

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

1. Which of the following view is used to view a presentation in a window with simple controls that make the presentation easy to review?
 a. Slide Sorter ☐ b. Normal ☐ c. Reading ☐
2. is area where the speaker can write notes for himself.
 a. Slides Pane ☐ b. Notes Pane ☐ c. Slides Area ☐

B. Write 'T' for True and 'F' for False.

1. You cannot insert downloaded images in a slide.
2. You cannot delete a slide.
3. In Normal View, you can see the slide, the outline and the notes pane box.
4. You can write notes in the notes pane.

C. Answer the following questions:

1. Name three components of of normal view in a presentation.

2. What is the use of Picture with caption option?
