

Part-4
Class-5
Text questions
Chapter-4 : More On MS PowerPoint 2007

Multiple Choice questions

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1. ____ is a structured delivery of information..
(a) **Presentation** (b) Slide (c) Design template
2. ____ view gives on-screen presentation.
(a) **Slide Show** (b) Slide Sorter (c) Outline
3. A ____ represents a page in a presentation.
(a) placeholder (b) view (c) **slide**

Exercises

A. Multiple Choice Questions

1. ____ is not a presentation software.
(a) Harvard Graphics (b) MS PowerPoint (c) **Paint**
2. Dotted rectangle to add text or table is a ____.
(a) slide (b) task pane (c) **placeholder**
3. ____ is the method of arranging things and objects on a slide.
(a) Theme (b) Template (c) **Layout**
4. To end a slide show, ____ key is used.
(a) **Esc** (b) Enter (c) Ctrl + End

B. Quiz

- Q1. Which view is used to create summary slides or main points?
- Q2. What are the three main views in PowerPoint?
- Q3. Name any three slide layouts in PowerPoint.

C. Very Short Answer Questions

- Q1. What is a slide?
- Q2. What is a template?
- Q3. Name the five different ways to create a new presentation in MS PowerPoint 2007.

D. Short Answer Question

- Q1. What are Installed Themes?
- Q2. Write the steps to change the layout of a slide.

E. Long Answer Questions

- Q1. List two differences between Slide Sorter view and Slide Show view.