

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-5

A. Tick (✓) the correct option.

- To start PowerPoint, click the Start button on the
 a. title bar ☐ b. status bar ☐ c. taskbar ☐
- Which of the following is located at the bottom of the MS PowerPoint window?
 a. Status bar ☐ b. Ribbon ☐ c. Title bar ☐
- Which of the following is not present under File tab?
 a. Print ☐ b. Save ☐ c. Font ☐
- Which of the following tab has an option to add new slide?
 a. Home ☐ b. File ☐ c. Insert ☐

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

Hints: Speaker's Notes, MS Office, presentation, File, status bar

- PowerPoint is a part of the package.
- Close command is present under the tab.
- The pane is where the speaker can write notes for himself.
- A is a collection of slides.
- The shows information about the slides.

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

- PowerPoint is software used for creating presentation.
- PowerPoint is opened with a blank presentation.
- A placeholder is a page in a presentation.
- User cannot take print out of the slides.