|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Start | What is the default font and size in MS PPT? | How many tabs does MS PPT have?NAME them | Move Forward **one** space! | How is the STATUS BAR similar or different from Word? | How is the TITLE BAR similar or different from Word? | What do you think you will be able to do in MS PPT software program? | Where is the SLIDE TAB located? |
|  | Where is the RIBBON? |
| Move back **one** space! | The FIRST SLIDE in any presentation is called \_\_\_\_\_\_\_\_\_\_  | Show the QUICK ACCESS TOOL BAR | When you are working on your slide, you are in the \_\_\_\_\_\_\_\_\_\_ VIEW BUTTON | Name the VIEW BUTTONS and describe what you can do with them | How many VIEW BUTTONS do you have in MS PPT? | Move forward **two** spaces! | **Skip a turn!** |
| What type of SOFTWARE IS POWERPOINT? |  |
| What is ANIMATION?What is TRANSITION? | Demonstrate the 3 different ways to present your MS PPT to an audience | What is the difference between ANIMATION AND TRANSITION? | Move forward **one** space! | How do you add ANIMATION to the CONTENT of your SLIDE? | **Skip a turn!** | SHOW how you add TRANSITIONS BETWEEN slide | Demonstrate how to use THE SLIDE SORTER VIEW BUTTON |
|  | Move back **two** spaces! |
| YouWin!! | Demonstrate how to CHANGE THE LAYOUT OF YOUR SLIDE. | To give your presentation to an audience you can press the \_\_\_\_\_\_\_\_KEY | Move Back **five** spaces! | What is the TITTLE SLIDE and why is it important? | Demonstrate how you ADD a NEW SLIDE | Demonstrate how to use THE SLIDE SHOW VIEW BUTTON  |