

THE MAIN TOPICS IN THIS WORKSHEET

The first screen of PowerPoint
PowerPoint buttons and features



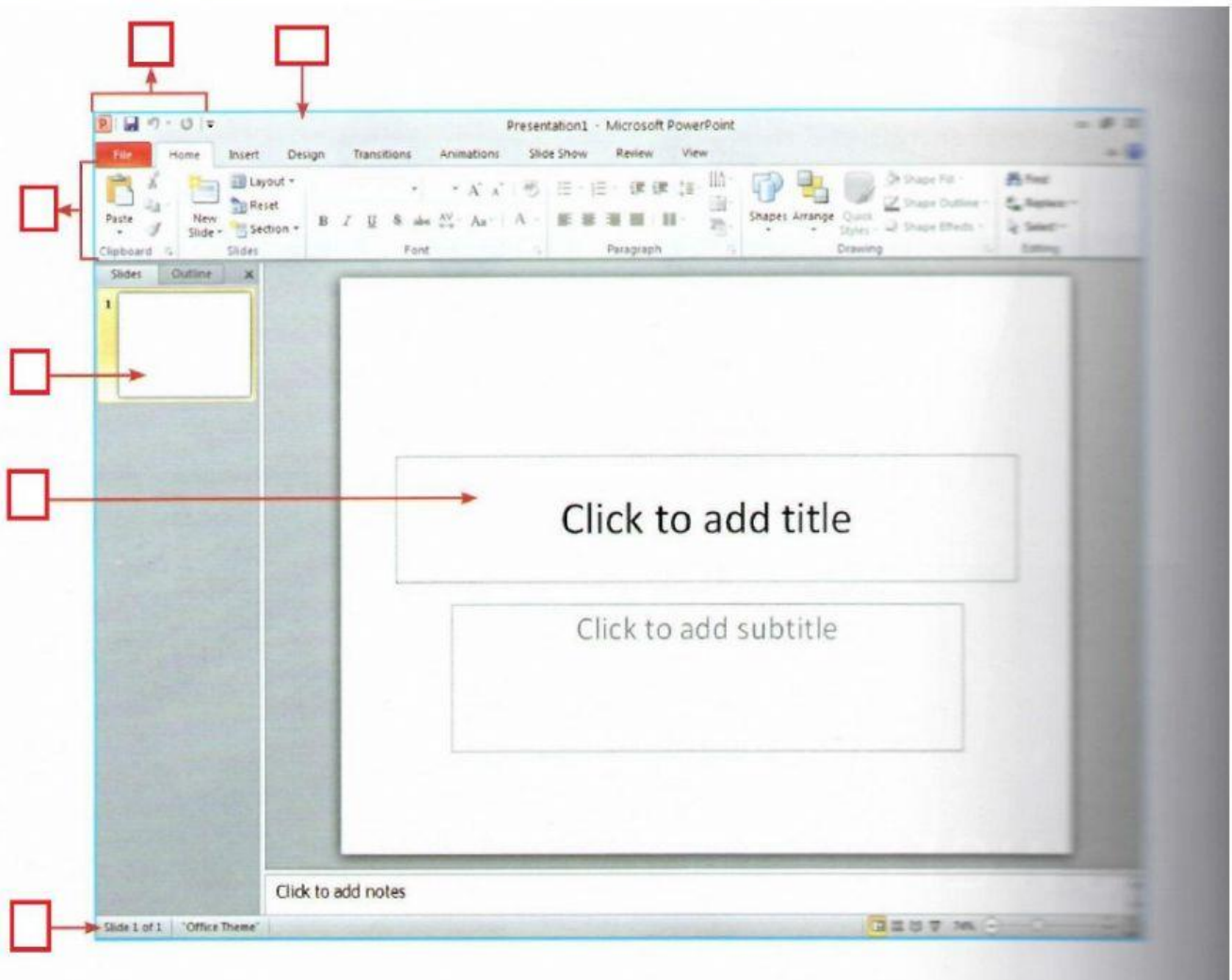
IT Course (G9 Worksheet)

2020 – 2021

IT Teacher:
Miss. Sahar Salem











- 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.



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 music in PowerPoint presentation.		
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
New Slide	Layout	Design

<p>1. To change the background color of a slide you will have to click on the _____ button on Design tab.</p>
<p>2. You can add transition effects to slides by clicking on the _____ tab and selecting the type of transition effect you want.</p>
<p>3. The _____ key on the keyboard can be pressed to run a slide show.</p>
<p>4. To add animation effect to slides, go to _____ tab.</p>
<p>5. To add a text box to slides, click on the _____ icon on Insert tab.</p>
<p>6. Click on the _____ button to choose from different types of layouts.</p>
<p>7. In order to add another slide to your presentation, we click on the _____ option in the Home menu.</p>
<p>8. Open the _____ tab and choose the design you would like for your slide.</p>

Search for	clip art	Sound
Insert	multimedia	Automatically
Custom	Preset	Animations

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