

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-5

A. Tick (✓) the correct option.

1. tab displays a Backstage view.
 a. Home Tab ☐ b. File Tab ☐ c. Design Tab ☐
2. Which of these displays the slides as thumbnails?
 a. Outline pane ☐ b. Slide pane ☐ c. Work area ☐
3. Which of these is a presentation making software?
 a. MS PowerPoint ☐ b. Paint ☐ c. MS Word ☐

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

1. Microsoft PowerPoint is a software used for creating presentations.
2. MS 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 correct option.

1. The title bar is located at the (top / bottom) of the MS PowerPoint window.
2. A (movie / presentation) is a collection of slides.
3. The shortcut key to view the slide show from current slide is (Alt+F5 / Shift+F5).
4. A (placeholder/slide pane) is a dotted box on a slide which may contain text, picture, video, etc.