

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-7

A. Tick (✓) the correct option.

1. We can easily move between slides in
 a. Slide Sorter View ☐ b. Normal View ☐ c. Notes View ☐
2. We get an overall view of all the slides in our presentation in
 a. Normal View ☐ b. Slideshow View ☐ c. Slide Sorter View ☐
3. Which view is used when we want to view a presentation not in full screen but in a window with simple controls?
 a. Reading View ☐ b. Notes Page View ☐ c. Normal View ☐
4. We can view the content of slides in an outline form in
 a. Normal View ☐ b. Outline View ☐ c. Notes Page View ☐

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

1. We can rearrange, add, or delete the slides.
2. We get the overall view of all the slides added in our presentation.
3. We can move around the slides using controls present on the Status bar.
4. We can run the presentation and show it to our audience.
5. Content can be moved from one slide to another easily.
6. We can add or delete any slide after right clicking on it as per our requirements.