

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH MS POWERPOINT 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which of these is a library of ready-made pictures and graphics?

a. ClipArt

☐

b. WordArt

☐

c. Animation

☐

2. Arrangement of text, graphics, images, etc. in a slide is called

a. Animation

☐

b. Slide Layout

☐

c. ClipArt

☐

3. The view that shows the miniature version of the slides is

a. Notes Page

☐

b. Outline View

☐

c. Slide Sorter View

☐

B. Fill in the blanks using the words given below:

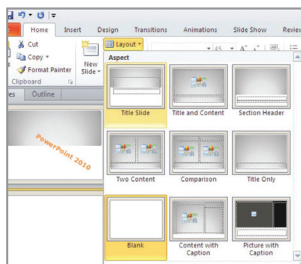
Hints: Rotate, Slide sorter, Saved pictures

1. PowerPoint allows us to a shape, text, picture and ClipArt in clockwise or anticlockwise direction.

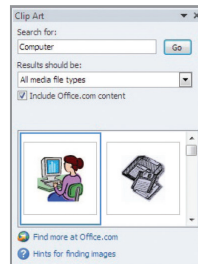
2. MS PowerPoint lets you insert that you may have created or downloaded.

3. The order of the slides can be changed in the view.

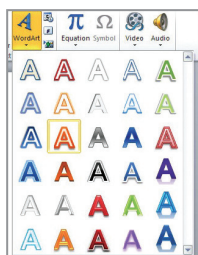
C. Label the following windows:



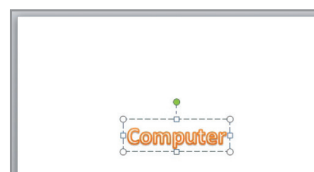
1.



2.



3.



4.