

## Chapter-4

### **PowerPoint 2016 Worksheet**

#### **Section A: Multiple Choice Questions**

- 1. Which of the following is NOT a component of the PowerPoint 2016 window?**
  - o a) Quick Access Toolbar
  - o b) Ribbon
  - o c) Slide Pane
  - o d) Formula Bar
  
- 2. What is the purpose of the "Slide Show" view in PowerPoint?**
  - o a) To edit slides
  - o b) To display slides in full-screen mode
  - o c) To add notes to slides
  - o d) To insert new slides
  
- 3. Which shortcut key is used to insert a new slide in PowerPoint 2016?**
  - o a) Ctrl + N
  - o b) Ctrl + M
  - o c) Ctrl + S
  - o d) Ctrl + P
  
- 4. What is the file extension for a PowerPoint presentation?**
  - o 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.