

Worksheet

Name:

Roll No: Class: Section:

Date:

MORE ON MS POWERPOINT 2010

Chapter-6

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. Which of the following view shows the miniature version of the slides?
 a. Slide Sorter View ☐ b. Outline View ☐ c. Notes Page ☐

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

1. We can insert the images in the slides downloaded from the Internet.
2. We can change the WordArt font from Insert tab.
3. We can insert New slide from the Home tab.

D. Name the following file icons:

1. 

2. 

3. 