

# 8. Introduction to PowerPoint 2013

## 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.

- |  |                       |
|--|-----------------------|
| 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 |