

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-3

A. Guess who am I?

1. I am the shortcut key to view slide show from beginning.
2. I have commands like Print, Save, Open etc.
3. I am a view which shows all the slides of presentation in a miniature version.

B. Match the following:

- | | |
|-------------------------|------------------|
| 1. View | a. MS PowerPoint |
| 2. Ribbon | b. Normal |
| 3. Application Software | c. Multiple tabs |

C. Answer the following questions:

1. What is the use of Notes pane?
.....
2. Name any two views of a presentation.
.....
3. What is a slide?
.....

D. Label the steps to open a saved presentation.

To open a saved presentation, follow the given steps:

- ☐ Click on Open.
- ☐ Click on File tab to go to backstage view.
- ☐ Browse and click on Open button
- ☐ The Open dialog box will appear. Locate and select your presentation.