

Lesson Answer Key: Module 8, Lesson 2

Warm-up questions

1. Which of the following statements is true?
Select the correct option.
 - a. You normally enter a workbook header into the first row of a worksheet.
 - b. **Normal view hides a workbook header from display. (correct answer)**
 - c. **You can observe a workbook header by selecting File, and then Print. (correct answer)**
 - d. A workbook header appears on screen when you are working in **Page Break Preview.**
2. Which of the following methods can you use to access the footer in a worksheet?
Select all that apply.
 - a. **Select Header & Footer on the Insert tab. (correct answer)**
 - b. **Select File > Print > Page Setup. (correct answer)**
 - c. **Select the dialog launcher in the Scale to Fit group on the Page Layout tab. (correct answer)**
 - d. **Select the dialog launcher in the Sheet Options group on the Page Layout tab. (correct answer)**
3. There are three sections in the header, _____, center and _____.
Fill in the blank spaces.
(Correct answer: left and right)
4. The **Header & Footer** command can be found in the _____ group on the **Insert** tab.
Fill in the blank space.
(Correct answer: Text)

Microsoft Office Powerpoint Lesson Answer Key

Microsoft Official Academic Course



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Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options **Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course,2011-09-21 This MOAC Microsoft Excel 2010 77 882 text best prepares students for the Microsoft Office Specialist exam The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work and the preparation they need to validate those skills and get the jobs they seek **Show Me Microsoft Office PowerPoint 2003** Steve

Johnson, 2003 PowerPoint 2003 provides powerful new tools with which to create presentations more easily illustrate ideas more powerfully and share it all in any setting from meeting rooms to the Web Based on a proven successful series format this book uses a visual page design with easy to read text to teach beginning to intermediate level PowerPoint tasks Troubleshooting guides see also referencing sample projects and MOS objectives add even more for the ambitious learner Author Steve Johnson is a professional trainer and author of several best selling books *Class 7-12 Basic Computer Questions and Answers PDF* Arshad Iqbal, *The Class 7 12 Basic Computer Quiz Questions and Answers PDF* Basic Competitive Exam Questions Chapter 1 18 Practice Tests Grade 7 12 Basic Computer Textbook Questions for Beginners includes revision guide for problem solving with hundreds of solved questions Computer Basics Questions and Answers PDF book covers basic concepts analytical and practical assessment tests Computer Basics Quiz PDF book helps to practice test questions from exam prep notes *The Class 7 12 Computer Basics Quiz Questions and Answers PDF* eBook includes revision guide with verbal quantitative and analytical past papers solved tests Basic Computer Questions and Answers PDF Free download chapter 1 a book covers solved common questions and answers on chapters Application software applications of computers basics of information technology computer architecture computer networks data communication data protection and copyrights data storage displaying and printing data interacting with computer internet fundamentals internet technology introduction to computer systems operating systems processing data spreadsheet programs windows operating system word processing tests for college and university revision guide Basic Computer Interview Questions and Answers PDF Download free eBook s sample covers beginner s solved questions textbook s study notes to practice online tests *The Grade 7 12 Computer Basics Interview Questions Chapter 1 18 PDF* book includes CS question papers to review practice tests for exams Computer Science Practice Tests a textbook s revision guide with chapters tests for NEET Jobs Entry Level competitive exam Grade 7 12 Computer Basics Questions Bank Chapter 1 18 PDF book covers problem solving exam tests from computer science textbook and practical eBook chapter wise as Chapter 1 Application Software Questions Chapter 2 Applications of Computers Questions Chapter 3 Basics of Information Technology Questions Chapter 4 Computer Architecture Questions Chapter 5 Computer Networks Questions Chapter 6 Data Communication Questions Chapter 7 Data Protection and Copyrights Questions Chapter 8 Data Storage Questions Chapter 9 Displaying and Printing Data Questions Chapter 10 Interacting with Computer Questions Chapter 11 Internet Fundamentals Questions Chapter 12 Internet Technology Questions Chapter 13 Introduction to Computer Systems Questions Chapter 14 Operating Systems Questions Chapter 15 Processing Data Questions Chapter 16 Spreadsheet Programs Questions Chapter 17 Windows Operating System Questions Chapter 18 Word Processing Questions *The Application Software Quiz Questions PDF* e Book Chapter 1 interview questions and answers on Application software presentation basics presentation programs presentation slides word processing elements and word processing programs *The Applications of Computers Quiz Questions PDF* e Book Chapter 2

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Microsoft Office(r) Simple Projects Teacher Created Resources, 2004-06-28

Exam 77-884 Microsoft Outlook 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2011-10-25

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[Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software](#) Microsoft Official Academic Course, 2012-01-24

This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work

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Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

Microsoft Office PowerPoint 2007 for Windows Tom

Negrino, 2007-10-17 Microsoft PowerPoint is nearly ubiquitous in today's world from business to schools to clubs to organizations PowerPoint presentations are everywhere you turn To get up and running quickly and to learn to create the best looking presentations the ones that stand out in terms of content and visual appeal readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations Trusted teacher Tom Negrino gives step by step instruction on using all the new features in PowerPoint 2007 such as using the dynamic SmartArt Diagrams custom layouts applying attractive new themes change them in just one click and how to manipulate and work with your text tables charts and other presentation elements in much richer ways than ever before Readers learn about writing their presentation gathering images and sound files choosing a design working with text and adding graphics and slide effects and transitions In the end users will have a professional looking and visually appealing presentation they can use anywhere As with all Visual QuickStart Guide books clear concise instructions and lots of visual aids make learning easy and painless

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PowerPoint 2007 E. N. I. Publishing, ENI Publishing, France, 2008-02-04 This practical guide to Microsoft PowerPoint 2007 was designed so that you can easily find all the functions needed for making the most out of this Computer Assisted Presentation software After becoming familiar the working environment and the various views you will learn how to create and manage documents opening and saving presentations and templates creating photo albums print format and manage presentation elements slides masks themes backgrounds manage text entering slide and outline text create edit and format objects automatic layouts tables pictures multimedia objects diagrams and charts and create dynamic slide shows animations timing and annotating slides during a show The last part of the book discusses PowerPoint 2007's advanced features such as managing hyperlinks revising a slide show working with other Office applications and creating Web pages

Mastering VBA for Microsoft Office 365 Richard Mansfield, 2019-07-02 Customize and ramp up Office 365 applications NOTE Please click Downloads located in the menu on the left to download Full Code Download The revised 2019 edition of Mastering VBA Microsoft Office 365 offers an accessible guide that shows how to extend the capabilities of Office 365 applications with VBA programming Written in clear terms and understandable language the book includes systematic tutorials and contains both intermediate and advanced content for experienced VB developers Designed to be comprehensive the book addresses not just one Office application but the entire Office suite To enhance understanding the content is explored in real world projects in Word Excel Outlook and PowerPoint Since the technical programming methods in the Office applications continue to evolve the updated 2019 edition reviews the changes to the program Code libraries the API

and the object model for each Office program have been modified during the three years since the last version of this book. Various elements within VBA have been deprecated or replaced and the surface UI changed as well. The updated 2019 edition covers topics such as Recording macros and getting started with VBA, Learning how to work with VBA, Using loops and functions, Using message boxes, input boxes and dialog boxes, Creating effective code, XML based files, ActiveX, the developer tab, content controls, add ins, embedded macros and security. Written for all levels of Microsoft Office 365 users. Mastering VBA: Microsoft Office 365 2019 Edition explains how to customize and automate the Office suite of applications.

Heinemann Learning to Pass ECDL Syllabus 4.0 Using Office 2003 Angela Bessant, 2006-02-07. Covers all modules of the ECDL qualification and all of the underpinning knowledge your students need to complete their assessment. Screenshots and illustrations using Office 2003 bring the theory to life, making learning easy. Skills practice throughout helps students consolidate what they have learnt. Practice material at the end of each module prepares students for the ECDL assessment. A CD ROM with the book contains recalled text to save keying in time and answers to the exercises in the books. *ICT Framework Solutions Year 7* Stephen Doyle, 2004. This suite of straightforward, easy to manage suite of resources comprises a Student Book and Teacher Support Pack and CD ROM for each of years 7, 8 and 9. **Mastering VBA for Microsoft Office 2016** Richard Mansfield, 2016-02-17. Enhance productivity in any Office application with zero programming experience. Mastering VBA for Microsoft Office 2016 helps you extend the capabilities of the entire Office suite using Visual Basic for Applications (VBA). Even if you have no programming experience, you'll be automating routine computing processes quickly using the simple yet powerful VBA programming language. Clear systematic tutorials walk beginners through the basics, while intermediate and advanced content guides more experienced users toward efficient solutions. This comprehensive guide starts at the beginning to get you acquainted with VBA so you can start recording macros right away. You'll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions, message boxes, input boxes and dialog boxes to design your own Office automation program. Add ins, embedded macros, content controls and more give you advanced tools to enhance productivity and all instruction is backed by real world practice projects in Word, Excel, Outlook and PowerPoint. Productivity is the name of the game and automating certain computing tasks is an easy solution with significant impact for any business. This book shows you how with step by step guidance and expert insight. Expand Office 2016 functionality with macros. Learn how to work with VBA and the entire Office suite. Create effective code even with no programming experience. Understand ActiveX, XML based files, the developer tab and more. VBA is designed to be understandable and accessible to beginners but powerful enough to create specialized business applications. If you're ready to begin exploring the possibilities, Mastering VBA for Microsoft Office 2016 gets you started right away. *Computer Lab Manual (2) for Class (3-5) for Children*, 2022-07-01. Computer Lab Manual bags a number of projects and activities for the students to indulge and experience the necessary application of a computer such as Paint and Tux Paint. The aim of this book

is to help the pupils gain practical knowledge and implement them effectively whenever required This Version of Computer Lab Manual includes activities projects and hints for the pupils to learn and practice their newly developed skills efficiently 1 Enhances your Skills Development 2 Increases your Logical Thinking 3 Gives an Inter Disciplinary Approach **Computer Lab Manual : A Complete Topic Wise Lab Manual Activity Book | For Class 3rd to 5th** Mr. Mohit Triphati, Mr. Shyam Kishore Gupta, 2022-09-01 There are several projects activities in the Computer Lab Manual for students to indulge experience the necessary applications of a computer such as paint Tux Paint This book aims to provide pupils with practical knowledge they can use whenever necessary The content of this book is written keeping in mind the NEP guidelines

Arihant CBSE Computer Application Term 2 Class 9 for 2022 Exam (Cover Theory and MCQs) Dr. Garima Verma, 2021-11-20 With newly introduced 2 Term Examination Pattern CBSE has eased out the pressure of preparation of subjects and cope up with lengthy syllabus Introducing Arihant's CBSE TERM II 2022 Series the first of its kind that gives complete emphasis on the rationalized syllabus of Class 9th to 12th The all new CBSE Term II 2022 Computer Applications of Class 9th provides explanation and guidance to the syllabus required to study efficiently and succeed in the exams The book provides topical coverage of all the chapters in a complete and comprehensive manner Covering the 50% of syllabus as per Latest Term wise pattern 2021-22 this book consists of 1 Complete Theory in each Chapter covering all topics 2 Case Based Short and Long Answer Type Question in each chapter 3 Coverage of NCERT NCERT Exemplar Board Exams Questions 4 Complete and Detailed explanations for each question 5 3 Practice papers based on entire Term II Syllabus Table of Content Computer System Organization Computer Memory Computer Software Computer Network Presentation Tool Spreadsheet Tools Practice Papers 1 3 **E-Learning Solutions on a Shoestring** Jane Bozarth, 2005-08-19 Is e learning at your organization chronically underfunded Discover how you can create workplace solutions with minimal budget in e Learning Solutions on a Shoestring Author Jane Bozarth recognized as e Learning Centre's October 2005 Pick of the Month provides the nuts and bolts information you need to incorporate e learning solutions at minimal cost She offers myriad strategies for building from scratch programs recycling reusing and repurposing resources negotiating reasonable expenses for store bought e learning products and incorporating real world ideas for assembling tools techniques and strategies into workplace solutions *Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend

how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Learning**
Microsoft Office Pro 2002 Cheryl Price, Julia Wix, 2003

Reviewing **Microsoft Office Powerpoint Lesson Answer Key**: Unlocking the Spellbinding Force of Linguistics

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