

Chapter 8

WORKSHEET

I. Fill in the blanks.

1. _____ is a part of the Microsoft Office suite and is the most widely used presentation graphics software.
2. _____ is the best layout for slides that require no specific arrangement of information such as pictures, tables, charts, etc.
3. Music can be added in a _____
4. The _____ button is used to add more slides.
5. The _____ is used to insert pictures in slides.

II. Match the following.

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| 1. It displays all the slides as thumbnails. | (a) View Buttons |
| 2. It is the central area for slides. | (b) Placeholders |
| 3. It is the area at the bottom of a slide. | (c) Notes Pane |
| 4. These are the dotted boxes within which we type text. | (d) Slides Pane |
| 5. There are three different views in MS PowerPoint. | (e) Slide Sorter View |