

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

1. The shortcut to insert a new slide is
 a. Ctrl+M ☐ b. Alt+M ☐ c. Shift+M ☐
2. The contains frequently used commands.
 a. Ribbon ☐ b. Tab ☐ c. Quick Access Toolbar ☐
3. The shows a thumbnail version of each slide.
 a. Slides pane ☐ b. File Tab ☐ c. Outline pane ☐

B. Write 'T' for true and 'F' for false.

1. The shortcut to insert a new slide is Ctrl + N key combination.
2. Microsoft PowerPoint is a software used for creating presentations.
3. A slide is not a page in a presentation.
4. Slide Show view is the full screen view of a presentation.

C. Answer the following questions.

1. Write steps to save a presentation.

2. Write steps to insert a new slide.

