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

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- 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.

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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.

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