

Name: .....

Roll No: .....

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

Date: .....

## 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 these contains multiple tabs, each with several groups of commands?  
 a. Status bar ☐      b. Slide pane ☐      c. Ribbon ☐
- 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:** MS Office, presentation, title bar, status bar

- PowerPoint is a part of the ..... package.
- ..... is located at the top of the PowerPoint window.
- 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. ....
- Quick Access Toolbar is located at the top right corner of the taskbar. ....