

THE MAIN TOPICS IN THIS WORKSHEET

The first screen of PowerPoint
PowerPoint buttons and features



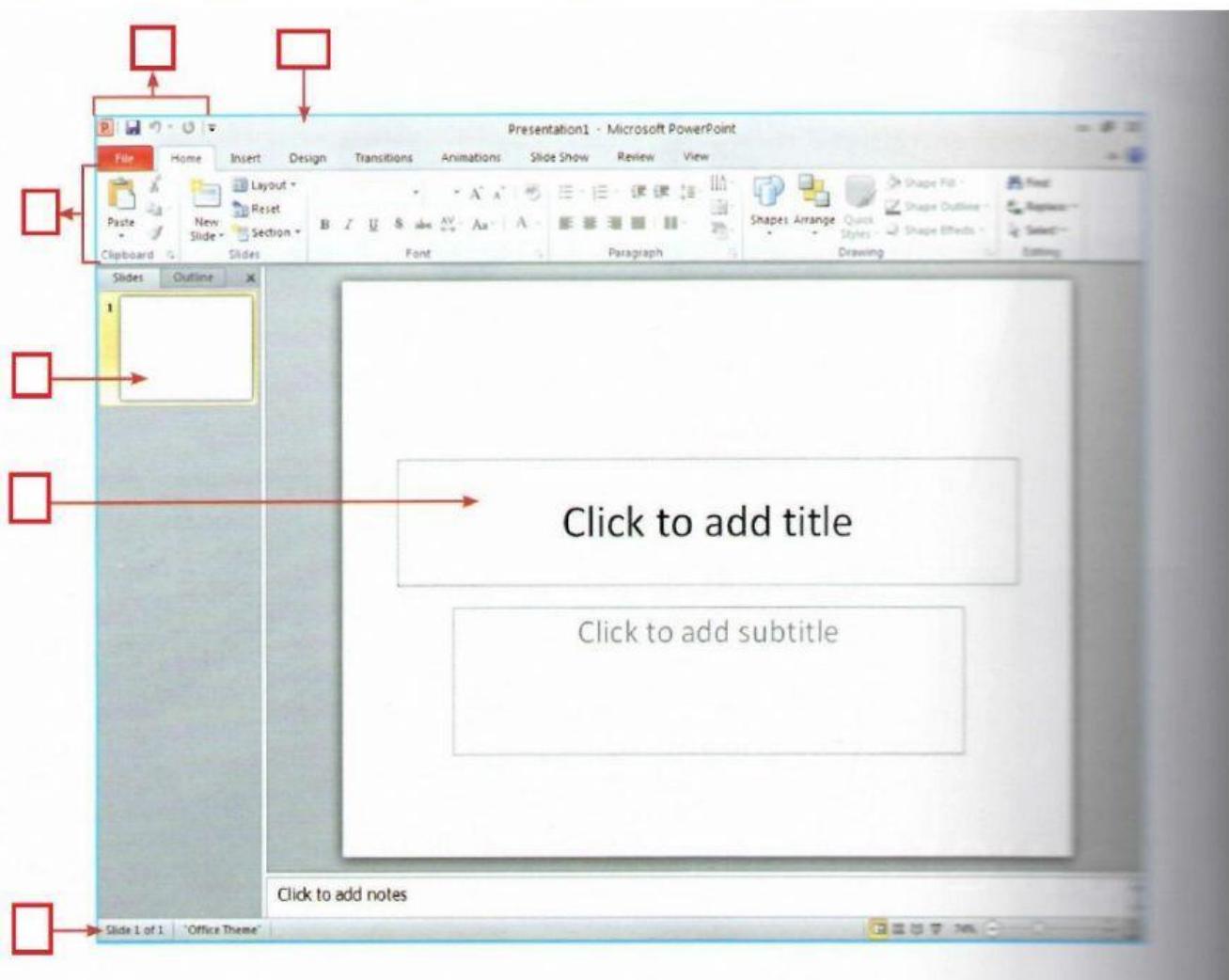
IT Course (G5 Worksheet)

2020 – 2021

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➤ Write the correct numbers of PowerPoint elements of first screen in the figure below.

1	Slide Pane	2	Title Bar	3	Ribbon	4	Status Bar	5	Quick Access Toolbar	6	Slides
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➤ Test your knowledge. State whether true or false.



<p>1. Microsoft PowerPoint is a software program developed by Microsoft for creating slides for presentations.</p>		
<p>2. MS PowerPoint contains a data ribbon tab.</p>		
<p>3. You can add animation effects to the text of a slide.</p>		
<p>4. You can insert a picture in a slide by clicking on Insert → Picture icon.</p>		
<p>5. To add animation effect to your slide you will have to go to the transitions tab.</p>		

➤ Fill in the blanks with the words provided.

Animations	Background styles	Transitions
Text box	F5	compose

1. To change the background color of a slide you will have to click on the _____ button on Design tab.
2. You can add transition effects to slides by clicking on the _____ tab and selecting the type of transition effect you want.
3. The _____ key on the keyboard can be pressed to run a slide show.
4. To add animation effect to slides, go to _____ tab.
5. To add a text box to slides, click on the _____ icon on Insert tab.