CHAPTER-5 MS-POWERPOINT 2010

A. Tick the correct answer.

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1. MS-PowerPoint is a	program.
(i) Word Processor	(ii) presentation
(iii) colour	(iv) none
2. Which of the following is not a MS-PowerPoint feature?	
(i) Adding text	(ii) Adding sound
(iii) Adding animation	(iv) Doing calculations
3. Where is MS-PowerPoint presentations seen ?	
(i) Projector	(ii) Blackboard
(iii) Table	(iv) All
4. Where is the document name displayed ?	
(i) File tab button	(ii) Ribbon
(iii) Title bar	(iv) Status bar
5. Which of the following tabs are seen on the Ribbon?	
(i) Home	(ii) Design
(iii) View	(iv) All
6. In which tab you can add a design theme to your PowerPoint presentation ?	
(i) Home	(ii) Review
(iii) Design	(iv) View
7. In which command only the PowerPoint presentation is closed ?	
i) Exit	(ii) Close
(iii) Both i) and ii)	(iv) None

B. Answer the following questions.

1. What is a slide?

Ans. The page on the MS-PowerPoint presentation is called a slide.

2. Define Presentation.

Ans. The group of slides or many slides combined together are called presentation.

3. Why is MS-PowerPoint used ?

Ans. MS – Powerpoint is used to express our ideas, views, messages,

informations, etc. to our friends and other people.

4. What is Projector?

Ans. Projector is a machine that shows the presentation on a white board.

5. Which commands are visible on Quick Access Toolbar?

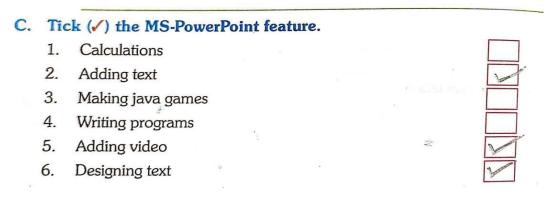
Ans. The Quick Access toolbar displays quick access buttons like : Save, Undo and Redo.

6. Which commands are visible on the File tab button?

Ans. The File tab displays file commands like : New, Open, Save, Print, Exit, etc.

7. Name the three main views of the presentation.

Ans. The three main views are Normal view, Slide Sorter view and Slide Show view.



D. Write the steps: (H.W.)