

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## MORE ON POWERPOINT 2016

## Chapter-7

### A. Tick (✓) the correct option.

- The view in which you can change the order of the slides is .....  
a. Outline View ☐ b. Slide View ☐ c. Slide Sorter View ☐
- Arrangement of text, graphics, images, etc., in a slide is known as .....  
a. Animation ☐ b. ClipArt ☐ c. Layout ☐
- ..... is the container that hold contents on a slide.  
a. Animation ☐ b. Placeholder ☐ c. ClipArt ☐

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

- A presentation is made up of multiple slides. ....
- Slide Sorter View displays the miniatures of the slides. ....
- We cannot change the font of the Word Art. ....
- PowerPoint 2016 is a graphic presentation software. ....

### C. Fill in the blanks using the hints given below:

**Hints:** reading view, modes, placeholder, slides

- The ..... are the dotted-line containers on slide layouts that holds all the data.
- ..... is used when you want to view a presentation in a windowed format.
- A presentation is made up of a series of .....
- The PowerPoint view ..... helps you with the various presentation elements that you want to edit.