

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the PowerPoint 2016 window:

a. Status bar	☐	b. Ribbon	☐	c. Title bar	☐
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- Which of the following is not present under File tab?

a. Print	☐	b. Save	☐	c. Font	☐
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- Which of the following tab has an option to add new slide?

a. Home	☐	b. File	☐	c. Insert	☐
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B. Guess who am I?

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

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

- PowerPoint 2016 is software used for creating presentation.
- PowerPoint 2016 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.

D. Write the steps to delete multiple placeholders.

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