



Worksheet - 4.6

MCQ,s

1. What is MS Powerpoint used for?
 - a. Writing documents
 - b. Editing photos
 - c. Creating presentations
 - d. Listening to music
2. What is the Ribbon in Microsoft Powerpoint ?
 - a. A menu that contains tabs with commands
 - b. A type of slide layout
 - c. A setting for saving a presentation
 - d. A tool for drawing
3. Where can you find the save button in Powerpoint?
 - a. Home Tab
 - b. View Tab
 - c. Design Tab
 - d. Quick Access
4. Can you Customize a theme in power point?
 - a. Yes, by changing colors and fonts
 - b. No, themes are fixed
 - c. Yes, but only for text
 - d. No, you can only choose from pre-made themes

Fill in the blanks

1. You can find the option to change the theme of your presentation under the tab.
2. is the series of PP slider.
3. is one page of PP that mat contain text and images.
4. is used to insert attractive text in the slide.
5. To change color of text command is used.

True or False

1. Bold Command is used to change size of text.
2. Italic command is used to make text slanted towards right.
3. Power Point is only used for writing text and can't display images.
4. Status bar holds objects such as text, picture, chart etc on a slide.
5. Slides can be added or deleted from a presentation.