

Worksheet

1

Name:

Roll No: Class: Section:

Date:

POWERPOINT 2019

Chapter-1

A. Tick (✓) the correct option.

- Which of the following option will appear on the screen after the screen appear dimmed?

a. Save Media as	<input type="checkbox"/>	b. Ink Equation	<input type="checkbox"/>
c. Laser Pointer option	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- In which of the following tab is the Ink Annotations feature of the PowerPoint present?

a. Slide Show tab	<input type="checkbox"/>	b. Insert tab	<input type="checkbox"/>
c. File tab	<input type="checkbox"/>	d. Both a. & b.	<input type="checkbox"/>
- Which of the following PowerPoint feature shows the definition, synonymous as well as some related articles available on the Internet related to the selected text?

a. Ink Annotations	<input type="checkbox"/>	b. Ink Equations	<input type="checkbox"/>
c. Smart Lookup	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>

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

Hints: Anticlockwise, Shift, Captions, Annotations

- In case of contiguous files, hold and press key while selecting the files.
- Eraser option to erase some inked on the presentation.
- Rotate left button to rotate the selected photograph by 90 degrees in direction.
- The PowerPoint also allows the user to add below the photographs.

C. Write the name of appropriate button used to do the following in Photo album:

- To remove the photograph
- To stop the screen recording and embed it into the slide
- To increase the darkness
- To temporarily stop the screen recording
- To decrease the brightness