

1. Fill in the blanks.

(a) A presentation can be defined as a group of slides containing information arranged in a systematic order.

(b) The F5 shortcut can be used to run a PowerPoint presentation.

(c) In PowerPoint, files are saved with the extension .ppt.

(d) The Ctrl + M shortcut can be used to insert a new slide in PowerPoint.

2. Choose the correct option for each statement given below.

(a) When starting a new presentation on PowerPoint, a blank presentation named Presentation1 appears on the screen. (True/False) ☒ True

(b) Slides created in a particular order cannot be rearranged while editing a PPT file. (True/False) ☒ False

(c) A message is displayed when you close a presentation without saving. (True/False) ☒ True

(d) Ctrl + W is used to create a new slide. (True/False) ☒ False

3. Choose the correct answer for each of the following.

(a) You are reviewing your friend's PPT. You can give him/her your suggestions using \_\_\_\_\_.

☒ i) comments

ii) copy-paste

iii) slide preview pane.

(b) To add a photograph of yourself in a PPT called About Me, you will use \_\_\_\_\_.

- i) Insert → Placeholder    ii) Copy → Image    ~~iii) Insert → Picture~~

(c) You are in a hurry to finish your PPT. To quickly undo or redo your edits, you can use the \_\_\_\_\_.

- i) Ribbon    ~~ii) Quick Access Toolbar~~    iii) Insert

(d) Sheela has completed making all her slides for a PPT and wants to correct its logical flow by changing the order of the slides. The viewing mode most useful for her is \_\_\_\_\_.

- i) Reading view    ~~ii) Slide sorter~~    iii) Slide show