

Worksheet

1

Name:

Roll No: Class: Section:

Date:

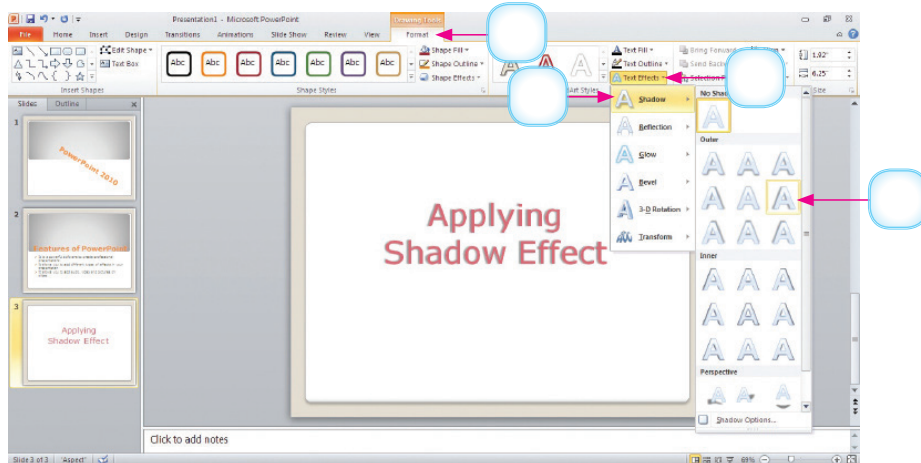
MANAGING SLIDES IN MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

- Which view helps us to change the order of the slides?
 - Slide Sorter View ☐
 - Slide View ☐
 - Outline View ☐
- Arrangement of text, graphics, images, etc., in a slide
 - Animation ☐
 - ClipArt ☐
 - Layout ☐
- Which of these hold the contents on a slide?
 - Animation ☐
 - Placeholder ☐
 - ClipArt ☐

B. Number the steps to apply Shadow effect to your presentation.



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

Hints: reading view, modes, slide layout, slides

- The is the arrangement of text, images, ClipArt and charts.
- is used when you want to view a presentation in a windowed format.
- A presentation is made up of a series of
- The PowerPoint view helps you to edit the various presentation elements.