

5. More About MS PowerPoint 2013

WORKSHEET

I. Tick (✓) the right option.

- Which of the following keyboard buttons should be pressed to delete a slide?
 - Delete
 - Backspace
 - End
 - Both (a) and (b)
- Format a slide background option is available on this tab.
 - Insert
 - Design
 - Slide show
 - View
- Which of the following is true about a theme?
 - It is a predefined combination of colours, fonts and effects.
 - It changes the look of the slide show.
 - Different themes use different layouts.
 - All of these
- Which of the following is not a print layout option?
 - Outline
 - Sideline
 - Notes Page
 - Handout
- Which tab contains the Print option?
 - Insert
 - Review
 - Slide Show
 - File

II. Fill in the blanks.

1. _____ page prints each slide along with any speaker notes.
2. _____ tab contains themes 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 |