

Worksheet

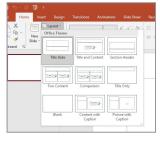


Name:		
Roll No:	Class:	Section:
Date:	•••	

WO	RKI	NG	WITH POWERPOINT 2016			Chapter-4	
A.	Tic	k (√) the correct option.				
	1.	Wh	nich of these is a library of ready-made	picture	s an	d graphics?	
		a.	ClipArt		b.	WordArt	
		c.	Animation		d.	None of these	
	2.	Arr	rangement of text, graphics, images, e	tc. in a s	lide	is called	
		a.	Animation		b.	Slide Layout	
		c.	ClipArt		d.	None of these	
	3.	The	e view that shows the miniature versio	n of the	e slid	les is	
		a.	Notes Page		b.	Outline View	
		c.	Slide Sorter View		d.	None of these	
В.	Fill	in t	he blanks using the words given bel	low:			
	Hin	its:	Rotate, Slide sorter, Saved pictures				
	1.	Po	werPoint allows us to	. a shap	e, te	ext, picture and ClipArt in clockwis	ie
		or	anticlockwise direction.				
	2.	MS	PowerPoint lets you insert	th	at yc	ou may have created or downloaded	d.

C. Label the following windows:

3.



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1.

2.

The order of the slides can be changed in the view.

3.