

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

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MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

1. The first slide of a presentation is selected as by default.
 - a. Title Slide
 - b. Title Only
 - c. Title and Content
2. The contains frequently used commands.
 - a. Ribbon
 - b. Tab
 - c. Quick Access Toolbar
3. The shows a thumbnail version of each slide.
 - a. Slides pane
 - b. Outline pane
 - c. File Tab

B. Write 'T' for true and 'F' for false.

1. The shortcut to insert a new slide is Ctrl + N key combination.
2. Microsoft PowerPoint is a software used for creating presentations.
3. A slide is not a page in a presentation.
4. Slide Show view is the full screen view of a presentation.

C. Answer the following question in the one word:

1. The shortcut key is pressed to insert a new slide.
2. Series of slides show on the single page.
3. A page in Power Point

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