

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

- To start PowerPoint, click on the start button on the
 a. Title bar ☐ b. Status bar ☐ c. Task bar ☐
- 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. PowerPoint ☐ b. Paint ☐ c. MS Word ☐
- Which of these contains the frequently used commands?
 a. Ribbon ☐ b. Tab ☐ c. Quick Access Toolbar ☐
- Which of these shows a thumbnail version of each slide?
 a. Slides pane ☐ b. Outline pane ☐ c. File Tab ☐

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

- PowerPoint is a software used for creating presentations.
- 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 hints given below:

Hints: slide, Office, presentation, title bar, status bar

- PowerPoint is a part of the package.
- is located at the top of the PowerPoint window.
- A single page of a presentation is called a
- A is a collection of slides.
- The shows information about the slides.