

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO POWERPOINT 2021

Chapter-6

A. Tick (✓) the correct option.

- The shortcut to insert a new slide is
a. Ctrl+M ☐ b. Alt+M ☐ c. Shift+M ☐
- The contains frequently used commands.
a. Ribbon ☐ b. Tab ☐ c. Quick Access Toolbar ☐
- The shows a thumbnail version of each slide.
a. Slides pane ☐ b. File Tab ☐ c. Outline pane ☐

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

- The shortcut to insert a new slide is Ctrl + N key combination.
- Microsoft PowerPoint is a software used for creating presentations.
- A slide is not a page in a presentation.
- Slide Show view is the full screen view of a presentation.

C. Answer the following questions.

- Write steps to save a presentation.
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- Write steps to insert a new slide.
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