

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO POWERPOINT 2021

### Chapter-6

#### A. Tick (✓) the correct option.

- Which tab contains the option to add themes to the slide?
 

a. Insert	<input type="checkbox"/>	b. Home	<input type="checkbox"/>	c. Design	<input type="checkbox"/>
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- What displays the thumbnails of all the slides we are working on?
 

a. Status Bar	<input type="checkbox"/>	b. Slide Pane	<input type="checkbox"/>	c. View Buttons	<input type="checkbox"/>
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- The short key to run a slideshow is .....
 

a. F1	<input type="checkbox"/>	b. F4	<input type="checkbox"/>	c. F5	<input type="checkbox"/>
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- ..... displays groups of related commands in tabs.
 

a. Ribbon	<input type="checkbox"/>	b. Title Bar	<input type="checkbox"/>	c. Status Bar	<input type="checkbox"/>
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#### B. Fill in the blanks using the hints given below.

- The ..... is present button at the right corner of the Title bar. (Close/Save)
- ..... is a kind of presentation software. (MS Word/MS PowerPoint)
- The Save As option is present under the ..... tab.(File/Design)
- We use the ..... slide to add an introduction to our presentation. (Blank/Title)

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

- Apple Keynote is a type of presentation software. ....
- Status Bar is located at the top of PowerPoint Window. ....
- Start from Beginning button is used to start a slideshow. ....
- CTRL+N is used to insert a new slide. ....