

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-5

A. Tick (✓) the correct option.

- To start MS PowerPoint, click on the start button on the
 a. Title bar ☐ b. Status bar ☐ c. Taskbar ☐
- 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. MS PowerPoint ☐ b. Paint ☐ c. MS Word ☐
- What is the shortcut key to view the slideshow from the current slide?
 a. Shift + F4 ☐ b. Shift + F3 ☐ c. Shift + F5 ☐
- What is the temporary name given to the new presentation?
 a. PowerPoint 1 ☐ b. New 1 ☐ c. Presentation 1 ☐

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

- Microsoft PowerPoint is a software used for creating presentations.
- MS PowerPoint is opened with a blank presentation.
- A placeholder is a page in a presentation.
- Slide Show view is the full screen view of presentation.

C. 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).