

## Chapter 5

### WORKSHEET

#### I. Tick (✓) the right option.

1. Which of the following keyboard buttons should be pressed to delete a slide?

(a) Delete  (b) Backspace

(c) End  (d) Both (a) and (b)

2. Format a slide background option is available on this tab.

(a) Insert  (b) Design

(c) Slide show  (d) View

3. Which of the following is true about a theme?

(a) It is a predefined combination of colours, fonts and effects.

(b) It changes the look of the slide show.

(c) Different themes use different layouts.

(d) All of these

4. Which of the following is not a print layout option?

(a) Outline  (b) Sideline

(c) Notes Pages  (d) Handout

5. Which tab contains the Print option?

(a) Insert  (b) Review

(c) Slide Show  (d) File

## II. Fill in the blanks.

1. \_\_\_\_\_ Pages prints each slide along with any speaker notes.
2. \_\_\_\_\_ tab contains theme options.
3. By default, all slides have a \_\_\_\_\_ background.
4. Slide Size command is available in the \_\_\_\_\_ group of the \_\_\_\_\_ tab.
5. To play a presentation in different ways, click the \_\_\_\_\_ tab.

## III. Match the following:

- |                   |                        |
|-------------------|------------------------|
| 1. Backspace key  | (a) Theme              |
| 2. White          | (b) File tab           |
| 3. Design tab     | (c) Delete a slide     |
| 4. Outline        | (d) Default background |
| 5. Backstage view | (e) Print layout       |