## **Chapter 8**

## **SUGGESTED CLASS ACTIVITIES**

| Ti   | ck (✓) the right option |   |   |  |
|--|-------------------------|---|---|--|
| A PowerPoint presentation consists of  |                         |   |   |  |
|  | (a) Formatting Toolbar  |   | (b) Slides  |  |
|  | (c) Menu Bar            |   | (d) Quick Access Toolbar  |  |
| 2. The file extension of a PowerPoint the is file:   |                         |   |   |  |
|  | (a) .rtf                |   | (b) .xlsx   |  |
|  | (c) .docx               |   | (d) .pptx   |  |
| 3. The dotted boxes where you type text are:   |                         |   |   |  |
|  | (a) panes               |   | (b) tabs  |  |
|  | (c) placeholders        |   | (d) toolbars  |  |
| 4. It is the area at the bottom of a slide.  |                         |   |   |  |
|  | (a) Notes Pane          |   | (b) Placeholders  |  |
|  | (c) Slide Pane          |   | (d) Outline Pane  |  |
| 5. MS PowerPoint is a part of:   |                         |   |   |  |
|  | (a) Firewall security   |   | (b) Microsoft Office suite  |  |
|  | (c) CPU                 |   | (d) None of these   |  |
| B. Write the True or False.  |                         |   |   |  |
| We cannot add more slides to a presentation after the title slide.      A RewerPoint presentation is made up of different pages. |                         |   |   |  |
|  | 1.<br>2.<br>3.<br>4.    | <ol> <li>A PowerPoint presental (a) Formatting Toolbar (c) Menu Bar</li> <li>The file extension of a R (a) .rtf (c) .docx</li> <li>The dotted boxes where (a) panes (c) placeholders</li> <li>It is the area at the bott (a) Notes Pane (c) Slide Pane</li> <li>MS PowerPoint is a part (a) Firewall security (c) CPU</li> <li>Write the True or False.</li> <li>We cannot add more sl</li> </ol> | (a) Formatting Toolbar (c) Menu Bar  2. The file extension of a PowerPo (a) .rtf (c) .docx  3. The dotted boxes where you type (a) panes (c) placeholders  4. It is the area at the bottom of a second (a) Notes Pane (c) Slide Pane  5. MS PowerPoint is a part of: (a) Firewall security (c) CPU  Write the True or False.  1. We cannot add more slides to a | 1. A PowerPoint presentation consists of  (a) Formatting Toolbar |

## B

- 2. A PowerPoint presentation is made up of different pages.
- 3. The various slide layouts that you see in the gallery are meant to arrange different types of information.
- 4. Slide pane is an area where one cannot write.
- 5. MS PowerPoint is used to edit documents.