

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON MS POWERPOINT 2010

Chapter-3

A. Read the clues and answer the following:

1. It is a software application used to create electronic presentations.
.....
2. It is made up of several slides.
.....
3. It is a set of predefined layouts that can be used to add a professional touch to our presentations.
.....
4. This tab in PowerPoint provides a variety of options for designing and formatting a presentation.
.....
5. It determines how our presentation moves from one slide to the next.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Transition can be used in PowerPoint to make a presentation more interesting.
.....
2. The Format tab will let you set up how your show will progress.
.....
3. We cannot move to the next slide during the slide show by clicking the mouse.
.....
4. We cannot start the slide show from the current slide.
.....

C. Name three slide transition effects.

1.
2.
3.