

# Worksheet

2

Name: .....

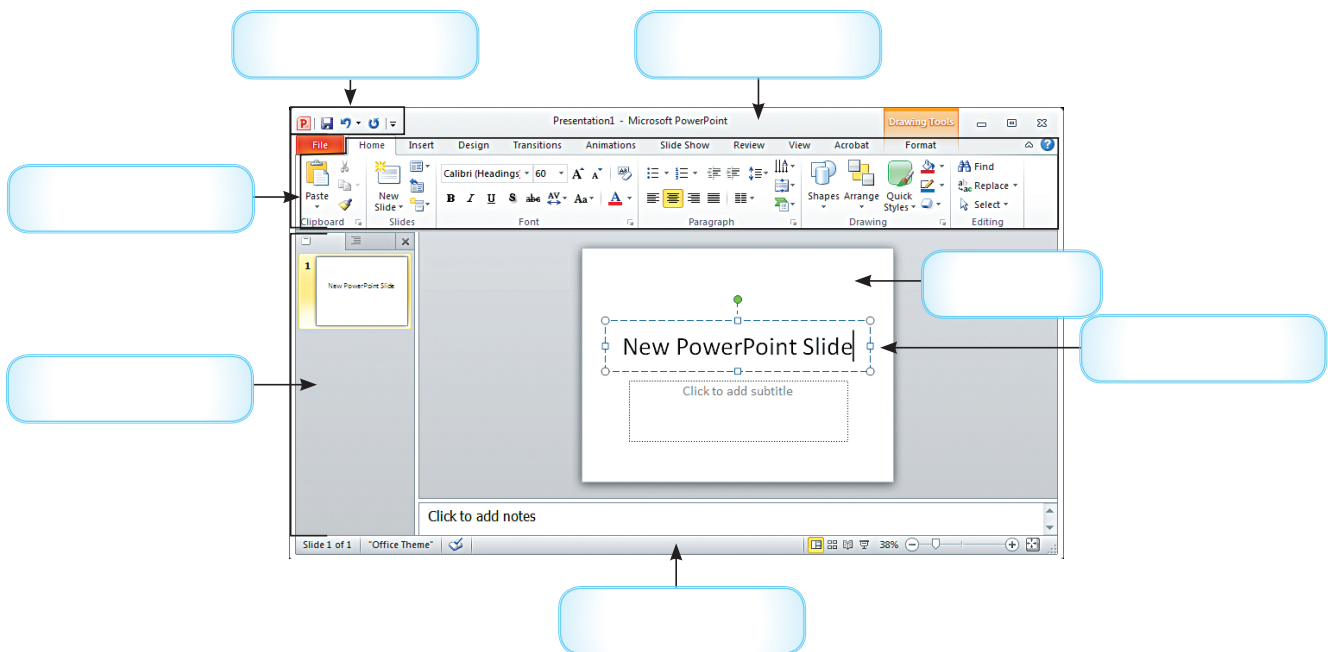
Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO MS POWERPOINT 2010

### Chapter-5

**A. Identify the different components of PowerPoint window and write their names in the boxes given below:**



**B. Number the steps to save a presentation in correct order.**

- ☐ Click on Save. MS PowerPoint saves the presentation and the new file name appears on the title bar.
- ☐ Navigate to the folder or location in which you want to save the file.
- ☐ Click on File tab. Backstage view will appear.
- ☐ Click on the File name text box and type a name for the file.
- ☐ Click on the Save or Save As button.

**C. Answer in one word.**

1. Shortcut key to insert a new slide. ....
2. Series of slides show on the single page. ....
3. A page in Power Point. ....