

Worksheet

Name:

Roll No: Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-3

A. Tick (✓) the correct option.

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

a. ClipArt

☐

b. WordArt

☐

c. Animation

☐

d. Shapes

☐

2. Arrangement of text, graphics, images, etc., in a slide is called

a. Animation

☐

b. Slide Layout

☐

c. ClipArt

☐

d. WordArt

☐

3. Which of the following view shows the miniature version of the slides?

a. Slide Sorter View

☐

b. Outline View

☐

c. Notes Page

☐

d. Normal View

☐

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

1. You cannot insert downloaded images in a slide.

2. You cannot change the WordArt font.

3. In Normal View, you can see the slide, the outline and the notes pane box.

4. You can write notes in the notes pane.

C. Name the following file icons:

1. 

2. 

3. 