Worksheet
1

Name: ....

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

Date: ....

INTRODUCTION TO POWERPOINT 2016

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 ☐   d. Menu bar ☐

2. Which of these displays the slides as thumbnails?

   a. Outline pane ☐   b. Slide pane ☐

   c. Work area ☐   d. None of these ☐

3. Which of these is a presentation making software?

   a. PowerPoint ☐   b. Paint ☐

   c. Word ☐   d. All of these ☐

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.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....

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