

# Worksheet

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Name: .....

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

Date: .....

## INTRODUCTION TO POWERPOINT 2016

### Chapter-5

#### 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. 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.