

# Worksheet

Name: .....

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

Date: .....

## WORKING WITH POWERPOINT 2016

### Chapter-6

#### A. Tick (✓) the correct option.

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

|              |                          |            |                          |
|--------------|--------------------------|------------|--------------------------|
| a. ClipArt   | <input type="checkbox"/> | b. WordArt | <input type="checkbox"/> |
| c. Animation | <input type="checkbox"/> | d. Slide   | <input type="checkbox"/> |
- Arrangement of text, graphics, images, etc., in a slide is called .....
 


|              |                          |                  |                          |
|--------------|--------------------------|------------------|--------------------------|
| a. Animation | <input type="checkbox"/> | b. Slide Layout  | <input type="checkbox"/> |
| c. ClipArt   | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |
- Which of the following view shows the miniature version of the slides?
 

|                      |                          |                 |                          |
|----------------------|--------------------------|-----------------|--------------------------|
| a. Slide Sorter View | <input type="checkbox"/> | b. Outline View | <input type="checkbox"/> |
| c. Notes Page        | <input type="checkbox"/> | d. Normal View  | <input type="checkbox"/> |

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

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

#### C. Name the following file icons:

-  .....
-  .....
-  .....