

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

- Which tab contains the option to add themes to the slide?
a. Insert ☐ b. Home ☐ c. Design ☐
- What displays the thumbnails of all the slides we are working on?
a. Status Bar ☐ b. Slide Pane ☐ c. View Buttons ☐
- The short key to run a slideshow is
a. F1 ☐ b. F4 ☐ c. F5 ☐
- displays groups of related commands in tabs.
a. Ribbon ☐ b. Title Bar ☐ c. Status Bar ☐

B. Fill in the blanks using the given words.

- A is an individual page that contains information about the presentation topic. (Slide Show/Slide)
- is a kind of presentation software. (MS Word/MS PowerPoint)
- is a dotted box on a slide which may contain text, pictures, video. (Placeholder/Presentation)
- We use the slide to add an introduction to our presentation. (Blank/Title)

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

- Apple Keynote is a type of presentation software.
- Status Bar is located at the top of PowerPoint Window.
- Start from Beginning button is used to start a slideshow.
- CTRL+N is used to insert a new slide.