1. The purpose of \_\_\_\_ is to support your spoken message, not replace it.

Answer: Visuals

2. List three types of visuals.

Answer: Prezis, slides, overhead transparencies, chalkboards and whiteboards, flip chart.

3. Which slide design takes more time and effort to create.

Answer: Free-form

4. Effects that control the release of text, graphics, and other elements on individual slides.

Answer: builds

5. Presentation slides that are not based on a template.

Answer: Free-form

6. Link embedded in a presentation that instructs your computer to go to anogtehr slide in your presentation, to a website, or to another program.

Answer: Hyperlink

7. Noncontent slides that tell your audience where you’re going and where you’ve been.

Answer: Navigation slides

8. Software effects that control how one slide replaces another on screen.

Answer: Slide transitions

9. Presentation slides that follow the same design templates throughout and give all the slides in a presentation the same general look.

Answer: Structured look

10. Artwork can be either \_\_\_ or \_\_\_.

Answer: decorative or functional.