

# Worksheet

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Name: .....

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

Date: .....

## INTRODUCTION TO POWERPOINT 2016

### Chapter-6

#### A. Number the steps to save a presentation in correct order.

- ☐ Click on Save. 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.

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

1. The shortcut to insert a new slide is Ctrl + N key combination. ....
2. 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. Guess who am I?

1. The shortcut key is pressed to insert a new slide. ....
2. Series of slides shown on the single page. ....
3. A page in Power Point. ....