

Name: .....

Roll No: .....

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

Date: .....

## INTRODUCTION TO MS POWERPOINT 2010

Chapter-3

### A. Tick (✓) the correct option.

1. To start PowerPoint, click the Start button on the .....  
 a. title bar     b. status bar     c. taskbar
2. Which of the following is located at the bottom of the MS PowerPoint window?  
 a. Status bar     b. Ribbon     c. Title bar
3. Which of the following is not present under File tab?  
 a. Print     b. Save     c. Font
4. Which of these displays the slides as thumbnails?  
 a. outline pane     b. slides pane     c. work area

### B. Guess who am I?

1. I contain multiple tabs, each with several groups of commands. ....
2. I am a dotted box on a slide which may contain text, picture, video, etc. ....
3. I help to view your presentation on the full screen, the way your audience will see it. ....

### C. Write 'T' for true and 'F' for false.

1. PowerPoint is software used for creating presentation. ....
2. PowerPoint is opened with a blank presentation. ....
3. A placeholder is a page in a presentation. ....
4. Quick Access Toolbar is located at the top right corner of the taskbar. ....