

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## POWERPOINT 2016

## Chapter-4

### A. Tick (✓) the correct option.

- To start PowerPoint 2016, click on the start button on the .....  
a. Title bar ☐ b. Status bar ☐ c. Task bar ☐
- Which of these displays the slides as thumbnails?  
a. Outline pane ☐ b. Slide pane ☐ c. Work area ☐
- Which of these is a presentation making software?  
a. Paint ☐ b. PowerPoint 2016 ☐ c. Word 2016 ☐
- Arrangement of text, graphics, images, etc., in a slide is known as .....  
a. Animation ☐ b. ClipArt ☐ c. Layout ☐

### B. Fill in the blanks using the correct option:

- The title bar is located at the ..... (top / bottom) of the MS PowerPoint window.
- A ..... (movie / presentation) is a collection of slides.
- The shortcut key to view the slide show from current slide is ..... (Alt+F5 / Shift+F5).

### C. Match the following.

-  a. Reading view
-  b. Slide Show
-  c. Normal view
-  d. Slide Sorter view
-  e. Outline view button