

Name: .....

Roll No: .....

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

Date: .....

## WORKSHEET

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## MORE ON MS POWERPOINT 2010

Chapter-6

### A. Tick (✓) the correct option.

1. The view in which you can change the order of the slides.
  - a. Outline View
  - b. Slide View
  - c. Slide Sorter View
2. Arrangement of text, graphics, images, etc., in a slide .....
  - a. Animation
  - b. ClipArt
  - c. Layout
3. .... is the container that hold contents on a slide.
  - a. Animation
  - b. Placeholder
  - c. ClipArt

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

1. A presentation is made up of multiple slides. ....
2. Slide Show view displays miniatures of your slides. ....
3. We cannot change the font of the Word Art. ....
4. MS PowerPoint 2010 is a graphic presentation software. ....

### C. Fill in the blanks using the words given below.

**Hints:** reading view, modes, slide layout, slides

1. The ..... is the arrangement of text, images, ClipArt, charts.
2. .... is used when you want to view a presentation in a windowed format.
3. A presentation is made up of a series of .....
4. The PowerPoint view ..... help you with the various presentation elements that you want to edit.

### D. Answer the following questions.

1. What do you mean by Slide Sorter View?

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