

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

1. To start MS PowerPoint, click on the start button on the
a. Title bar b. Status bar c. Task bar
2. displays the slides as thumbnails.
a. Outline pane b. Slide pane c. Work area
3. is a presentation making software.
a. MS PowerPoint b. Paint c. MS Word

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

1. Microsoft PowerPoint is a software used for creating presentations.
2. MS PowerPoint is opened with a blank presentation.
3. A placeholder is a page in a presentation.
4. Slide Show view is the full screen view of presentation.

C. Fill in the blanks using the correct option.

1. The title bar is located at the (Top/bottom) of the MS PowerPoint window.
2. A (movie/presentation) is a collection of slides.
3. The shortcut key to view the slide show from current slide is (Alt+F5/Shift+F5).

W
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R
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T