

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-5

A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the MS PowerPoint window?
a. Status bar ☐ b. Ribbon ☐ c. Title bar ☐
- Which of the following is not present under File tab?
a. Print ☐ b. Save ☐ c. Font ☐
- Which of the following tab has an option to add new slide?
a. Home ☐ b. File ☐ c. 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.

- Microsoft PowerPoint is software used for creating presentation.
- MS PowerPoint is opened with a blank presentation.
- A placeholder is a page in a presentation.
- Quick Access Toolbar is located at the top left corner of the taskbar.