

## Worksheet

1

Name: .....

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

Date: .....

## INTRODUCTION TO POWERPOINT 2016

### Chapter-4

#### A. Tick (✓) the correct option.

1. To start PowerPoint, click on the start button on the .....

a. Title bar

☐

b. Status bar

☐

c. Task bar

☐

2. Which of these displays the slides as thumbnails?

a. Outline pane

☐

b. Slide pane

☐

c. Work area

☐

3. Which of these is a presentation making software?

a. PowerPoint

☐

b. Paint

☐

c. MS Word

☐

4. Which of these contains the frequently used commands?

a. Ribbon

☐

b. Tab

☐

c. Quick Access Toolbar

☐

5. Which of these shows a thumbnail version of each slide?

a. Slides pane

☐

b. Outline pane

☐

c. File Tab

☐

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

1. PowerPoint is a software used for creating presentations. ....

2. PowerPoint is opened with a blank presentation. ....

3. A placeholder is a page in a presentation. ....

4. Slide Show view is the full screen view of presentation. ....

#### C. Fill in the blanks using the hints given below:

**Hints:** slide, Office, presentation, title bar, status bar

1. PowerPoint is a part of the ..... package.

2. .... is located at the top of the PowerPoint window.

3. A single page of a presentation is called a .....

4. A ..... is a collection of slides.

5. The ..... shows information about the slides.