Name: .... Roll No: ....

Class: .... Section: .... Date: ....

WORKSHEET

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MORE ON MS POWERPOINT 2010

Chapter-6

A. **Tick (✓) the correct option.**

1. Which of the following is a presentation software?

   a. Word   b. Paint   c. PowerPoint

2. The view in which PowerPoint displays a presentation by default is ....

   a. Outline view   b. Normal view   c. Slide View

3. .... is a library of ready-made pictures and graphics.

   a. ClipArt   b. WordArt   c. Animation

B. **Fill in the blanks using the words given below.**

Hints: design, insert, WordArt, cycle

1. ClipArt command is located in the .... tab.

2. .... allows you to create text effects which are not available through font formatting.

3. .... information block is in the form of a loop with no end.

4. SmartArt graphic commands are available under the new .... tab.

C. **Write 'T' for True and 'F' for False.**

1. A presentation is made up of a group of slides.   ....

2. Slide show view displays miniatures of the slides.   ....

3. You cannot insert downloaded images in a slide.   ....

4. PowerPoint displays your slides in the Normal view.   ....

D. **Name the following file icons.**

1.   2.   3.

....

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