THE MAIN TOPICS IN THIS WORKSHEET

The first screen of PowerPoint

PowerPoint buttons and features

IT Course (G5 Worksheet)

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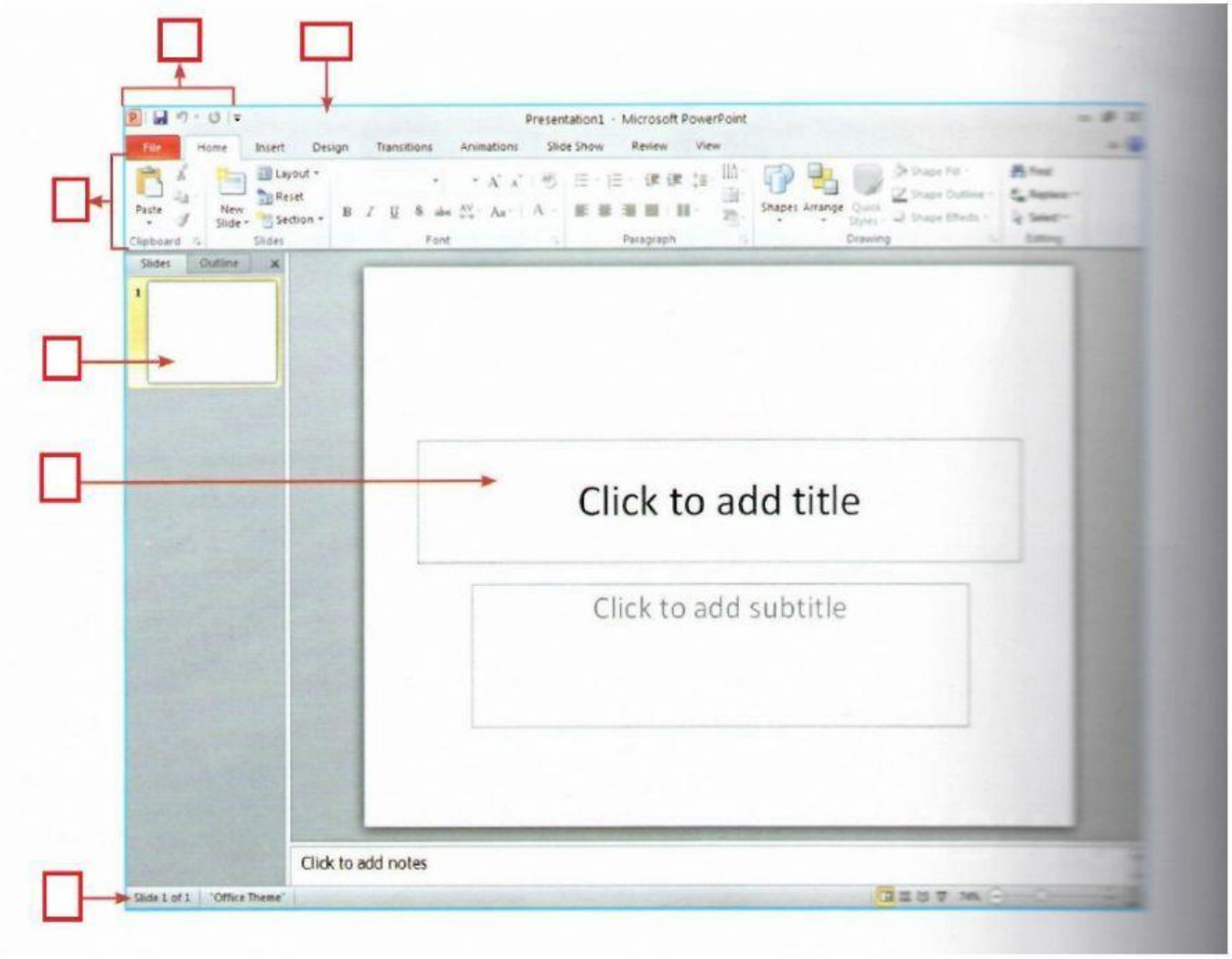
- **Write the correct numbers of PowerPoint elements of first screen in the figure below.**

1	Slide Pane	2	Title Bar	3	Ribbon	4	Status Bar	5	Quick Access Toolbar	6	Slides



➢ Test your knowledge. State whether true or false.

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

➢ 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.