Worksheet

1

MORE ON POWERPOINT 2016

A. Tick (✓) the correct option.

1. The view in which you can change the order of the slides is ....

   a. Outline View ☐   b. Slide View ☐   c. Slide Sorter View ☐

2. What is the arrangement of text, graphics, images, etc., in a slide called?

   a. Animation ☐   b. ClipArt ☐   c. Layout ☐

3. Which of these is the container that hold contents on a slide?

   a. Animation ☐   b. Placeholder ☐   c. ClipArt ☐

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

1. A presentation is made up of multiple slides. ....

2. Slide Sorter view displays the miniatures of the slides. ....

3. We cannot change the font of the Word Art. ....

4. PowerPoint 2016 is a graphic presentation software. ....

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

Hints: reading view, modes, placeholder, slides

1. The .... are the dotted-line containers on slide layouts that hold all the data.

2. .... is used when you want to view a presentation in a windowed format.

3. A presentation is made up of a series of ....

4. The PowerPoint view .... helps us with the various presentation elements that we want to edit.

Class -4

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....