

# Worksheet

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

## POWERPOINT 2016

## Chapter-4

### A. Tick (✓) the correct option.

1. To start PowerPoint, click the Start button on the .....  
a. title bar ☐      b. status bar ☐      c. taskbar ☐
2. Which of the following shows the total number of slides?  
a. Status bar ☐      b. Slide pane ☐      c. Ribbon ☐
3. Which of the following views can be used to edit text on a slide?  
a. Outline pane ☐      b. Slides pane ☐      c. Work area ☐
4. Which of the following is not a built-in slide layout?  
a. Section Header ☐      b. Title Slide ☐      c. Ribbon ☐

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

**Hints:** MS Office, presentation, title bar, status bar

1. PowerPoint is a part of the ..... package.
2. .... is used to to view the presentation in fullscreen view.
3. A ..... is a collection of slides.
4. The ..... shows information about the slides.

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

1. PowerPoint is a software used for creating presentation. ....
2. PowerPoint is opened with a blank presentation. ....
3. A placeholder is a page in a presentation. ....
4. Quick Access Toolbar is located at the top right corner of the taskbar. ....