

Name: .....

Roll No: .....

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

Date: .....

## INTRODUCTION TO MS POWERPOINT 2010

### Chapter-5

#### A. Tick (✓) the correct option.

- To start MS PowerPoint, click on the start button on the .....  
 a. Title bar ☐    b. Status bar ☐    c. Taskbar ☐
- 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. MS PowerPoint ☐    b. Paint ☐    c. MS Word ☐

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

- Microsoft PowerPoint is a software used for creating presentations. ....
- MS PowerPoint is opened with a blank presentation. ....
- 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).