

Worksheet

2

Name:

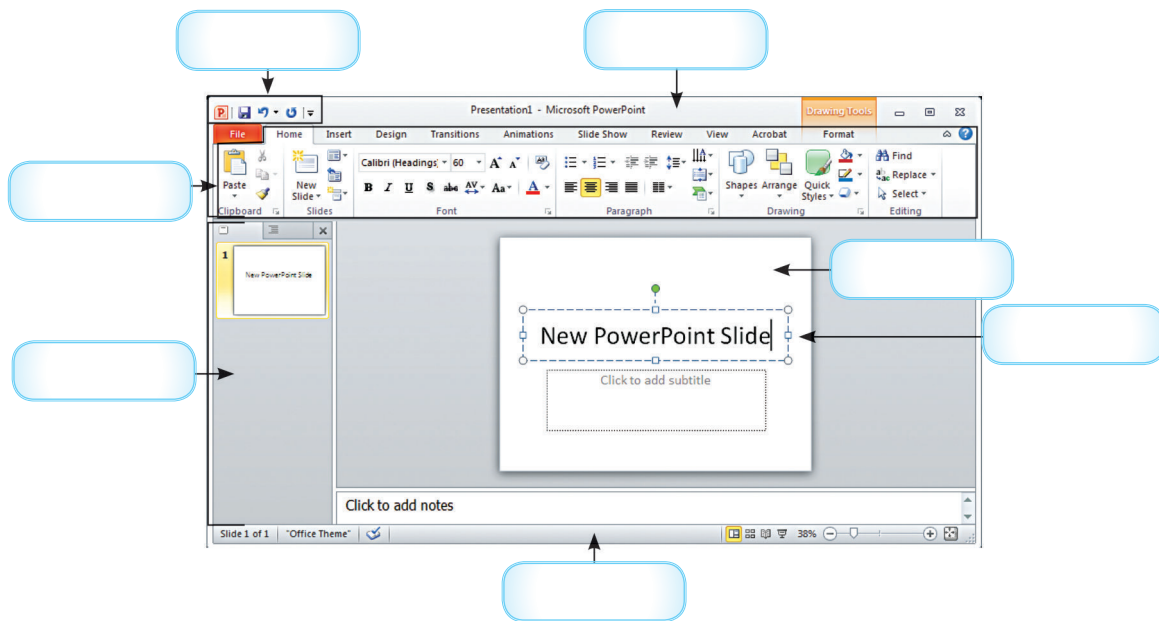
Roll No: Class: Section:

Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-5

A. Label the different components of PowerPoint Window.



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.