

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-3

A. Tick (✓) the correct option.

1. To start PowerPoint, click the Start button on the
 a. title bar ☐ b. status bar ☐ c. taskbar ☐
2. Which of these contains multiple tabs, each with several groups of commands?
 a. status bar ☐ b. slide pane ☐ c. ribbon ☐
3. Which of these displays the slides as thumbnails?
 a. outline pane ☐ b. slides pane ☐ c. work area ☐

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

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

1. PowerPoint is a part of the package.
2. is located at the top of the PowerPoint window.
3. A single page of a presentation is called a
4. A is a collection of slides.
5. The shows information about the slides.

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

1. PowerPoint is software used for creating presentation.
2. PowerPoint is opened with a blank presentation.
3. A placeholder is a page in a presentation.
4. Quick Access Toolbar is located at the top right corner of the taskbar.