

Chapter 8

SUGGESTED CLASS ACTIVITIES

A. Tick (✓) the right option.

- A PowerPoint presentation consists of _____.
(a) Formatting Toolbar (b) Slides
(c) Menu Bar (d) Quick Access Toolbar
- The file extension of a PowerPoint the is file:
(a) .rtf (b) .xlsx
(c) .docx (d) .pptx
- The dotted boxes where you type text are:
(a) panes (b) tabs
(c) placeholders (d) toolbars
- It is the area at the bottom of a slide.
(a) Notes Pane (b) Placeholders
(c) Slide Pane (d) Outline Pane
- 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 PowerPoint presentation is made up of different pages.
- The various slide layouts that you see in the gallery are meant to arrange different types of information.
- Slide pane is an area where one cannot write.
- MS PowerPoint is used to edit documents.