

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON MS POWERPOINT 2010

Chapter-3


A. Circle the correct option.

1. A presentation is made up of several (slides / pages).
2. MS (PowerPoint / Word) is a very useful software application which is used to create electronic presentations.
3. A (theme / slide) is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. The (Design / Format) tab in PowerPoint provides a variety of options for designing and formatting a presentation.
5. You (can / cannot) customize the existing themes or build your own themes.

B. Complete the sentences.

1. Transition determines how your presentation moves from
2. Animations can be used in PowerPoint to make a presentation more
3. The Slide Show tab will let you set up how your show will
4. Animation is used to hold the of the audience.
5. To preview animation of current object, we click on

C. Number the steps to add video to the presentation.

- ☐ This will insert the video along with the play control bar at the bottom of the clip.
- ☐ Navigate and select the video file to be inserted and click on Insert button.
- ☐ Click on Video command on the Insert tab on the ribbon to open Insert Video dialog box.
- ☐ Click on  button to preview the video.