

# Worksheet

2

Name: .....

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

Date: .....

## INTRODUCTION TO POWERPOINT 2016

### Chapter-5

#### A. Tick (✓) the correct option.

1. Under which tab, Save As option is present?

a. Insert

☐

b. File

☐

c. Format

☐

2. Which of these shows a thumbnail version of each slide?

a. Slides pane

☐

b. File Tab

☐

c. Outline pane

☐

3. What is the shortcut key to insert a new slide?

a. Ctrl+M

☐

b. Alt+M

☐

c. Shift+M

☐

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

1. Microsoft PowerPoint is a software used for creating presentations. ....

2. A slide is not a page in a presentation. ....

3. 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.

.....

.....