

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

1. In which view, can we change the order of the slides?
 - a. Slide Sorter View ☐
 - b. Slide View ☐
 - c. Outline View ☐
2. What is the arrangement of text, graphics, images etc in a slide called?
 - a. Animation ☐
 - b. ClipArt ☐
 - c. Layout ☐
3. Which of these holds the contents on a slide?
 - a. Animation ☐
 - b. Placeholder ☐
 - c. ClipArt ☐

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

1. A presentation is made up of multiple slides.
2. Slide Show view displays miniatures of your slides.
3. We cannot change the font of the Word Art.
4. MS PowerPoint 2010 is a graphic presentation software.

C. Fill in the blanks using the hints given below.

Hints: reading view, modes, slide layout, slides

1. The is the arrangement of text, images, ClipArt, charts.
2. is used when you want to view a presentation in a windowed format.
3. A presentation is made up of a series of
4. The PowerPoint view help you with the various presentation elements that you want to edit.