

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO 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. Which of these displays the slides as thumbnails?
 - a. Outline pane
 - b. Slide pane
 - c. Work area
3. Which of these is a presentation making software?
 - a. MS PowerPoint
 - b. Paint
 - c. MS Word
4. Which of these contains the frequently used commands?
 - a. Ribbon
 - b. Tab
 - c. Quick Access Toolbar
5. Which of these 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. MS 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 hints given below:

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

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

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: