

Worksheet

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the PowerPoint 2019 window?
 a. Status bar ☐ b. Ribbon ☐ c. Title bar ☐
- Which of the following is not present under File tab?
 a. Print ☐ b. Save ☐ c. Font ☐
- Which of the following tab has an option to add new slide?
 a. Home ☐ b. File ☐ c. Insert ☐

B. Guess who am I?

- I contain multiple tabs, each with several groups of commands.
- I am a dotted box on a slide which may contain text, picture, video, etc.
- I help to view of your presentation on the full screen, the way your audience will see it.

C. Write 'T' for true and 'F' for false.

- PowerPoint 2019 is software used for creating presentation.
- PowerPoint 2019 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.

D. Write the steps to delete multiple placeholders.

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