

# Worksheet

Name: .....

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

Date: .....

## INTRODUCTION TO MS POWERPOINT 2010

### Chapter-6

#### A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the MS PowerPoint window:
  - Status bar ☐
  - Ribbon ☐
  - Title bar ☐
- Which of the following is not present under File tab?
  - Print ☐
  - Save ☐
  - Font ☐
- Which of the following tab has an option to add new slide?
  - Home ☐
  - File ☐
  - Insert ☐

#### B. Guess who am I?

- I contain multiple tabs, each with several groups of commands. ....
- I am a dotted box on a slide which may contain text, picture, video, etc. ....
- I help to view of your presentation on the full screen, the way your audience will see it ....

#### C. Write 'T' for true and 'F' for false.

- Microsoft PowerPoint is software used for creating presentation. ....
- MS PowerPoint is opened with a blank presentation. ....
- A placeholder is a page in a presentation. ....
- Quick Access Toolbar is located at the top right corner of the taskbar. ....

#### D. Write the steps to delete multiple placeholders.

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