

Worksheet

Name:

Roll No: Class: Section:

Date:

WORKING WITH POWERPOINT 2016

Chapter-4

A. Tick (✓) the correct option.

1. Which of these is a library of ready-made pictures and graphics?

a. ClipArt ☐	b. WordArt ☐
c. Animation ☐	d. Slide ☐
2. Arrangement of text, graphics, images, etc., in a slide is called

a. Animation ☐	b. Slide Layout ☐
c. ClipArt ☐	d. None of these ☐
3. Which of the following view shows the miniature version of the slides?

a. Slide Sorter View ☐	b. Outline View ☐
c. Notes Page ☐	d. Normal View ☐

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

1. You cannot insert downloaded images in a slide.
2. You cannot change the WordArt font.
3. The slide layout is the arrangement of text, images, charts, etc.
4. PowerPoint allows you to add shadow effect on text.

C. Name the following file icons:

1. 
2. 
3. 