Worksheet 1

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. None of these ☐

2. Arrangement of text, graphics, images, etc. in a slide is called ..... .

   a. Animation ☐ b. Slide Layout ☐

   c. ClipArt ☐ d. None of these ☐

3. The view that shows the miniature version of the slides is ..... .

   a. Notes Page ☐ b. Outline View ☐

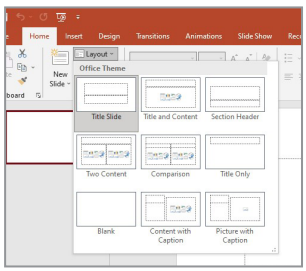
   c. Slide Sorter View ☐ d. None of these ☐

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

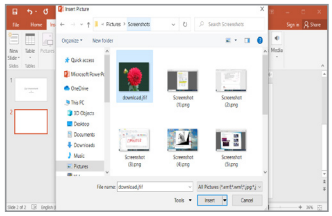
Hints: Rotate, Slide sorter, Saved pictures

1. PowerPoint allows us to ..... a shape, text, picture and ClipArt in clockwise or anticlockwise direction.
2. MS PowerPoint lets you insert ..... that you may have created or downloaded.
3. The order of the slides can be changed in the ..... view.

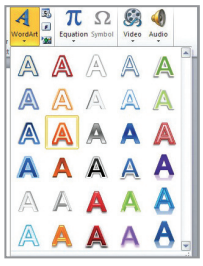
C. Label the following windows:



1. .....



2. .....



3. .....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: .....