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Worksheet
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Name: ....

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

Date: ....

CREATING TABLES IN WORD 2010

Chapter-6

A. Tick (✓) the correct option.

1. Which tab contains the option to add themes to the slide?

   a. Insert ☐   b. Home ☐   c. Design ☐

2. What displays the thumbnails of all the slides we are working on?

   a. Status Bar ☐   b. Slide Pane ☐   c. View Buttons ☐

3. The short key to run a slideshow is ....

   a. F1 ☐   b. F4 ☐   c. F5 ☐

4. .... displays groups of related commands in tabs.

   a. Ribbon ☐   b. Title Bar ☐   c. Status Bar ☐

B. Fill in the blanks using the given words.

1. A .... is an individual page that contains information about the presentation topic. (Slide Show/Slide)

2. .... is a kind of presentation software. (MS Word/MS PowerPoint)

3. .... is a dotted box on a slide which may contain text, pictures, video. (Placeholder/Presentation)

4. We use the .... slide to add an introduction to our presentation. (Blank/Title)

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

1. Apple Keynote is a type of presentation software. ....

2. Status Bar is located at the top of PowerPoint Window. ....

3. Start from Beginning button is used to start a slideshow. ....

4. CTRL+N is used to insert a new slide. ....

Class -4

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....