

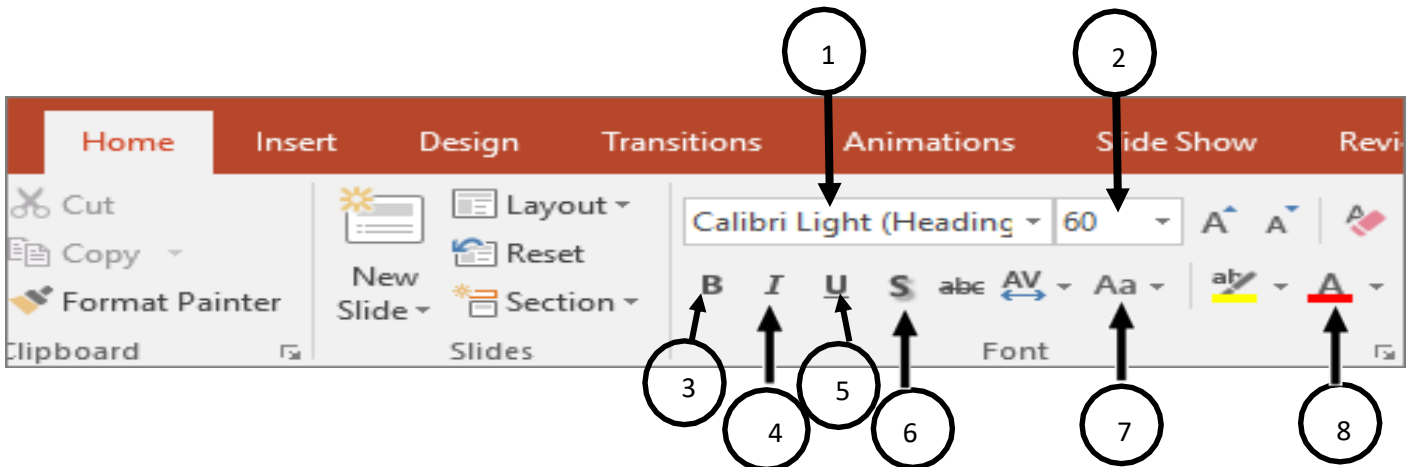
Q-2 Write true or false.

1. The “Slide Show” tab helps to present slides in full screen. **True**
2. Slide Thumbnail Pane displays the thumbnail version of each slide. **True**
3. File Tab shows the name of displayed presentation. **False**
4. Normal view shows the document without graphics. **False**
5. The slide show view is used to view the presentation on the full screen. **True**
6. By default, we are working in Normal View. **True**
7. You can add pictures to a PowerPoint slide. **True**
8. Slideshows are only used in schools. **False**
9. You can change the background color of a slide. **True**

Q-3 Fill in the blank.

1. **PowerPoint** is presentation program developed by Microsoft.
2. A PowerPoint presentation is also known as **Slide show**.
3. One page of our presentation is called **Slide**.
4. The first slide of presentation is called **title** slide.
5. The keyboard key to start slide show is **F5**.
6. To add a new slide to your presentation, you go to the **Home** tab and click “New Slide.”
7. To save your work quickly using a keyboard shortcut, you press Ctrl + **S**.

Q-4 Identify the Formatting presentation icons.



1) Font style	2) Font size
3) Bold	4) Italic
5) Underline	6) Text Shadow
7) Change Case	8) Font Colour