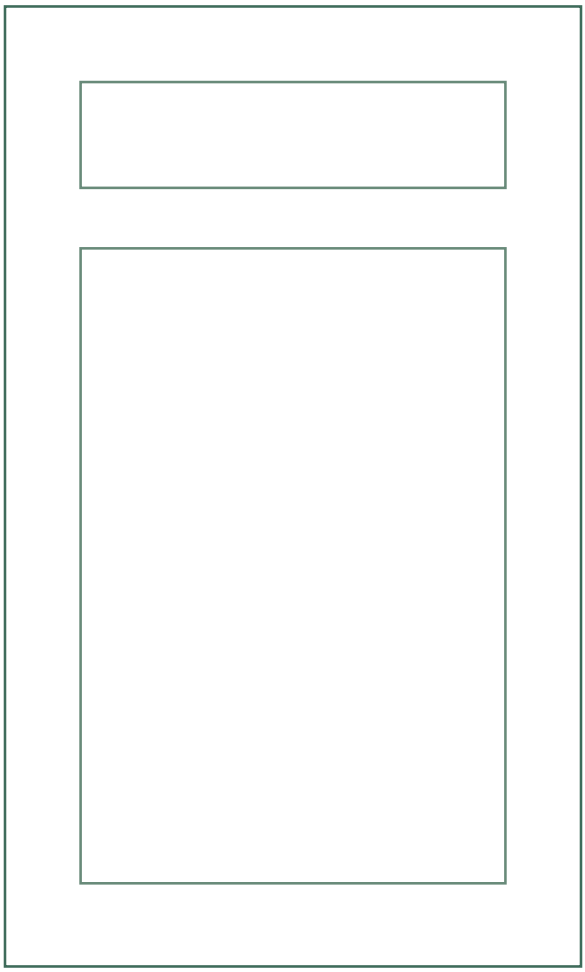
PowerPoint Index Card Template

Answer | Task 1 of 4 | LETTER

Original prompt

Task 1: Plan a portrait 3x5 index-card slide. State the slide width and height, the orientation, and where the title and body text boxes will sit.



Answer

Width 3 inches, height 5 inches, portrait. Title text box near the top inside a small margin; body text box below the title, also inside the card edges.

Reasoning

A portrait card is taller than it is wide, so the 3-inch side is the width and the 5-inch side is the height. The title sits above the body to read as a heading.

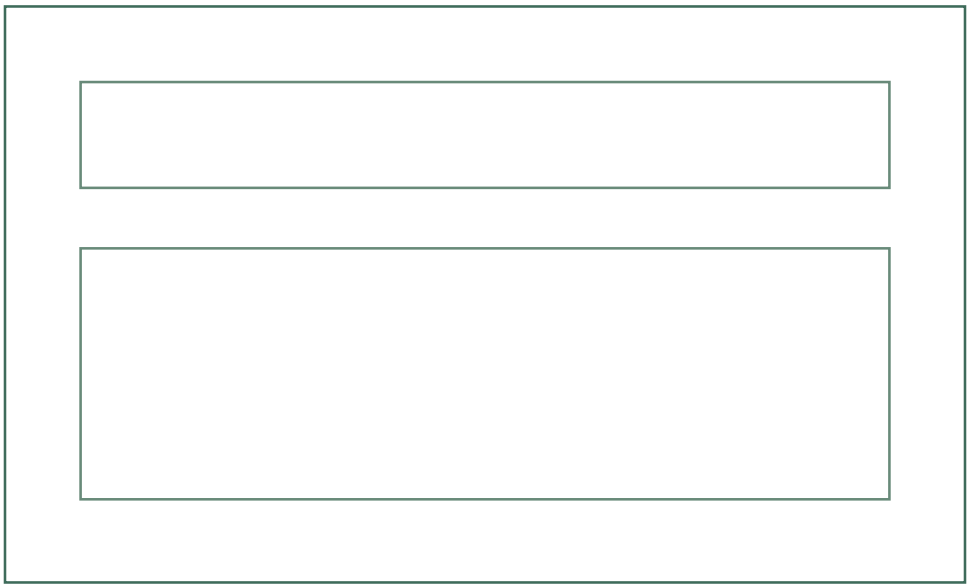
Check

Confirm the stated width is the shorter side and the height is the longer side, and that both boxes are described as inside the card edges.

PowerPoint Index Card Template

Original prompt

Task 2: Construct a landscape 3x5 index-card slide in PowerPoint. List the exact steps to set the size and add the two text boxes.



Answer

Open a blank presentation. On Windows go to Design > Slide Size > Custom Slide Size. On Mac go to File > Page Setup and choose Custom under Size. Set width to 5 inches and height to 3 inches, landscape, and apply to the whole presentation if prompted. Insert a title text box near the top and a body text box below it, both inside a small margin. Type a short title and a short body line.

Reasoning

Setting the slide size first makes the page itself the card. Adding the text boxes after sizing keeps them placed correctly inside the card.

Check

Reopen Slide Size on Windows or File > Page Setup on Mac and confirm 5 by 3 inches, landscape; click each text box and confirm the text is editable and inside the card edges. Screen zoom does not verify physical size.

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Original prompt

Task 3: Redraw a given index-card slide layout on paper. The given layout is a landscape card with a title box across the top and a body box below it. Sketch the card and label the two boxes.



Answer

A landscape rectangle wider than it is tall, with a title box drawn across the top inside a small margin and a body box drawn below it, also inside the margin. The two boxes are labeled Title and Body.

Reasoning

The sketch copies the given layout's box positions and proportions without adding new elements. Labeling the boxes shows which is the heading and which is the content.

Check

Confirm the sketch is wider than tall, both boxes are inside the card edges, and the title box is above the body box.

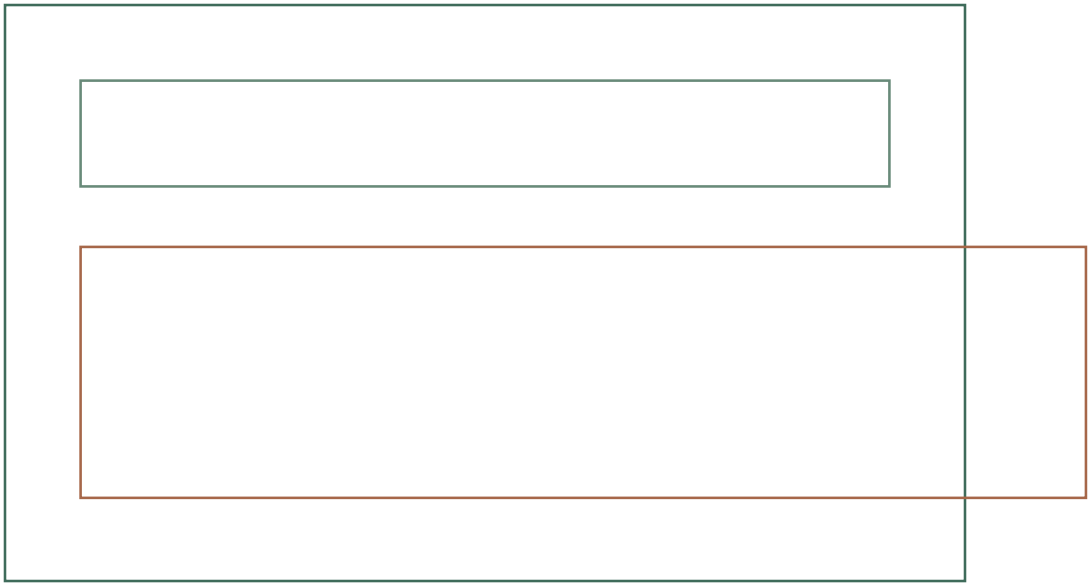
PowerPoint Index Card Template

Answer | Task 4 of 4 | LETTER

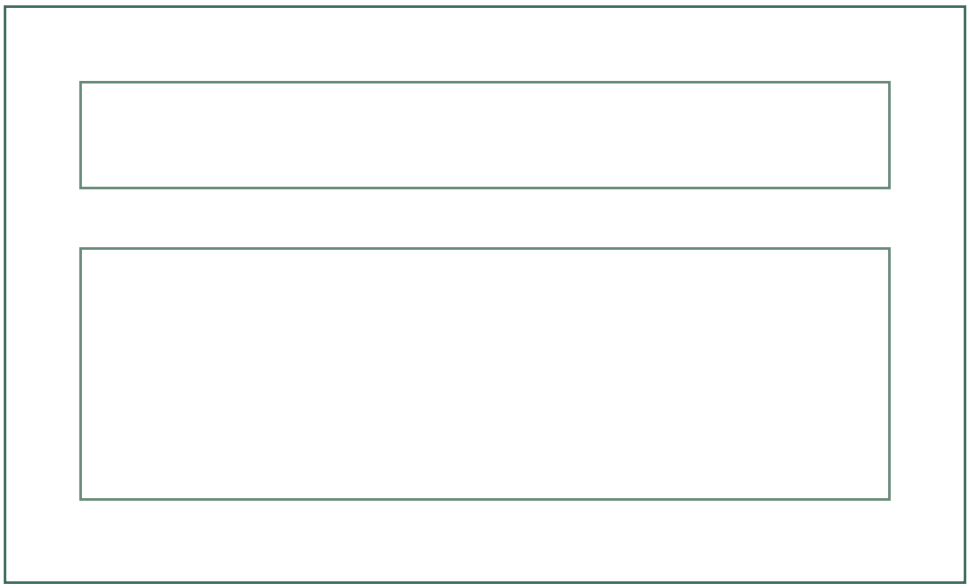
Original prompt

Task 4: Check a finished index-card slide. The slide is 5 inches by 3 inches, but the body text box extends past the right edge. State whether the slide passes and what to fix.

Given: body box crosses the right edge



Corrected: both boxes fit inside



Answer

The slide does not pass. The size is correct, but the body text box must be moved or resized so it sits inside the card edges with a small margin.

Reasoning

A correct card slide keeps all text boxes inside the card edges. A box past the edge would be cut off or look wrong on the card.

Check

Confirm the slide size is 5 by 3 inches, then confirm both text boxes are fully inside the card edges after the fix.