PowerPoint Section 2

		Answer
1.	Save an existing presentation with a new name at this dialog box.	
2.	Increase the text level indent by clicking the Increase List Level button or by pressing this key on the keyboard.	
3.	Decrease the text level indent by clicking the Decrease List Level button or by pressing these keys on the keyboard.	
4.	The Cut button is located in this group in the Home tab.	
5.	This is the keyboard shortcut to copy selected text.	
6.	Press these keys on the keyboard to select all text in a placeholder.	
7.	Use this feature to apply the same formatting in more than one location in a slide or slides.	
8.	Click this button in the Paragraph group in the Home tab to change the text alignment to right.	
9.	Change the vertical alignment of text in a placeholder with options from this button drop-down list.	
10.	This dialog box contains options for changing line spacing and text alignment, indentation, and spacing.	
11.	Click this tab to display the Themes group.	
12.	Use buttons in this tab to change the color of the selected picture, apply a picture style, arrange the picture, and size the picture.	
13.	Display the Clip Art task pane by clicking the Insert tab and then clicking the Clip Art Pane button in this group.	
14.	Use this feature to create an organizational chart or a variety of graphic diagrams.	
15.	The Effect Options button is located in this tab.	