

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2019

Chapter-4






A. Tick (✓) the correct option.

- To start PowerPoint 2019, click on the start button on the
 a. Title bar ☐ b. Status bar ☐ c. Task bar ☐
- Which of these displays the slides as thumbnails?
 a. Outline pane ☐ b. Slide pane ☐ c. Work area ☐
- Which of these is a presentation making software?
 a. Paint ☐ b. PowerPoint 2019 ☐ c. Word 2019 ☐
- Arrangement of text, graphics, images, etc., in a slide is known as
 a. Animation ☐ b. ClipArt ☐ c. Layout ☐

B. Fill in the blanks using the correct option:

- The title bar is located at the (top / bottom) of the MS PowerPoint window.
- A (movie / presentation) is a collection of slides.
- The shortcut key to view the slide show from current slide is (Alt+F5 / Shift+F5).

C. Match the following:

-  a. Reading view
-  b. Slide Show
-  c. Normal view
-  d. Slide Sorter view
-  e. Outline view button