

Worksheet

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Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

A. Match the following.

- | | |
|----------------|---|
| 1. Slide Pane | a. Sequential collection of slides |
| 2. Normal View | b. Individual page containing information about the topic |
| 3. Slide | c. Located at the left side of main working area |
| 4. Slide Show | d. Default view of presentation |

B. Answer the following questions.

- What are View Buttons in PowerPoint?
.....
- What is a Placeholder used for?
.....
- Name and define any two components of PowerPoint Window.
.....
- For what different purposes can you use PowerPoint for?
.....

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

- You cannot change the font type of the text in slides.
- The content of the presentation is inserted in text placeholder.
- A placeholder is a page in a presentation.
- Slide Show view is the full screen view of presentation.