

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-6

A. Guess the slide layout from the hints:

1. Default slide layout
2. Beginning of the presentation
3. Two columns for text and content
4. Comparison for the content

B. Match the following:

- | | |
|--|------------------------|
| 1.  | a. Reading view |
| 2.  | b. Slide Show |
| 3.  | c. Normal view |
| 4.  | d. Slide Sorter view |
| 5.  | e. Outline view button |

C. Answer the following questions:

1. Write the difference between Slide Sorter view and Reading view.
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.....
2. How can you delete a slide from your presentation?
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3. Write steps to insert a picture from a file in the slide.
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