Name:_____Surname:_____Class:_____No. _____

Direction: Only write the correct letter of your answer inside the box.

1. What type of software is MS PowerPoint considered to be? [____]
   a. Word processing
   b. Spreadsheet
   c. Database
   d. Presentation

2. When you begin a new slideshow, your first slide has what type of layout? [____]
   a. Title
   b. Title and Content
   c. Comparison
   d. Picture with caption

3. Where are fonts found? [____]
   a. File
   b. Home
   c. Insert
   d. Design

4. When things move on an individual slide (like a picture zooming in), that's called. [____]
   a. Movement
   b. Transitions
   c. Zooming
   d. Animations

5. Which function key "plays" your slideshow? [____]
   a. F2
   b. F3
   c. F4
   d. F5

6. What is the most important part of a PowerPoint presentation? [____]
   a. The cool clipart
   b. The crazy animations
   c. The person presenting
   d. The unusual fonts

7. PowerPoint is a presentation program that allows you to create dynamic _____ presentations.

   a. Worksheet
   b. Documents
   c. Photo
   d. Slide

8. What command is used to save an existing presentation with a new name or in a new location?

   a. Exit
   b. Close
   c. Save
   d. Save as

9. Which tab helps us to insert pictures in our presentations?
   a. Home Tab
   b. Insert Tab
   c. Design tab
   d. Layout Tab

10. What is the meant by Storyboard the content?
    a. Creating the slides on PowerPoint
    b. Collection of frames on paper to design presentation
    c. Reading a book
    d. Identifying the audience

Fill in the blanks with the correct option.
Note: Use same spelling (in answering live worksheet) as given in word bank.

animation	slideshow	design	plot	import

1. To apply different themes in your presentation use [   ] tab.

2. The [   ] is what happens in the story.

3. A [   ] is a way of sharing a set of ideas, text and images with other people.

4. You can [   ] an image that already saved in your computer.

5. We can make our presentation more interactive by adding movement to our

   text and images called [   ]