

## THE MAIN TOPICS IN THIS WORKSHEET

The first screen of PowerPoint  
PowerPoint buttons and features



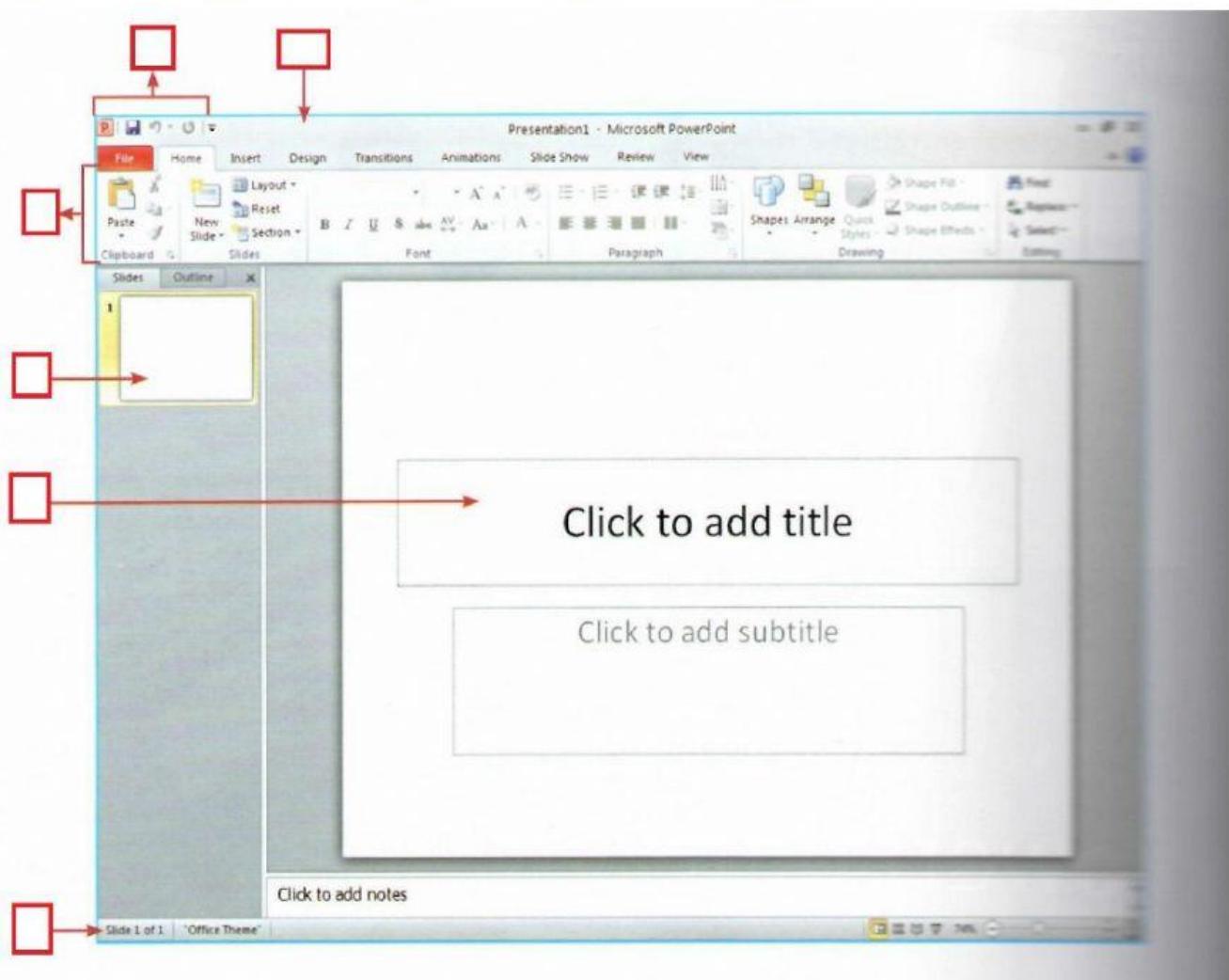
## IT Course (G9 Worksheet)

**2020 – 2021**

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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
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➤ Test your knowledge. State whether true or false.



<p>1. Microsoft PowerPoint is a software program developed by Microsoft for creating slides for presentations.</p>		
<p>2. MS PowerPoint contains a data ribbon tab.</p>		
<p>3. You can add animation effects to the text of a slide.</p>		
<p>4. You can insert music in PowerPoint presentation.</p>		
<p>5. To add animation effect to your slide you will have to go to the transitions tab.</p>		

➤ Fill in the blanks with the words provided.

Animations	Background styles	Transitions
Text box	F5	compose
New Slide	Layout	Design

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.
6. Click on the \_\_\_\_\_ button to choose from different types of layouts.
7. In order to add another slide to your presentation, we click on the \_\_\_\_\_ option in the Home menu.
8. Open the \_\_\_\_\_ tab and choose the design you would like for your slide.

Search for	clip art	Sound
Insert	multimedia	Automatically
Custom	Preset	Animations

9. MS PowerPoint comes with several hundred \_\_\_\_\_ pictures that can be easily inserted into presentations.
10. To insert a clip art to your slide click on the \_\_\_\_\_ menu, and click on the Clip Art option.
11. You can search for your desired clip art images in the \_\_\_\_\_ textbox.
12. PowerPoint supports \_\_\_\_\_ in its slides. Thus, one can add audio or video clips to their presentation.
13. To add sound to your presentation click on the Insert option and click on the \_\_\_\_\_ option.
14. When adding the music file into your slide, PowerPoint shall ask whether you want to start the music \_\_\_\_\_ or When Clicked during the slide-show.
15. There are two ways to animate text and objects in MS PowerPoint: Preset Animation and \_\_\_\_\_ Animation.
16. \_\_\_\_\_ animation schemes in PowerPoint allow us to add pre-defined visual effects to paragraphs, bulleted items and titles in a variety of styles.
17. From the \_\_\_\_\_ menu, select the animation effect that you want to apply.