

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

POWERPOINT 2016

A. Tick (✓) the correct option.

- To start PowerPoint 2016, click on the start button on the
a. Title bar b. Status bar c. Task bar
- Which of these displays the slides as thumbnails?
a. Outline pane b. Slide pane c. Work area
- Which of these is a presentation making software?
a. Paint b. PowerPoint 2016 c. Word 2016
- Arrangement of text, graphics, images, etc., in a slide is known as
a. Animation b. ClipArt c. Layout

B. Fill in the blanks using the correct option:

- The title bar is located at the (top / bottom) of the MS PowerPoint window.
- A (movie / presentation) is a collection of slides.
- The shortcut key to view the slide show from current slide is (Alt+F5 / Shift+F5).

C. Match the following.

-  a. Reading view
-  b. Slide Show
-  c. Normal view
-  d. Slide Sorter view
-  e. Outline view button