THE MAIN TOPICS IN THIS WORKSHEET

The first screen of PowerPoint
PowerPoint buttons and features



IT Course (G9 Worksheet)

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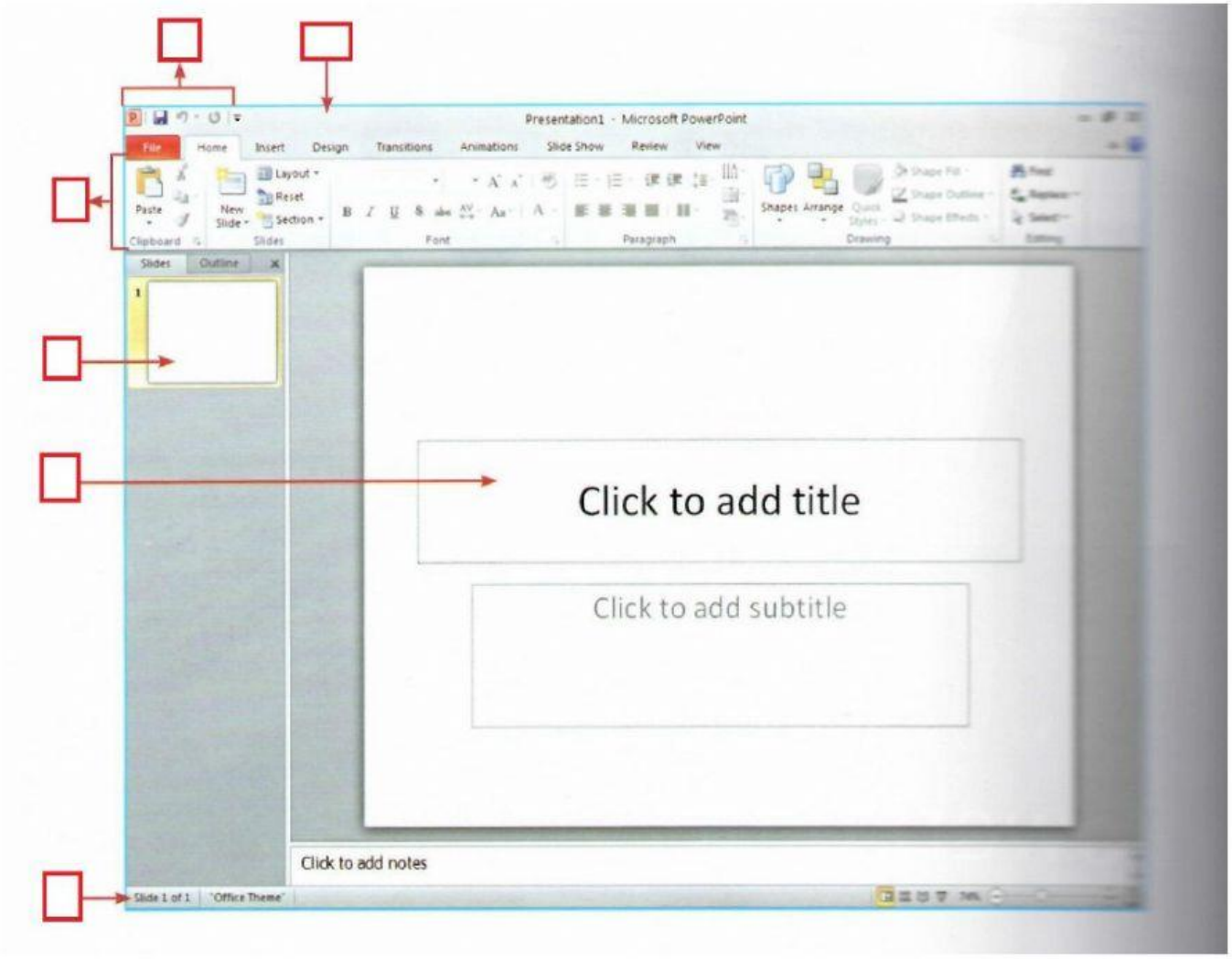
➢ Write the correct numbers of PowerPoint elements of first screen in the figure below.

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 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

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.