

CHAPTER

12

Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to digicom.glencoe.com and click on **Chapter 12, Self-Assessment**.
Or:
Ask your teacher for a personal copy.

Rank Your Understanding

Lesson	Topic	4	3	2	1
12.1	• Create and save a new presentation using a design template				
	• Enter text on a slide				
	• Insert a new slide				
12.2	• Add clip art to a slide				
	• Create a graphic object using the Drawing toolbar				
	• Resize and move a graphic object or graphic				
	• Add WordArt				
	• Add an AutoShape				
12.3	• Add animation to slides				
	• Add footers to slides				
12.4	• Add charts to a presentation				
	• Modify or resize a chart				
	• Save a new version of a presentation as a new file				
12.5	• Add a header to handouts				
	• Print using various print layouts				
12.6	• Add hyperlinks to a presentation				
	• Save a presentation as a Web page				

If you ranked all topics 4, congratulations! Consider doing a quick review.
 If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.