

## Assignment #2

L-7

### “Starting Microsoft Office PowerPoint”

**Q1. What is the importance of a title slide?**

**Q2. Which single area of the PowerPoint window gives us all the options to work in a Presentation?**

**Q3. Name any two slide Layouts.**

**Q4. Fill in the Blanks:**

- a. Special effect with which a slide is introduced in the presentation \_\_\_\_\_
- b. \_\_\_\_\_ is area on a slide with a dashed border in which you insert the text.
- c. To run the slide show, press the \_\_\_\_\_ key.
- d. To insert a new slide, click on the \_\_\_\_\_ button under the Home tab.
- e. A software to create presentations is \_\_\_\_\_

**(Answers)**

**Ans1. It gives ideas about topic of presentation.**

**Ans2. Ribbon**

**Ans3.**

**1. Title and Content**

**2. Comparison**

**Ans4.**

**a. Slide Transition**

**b. Placeholder**

**c. F5**

**d. New Slide**

**e. PowerPoint**