

**B. Fill in the blanks:**

1. MS PowerPoint 2007 is a \_\_\_\_\_ Software.
2. A \_\_\_\_\_ is a dotted rectangular box in the slide.
3. \_\_\_\_\_ is the extension for a presentation.
4. To run a slide show, select the \_\_\_\_\_ option from the menu.

**C. Match the following.**

**Column A**

1. Presentation
2. Tool Box
3. Text Box
4. ppt
5. Slide show

**Column B**

- (a) Start and Formatting
- (b) PowerPoint file extension
- (c) A series of slides
- (d) Systematic display
- (e) Type Text

**D. Write 'T' for true or 'F' for false:**

1. Microsoft Office PowerPoint 2007 is a spreadsheet software. ☐
2. The New Slide option is situated under the Insert menu. ☐
3. A slide is an electronic page. ☐
4. You can Insert a title and only one text block in a two content slide. ☐

# 3 Go Office 2007 Chapter 7b Computer Class

**David Maurice Sherman**



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