

Name: .....

Roll No: .....

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

Date: .....

## WORKSHEET

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## MORE ON MS POWERPOINT 2010

Chapter-3

### A. Circle the correct option.

1. A presentation is made up of several slides/pages.
2. MS PowerPoint/Word is a very useful software application which is used to create electronic presentations.
3. A theme/slide is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. The Design/Format tab in PowerPoint provides a variety of options for designing and formatting a presentation.
5. You can/cannot customize the existing themes or build your own themes.

### B. Complete the sentences.

1. Transition determines how your presentation moves from .....
2. Animations can be used in PowerPoint to make a presentation more .....
3. The Slide Show tab will let you set up how your show will .....
4. Press F5 key to start the slide show .....
5. Press Shift + F5 keys to start the slide show .....

### C. Write the steps to add transition to your presentation.

Step 1 .....

Step 2 .....

Step 3 .....

W O R K S H E E T