

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON POWERPOINT 2021

Chapter-7

A. Tick (✓) the correct option.

- We can easily move between slides in
 a. Slide Sorter View ☐ b. Normal View ☐ c. Notes View ☐
- We get an overall view of all the slides in our presentation in
 a. Normal View ☐ b. Slideshow View ☐ c. Slide Sorter View ☐
- Which view is used when we want to view a presentation not in full screen but in a window with simple controls?
 a. Reading View ☐ b. Notes Page View ☐ c. Normal View ☐
- We can view the content of slides in an outline form in
 a. Normal View ☐ b. Outline View ☐ c. Notes Page View ☐

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

- We can rearrange, add, or delete the slides.
- We get the overall view of all the slides added in our presentation.
- We can move around the slides using controls present on the Status bar.
- We can run the presentation and show it to our audience.
- Content can be moved from one slide to another easily.
- We can add or delete any slide after right clicking on it as per our requirements.