.

8. Which image format is most commonly used for displaying photos on the Web?
   a. .bmp
   b. .doc
   c. .xls
   d. .jpg