

# 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. ....

Class -4