

# Worksheet

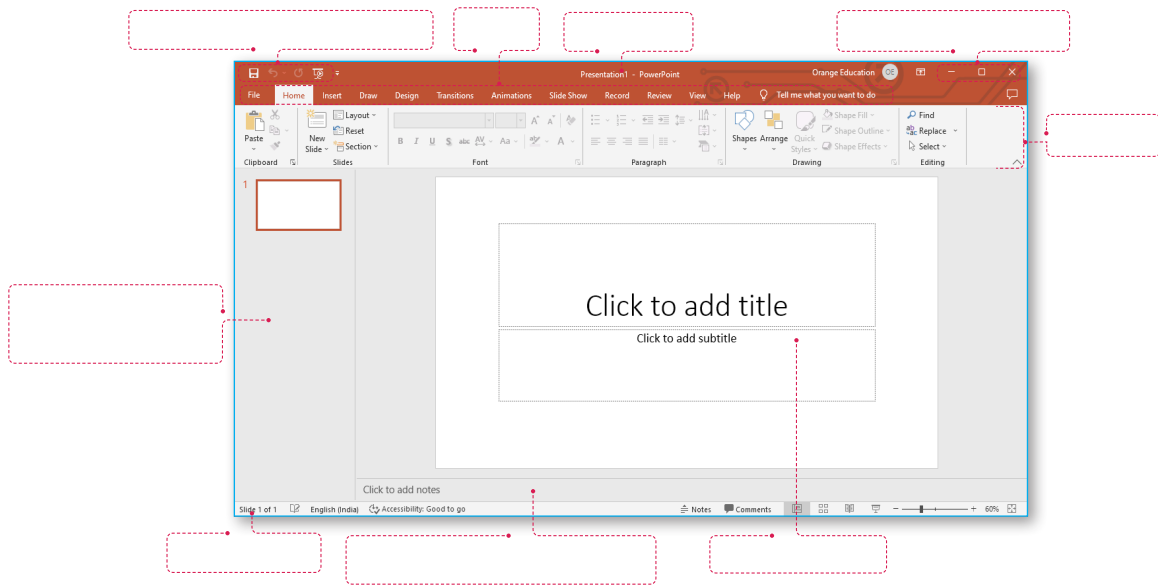
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Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## INTRODUCTION TO POWERPOINT 2019

### Chapter-4

#### A. Label the components of the PowerPoint Window.



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

1. The shortcut to insert a new slide is Ctrl + N key combination. ....
2. A presentation is made up of multiple slides. ....
3. We cannot change the font of the WordArt. ....
4. 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 picture from a file in the slide.  
.....  
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