

# Worksheet

Name: .....

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

Date: .....

## INTRODUCTION TO POWERPOINT 2016

### Chapter-5

#### 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. ....