

# ASSESSMENT ZONE



## A. Choose the correct answer.

- Which of the following is a feature of a presentation software?
  - Presentation software allows you to create letters and documents.
  - Presentation software allow you to display text supported by images, animations, audios and videos to a large number of audience.
  - Presentation software allows you to draw and paint pictures.
  - Presentation software allows you to create collage of pictures.
- Which of the following refers to the general arrangement of various components on the slide?
  - Slide Layout
  - Slide Show
  - Slide
  - Placeholders
- \_\_\_\_\_ is the sequential display of slides in the full screen mode.
  - Slide Layout
  - Slide Show
  - Slide
  - Placeholders
- Which tab contains the option to add themes to the slide to make it look more attractive?
  - Design
  - Insert
  - Home
  - None of these

## B. Tick (✓) the correct statement and cross (×) out the wrong one.

- The option to run the Slide Show can be accessed from the Quick Access Toolbar.
- You can insert a new slide by clicking on the Home tab and then choosing the New Slide option in the Slides group.
- You cannot insert an audio or a movie clip in a slide.
- The Insert tab contains options to create, open or save a presentation.

## C. Fill in the blanks using the words given below.

Impress    Slide    Insert    Placeholders    Keynote

- The dotted rectangular boxes that let you enter text, pictures or charts on a slide are known as \_\_\_\_\_.



2. An individual page in a presentation is called a \_\_\_\_\_.

3. The two examples of presentation software are \_\_\_\_\_ and \_\_\_\_\_.

4. The option to add picture to the slide can be accessed from the \_\_\_\_\_ menu.

**D. Answer the following questions.**

1. Give uses of Microsoft PowerPoint at the following places: