

# Worksheet

1

Name: .....

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

Date: .....

## POWERPOINT 2016

## Chapter-5

### 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 ☐
- In which tab, Save as command is present?  
 a. File ☐      b. Home ☐      c. Insert ☐

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

- You cannot change the font type of the text in slides. ....
- The content of the presentation is inserted in text placeholder. ....
- A placeholder is a page in a presentation. ....
- Slide Show view is the full screen view of presentation. ....

### C. 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).