



Worksheet No:6

Chapter 6: More on PowerPoint

A. Tick (✓) the correct answers.

1. Which of the following views displays the slide in a sequential order?
 - a. Slide Show
 - b. Reading
 - c. Normal
2. Which of the following keys will you press to start a slide show from the beginning?
 - a. F3
 - b. F2
 - c. F5
3. Which of the following features is used to edit and customize the default layouts?
 - a. Slide Master
 - b. Slide Themes
 - c. Slide Views
4. Which of the following views does not have Slide Navigation pane?
 - a. Slide Sorter
 - b. Reading view
 - c. Outline view
5. Which of the following tabs contain Background styles?
 - a. Design
 - b. View
 - c. Slide Master

B. Fill in the blanks. You can refer to the box for help.

Themes 35 Slide Sorter Normal six

1. There are _____ views available in the Presentation views group.
2. You can rearrange the slides in the _____ view.
3. _____ are different inbuilt formats of text layout, background, and color.
4. There are _____ types of themes in MS PowerPoint 2016.
5. _____ view is the main view of PowerPoint where you can edit and format the data in the presentation.

c. Write 'T' for True and 'F' for False.

1. You can access the multiple views using the view buttons on the right of the Status bar.

2. To create a new presentation, press Ctrl + N key combination.

3. A slideshow is a full-screen presentation of slides in a random order

TRIMS