

Name: .....

Roll No: .....

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

Date: .....

## INTRODUCTION TO MS POWERPOINT 2010

### Chapter-6

#### A. Tick (✓) the correct option.

- To start MS PowerPoint, click the Start button on the .....  
 a. title bar ☐    b. status bar ☐    c. taskbar ☐
- The ..... contains multiple tabs, each with several groups of commands.  
 a. status bar ☐    b. slide pane ☐    c. ribbon ☐
- The ..... 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

- MS PowerPoint is a part of the ..... package.
- ..... is located at the top of the MS PowerPoint window.
- A single page of a presentation is called a .....
- A ..... is a collection of slides.
- The ..... shows information about the slides.

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

- Microsoft PowerPoint is software used for creating presentation. ....
- MS PowerPoint is opened with a blank presentation. ....
- A placeholder is a page in a presentation. ....
- Quick Access Toolbar is located at the top right corner of the taskbar. ....