

Worksheet

Name:
 Roll No: Class: Section:
 Date:

MORE ON POWERPOINT 2016

Chapter-3

A. Tick (✓) the correct option.

- Which of these is a library of ready-made pictures and graphics?
 a. ClipArt ☐ b. WordArt ☐
 c. Animation ☐ d. Shapes ☐
- Arrangement of text, graphics, images, etc., in a slide is called
 a. Animation ☐ b. Slide Layout ☐
 c. ClipArt ☐ d. WordArt ☐
- 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.

- You cannot insert downloaded images in a slide.
- You cannot change the WordArt font.
- In Normal View, you can see the slide, the outline and the notes pane box.
- You can write notes in the notes pane.

C. Name the following file icons:

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