

Worksheet

2

Name:

Roll No: Class: Section:

Date:

POWERPOINT 2016

Chapter-4

A. Tick (✓) the correct option.

- The shortcut to insert a new slide is
 a. Ctrl+M ☐ b. Alt+M ☐ c. Shift+M ☐
- The contains frequently used commands.
 a. Ribbon ☐
 b. Tab ☐
 c. Quick Access Toolbar ☐
- is the container that hold contents on a slide.
 a. Animation ☐ b. Placeholder ☐ c. ClipArt ☐

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

- The shortcut to insert a new slide is Ctrl + N key combination.
- A presentation is made up of multiple slides.
- We cannot change the font of the WordArt.
- Slide Show view is the full screen view of a presentation.

C. Answer the following questions.

- Write steps to save a presentation.

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

