

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

- To start MS PowerPoint, click the Start button on the
a. title bar b. status bar c. taskbar
- The contains multiple tabs, each with several groups of commands.
a. status bar b. slide pane c. ribbon
- The displays the slides as thumbnails.
a. outline pane b. slides pane c. work area

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

Hints: slide, MS Office, presentation, title bar, status bar

- MS PowerPoint is a part of the package.
- is located at the top of the MS PowerPoint window.
- A single page of a presentation is called a
- A is a collection of slides.
- The shows information about the slides.

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

- Microsoft PowerPoint is software used for creating presentation.
- MS PowerPoint is opened with a blank presentation.
- A placeholder is a page in a presentation.
- Quick Access Toolbar is located at the top right corner of the taskbar.