

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

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. Excel

☐

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

1. PowerPoint is a software used for creating presentations.

2. PowerPoint opens 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.