

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON MS POWERPOINT 2010

Chapter-3

A. Circle the correct option.

1. A presentation is made up of several (slides / pages).
2. (MS PowerPoint / Word) is a very useful software application which is used to create electronic presentations.
3. A (theme / slide) is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. The (Design / Format) tab in PowerPoint provides a variety of options for designing and formatting a presentation.
5. You (can / cannot) customize the existing themes or build your own themes.

B. Complete the sentences.

1. Transition determines how your presentation moves from
2. Animations can be used in PowerPoint to make a presentation more
3. The Slide Show tab will let you set up how your show will
4. Press F5 key to start the slide show
5. Press Shift + F5 keys to start the slide show

C. Number the steps to add video to the presentation.

- ☐ This will insert the video along with the play control bar at the bottom of the clip.
- ☐ Navigate and select the video file to be inserted and click on Insert button.
- ☐ Click on Video command on the Insert tab on the ribbon to open Insert Video dialog box.
- ☐ Click on ► button to preview the video.