

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-3

A. Tick (✓) the correct option.

- To start PowerPoint, click the Start button on the

a. title bar	<input type="checkbox"/>	b. status bar	<input type="checkbox"/>
c. taskbar	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of these contains multiple tabs, each with several groups of commands?

a. Status bar	<input type="checkbox"/>	b. Slide pane	<input type="checkbox"/>
c. Ribbon	<input type="checkbox"/>	d. Title bar	<input type="checkbox"/>
- Which of these displays the slides as thumbnails?

a. Outline pane	<input type="checkbox"/>	b. Slides pane	<input type="checkbox"/>
c. Work area	<input type="checkbox"/>	d. Status bar	<input type="checkbox"/>

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

Hints: Slide, MS Office, Presentation, Title bar, Status bar

- PowerPoint is a part of the package.
- is located at the top of the PowerPoint window.
- A single page of a presentation is called a
- 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.
- Quick Access Toolbar is located at the top right corner of the taskbar.