

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-5

A. Tick (✓) the correct option.

1. To start MS PowerPoint, click on the start button on the

a. Title bar

☐

b. Status bar

☐

c. Taskbar

☐

2. Which of these displays the slides as thumbnails?

a. Outline pane

☐

b. Slide pane

☐

c. Work area

☐

3. Which of these is a presentation making software?

a. MS PowerPoint

☐

b. Paint

☐

c. MS Word

☐

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

1. Microsoft PowerPoint is a software used for creating presentations.

2. MS PowerPoint is opened with a blank presentation.

3. A placeholder is a page in a presentation.

4. Slide Show view is the full screen view of presentation.

C. Fill in the blanks using the correct option.

1. The title bar is located at the (top / bottom) of the MS PowerPoint window.

2. A (movie / presentation) is a collection of slides.

3. The shortcut key to view the slide show from current slide is (Alt+F5 / Shift+F5).