

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## INTRODUCTION TO POWERPOINT 2016

### Chapter-5

#### A. Tick (✓) the correct option.

- To start PowerPoint, click the Start button on the .....  
a. title bar ☐ b. status bar ☐ c. taskbar ☐
- 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. Fill in the blanks using the hints given below:

**Hints:** Speaker's Notes, MS Office, presentation, File, status bar

- PowerPoint is a part of the ..... package.
- Close command is present under the ..... tab.
- The ..... pane is where the speaker can write notes for himself.
- A ..... is a collection of slides.
- The ..... shows information about the slides.

#### C. Write 'T' for true and 'F' for false.

- PowerPoint is software used for creating presentation. ....
- PowerPoint is opened with a blank presentation. ....
- A placeholder is a page in a presentation. ....
- User cannot take print out of the slides. ....