

Name:

Roll No:

Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

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

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

- A presentation is made up of multiple slides.
- Slide Sorter View displays the miniatures of the slides.
- We cannot change the font of the Word Art.
- PowerPoint 2016 is a graphic presentation software.

C. Fill in the blanks using the hints given below:

Hints: reading view, modes, placeholder, slides

- The are the dotted-line containers on slide layouts that holds all the data.
- is used when you want to view a presentation in a windowed format.
- A presentation is made up of a series of
- The PowerPoint view helps you with the various presentation elements that you want to edit.