

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the PowerPoint 2016 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.

- PowerPoint 2016 is software used for creating presentation.
- PowerPoint 2016 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.

.....
.....