

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON MS POWERPOINT 2010

Chapter-5

A. Tick (✓) the correct option.

- In which view, can we change the order of the slides?
a. Slide Sorter View ☐ b. Slide View ☐ c. Outline View ☐
- What is the arrangement of text, graphics, images etc in a slide called?
a. Animation ☐ b. ClipArt ☐ c. Layout ☐
- Which of these holds the contents on a slide?
a. Animation ☐ b. Placeholder ☐ c. ClipArt ☐
- Which diagram is used when two information blocks are to be compared?
a. Matrix ☐ b. Relationship ☐ c. Cycle ☐

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

- A presentation is made up of multiple slides.
- Slide Show view displays miniatures of your slides.
- We cannot change the font of the Word Art.
- MS PowerPoint 2010 is a graphic presentation software.
- Slide area displays a small view of the current slide.

C. Fill in the blanks using the hints given below:

Hints: reading view, modes, slide layout, slides

- The is the arrangement of text, images, ClipArt, charts.
- is used when you want to view a presentation in a windowed format.
- A presentation is made up of a series of
- The PowerPoint view help you with the various presentation elements that you want to edit.