

Name: .....

Roll No: .....

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

Date: .....

## POWERPOINT 2016

### Chapter-5

#### 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 these contains multiple tabs, each with several groups of commands.  
 a. status bar ☐      b. slide pane ☐      c. ribbon ☐
3. Which of these displays the slides as thumbnails?  
 a. outline pane ☐      b. slides pane ☐      c. work area ☐

#### B. Fill in the blanks using the hints given below:

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

1. PowerPoint is a part of the ..... package.
2. .... is located at the top of the 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.

#### 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. ....