

Name:

Roll No:

Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-6

A. Guess the slide layout from the hints:

1. Default slide layout
2. Beginning of the presentation
3. Two columns for text and content
4. Comparison for the content

B. Match the following:

1.



a. Reading view

2.



b. Slide Show

3.



c. Normal view

4.



d. Slide Sorter view

5.



e. Outline view button

C. Answer the following questions:

1. Write the difference between Slide Sorter view and Reading view.

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2. How can you delete a slide from your presentation?

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3. Write steps to insert a picture from a file in the slide.

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Grade:



Teacher's Signature: