**Computer Applications Final Review, PowerPoint & Excel, Office 2010**

**PowerPoint; please know and be able to:**

1. Define a motion path
2. Define Slide Transition
3. Define Title Slide
4. Define Slide Sorter View
5. Define Outline View
6. Know rule for text and bullets per slide
7. What does an Animation Scheme allow you to do?
8. A Ribbon contains\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
9. What is a Placeholder?
10. Know Portrait vs. Landscape orientation…what does PowerPoint use?
11. Promote vs. Demote
12. How spell check works
13. How Transparency works
14. How Undo works
15. Define AutoShapes
16. What options do you have in starting a slide show?
17. Define a presentation design template
18. Define custom animations
19. Discuss how you can create a new presentation
20. Understand the slide master helps you create a uniform look to your presentation
21. Identify how you add times to the slides in a presentation
22. What short key inserts new slides?
23. How to advance slides in a presentation
24. Explain what they Format Painter allows you to do
25. Identify where in the Ribbon you can add Animations and Slide Transition
26. Where do you go to access the Slide Design, Slide Layout, etc.?
27. How do you insert slides from another presentation?
28. How do you insert a hyperlink?
29. When a picture is selected, what does it display?
30. What options do you have for saving a presentation?
31. What type of program is Microsoft PowerPoint?
32. What key on the keyboard allows you to play a slide show?
33. How do you add a chart to the presentation?

**Excel Review; please know and be able to:**

1. Excel is what kind of a program?
2. Define Formula
3. ![C:\Users\ameyer.PPS\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\DAEDQ3BA\MP900316436[1].jpg]()Know how cell references for a range of cells work and what they look like
4. Know how to delete a worksheet from a workbook
5. Each Excel file is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and d contains many \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Know the kinds of charts Excel can produce
7. Know that data in Excel is organized into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Format cells using the Currency icon
9. Know what a proper formula looks like =E1+E2 Or =SUM(E1:E2)
10. Know how to activate a cell
11. Know how to change the column width of a column
12. How do you access the AutoFormat feature (which option in the Ribbon)?
13. What symbol must start each Excel formula?
14. How do you select an entire column?
15. What does the Sum Function do?
16. How do you select an entire column
17. How can you edit a cell?
18. Know how to add comments to cells
19. ![C:\Users\ameyer.PPS\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\3QWW1BWV\MP900448599[1].jpg]()Know how to use CTRL HOME to get to cell A1
20. Know how to use CTRL (down arrow) to see the number of rows available in Excel