

Name:

Roll No:

Class: Section:

Date:

POWERPOINT 2016

Chapter-5

A. Tick (✓) the correct option.

- To start PowerPoint 2016, click on the start button on the
 a. Title bar ☐ b. Status bar ☐ c. Task bar ☐
- Which of these displays the slides as thumbnails?
 a. Outline pane ☐ b. Slide pane ☐ c. Work area ☐
- Which of these is a presentation making software?
 a. Paint ☐ b. PowerPoint 2016 ☐ c. Word 2016 ☐

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

- You cannot change the font type of the text in slides.
- The content of the presentation is inserted in text placeholder.
- A placeholder is a page in a presentation.
- Slide Show view is the full screen view of presentation.

C. Fill in the blanks using the correct option:

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