

Chapter-4

PowerPoint 2016 Worksheet

Section A: Multiple Choice Questions

1. **Which of the following is NOT a component of the PowerPoint 2016 window?**

- ☐ a) Quick Access Toolbar
- ☐ b) Ribbon
- ☐ c) Slide Pane
- ☐ d) Formula Bar

2. **What is the purpose of the "Slide Show" view in PowerPoint?**

- ☐ a) To edit slides
- ☐ b) To display slides in full-screen mode
- ☐ c) To add notes to slides
- ☐ d) To insert new slides

3. **Which shortcut key is used to insert a new slide in PowerPoint 2016?**

- ☐ a) Ctrl + N
- ☐ b) Ctrl + M
- ☐ c) Ctrl + S
- ☐ d) Ctrl + P

4. **What is the file extension for a PowerPoint presentation?**

- ☐ a) .docx

- ☐ b) .pptx
- ☐ c) .xlsx
- ☐ d) .pdf

5. Which tab in PowerPoint 2016 is used to add themes to slides?

- ☐ a) Home
- ☐ b) Insert
- ☐ c) Design
- ☐ d) View

Section B: Fill in the Blanks

1. A presentation consists of multiple _____.
2. The _____ bar shows the title or name of the presentation.
3. The _____ pane allows you to add notes to each slide.
4. The _____ is a dotted rectangular box on a slide where you can add text or images.
5. To start a slide show from the beginning, press the _____ key.

Section C: True or False

1. **True or False:** The "Quick Access Toolbar" contains options like Save, Undo, and Redo.
2. **True or False:** You cannot insert pictures into a PowerPoint slide.

3. **True or False:** The "Slide Sorter" view allows you to see all slides as thumbnails.
4. **True or False:** The "Design" tab is used to add themes, colors, and fonts to slides.
5. **True or False:** The "Notes Pane" is used to add additional information to a slide.