

Worksheet

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Name:

Roll No: Class: Section:

Date:

POWERPOINT 2019

Chapter-1

A. Locate six features of PowerPoint in the given grid.

W	J	X	G	S	M	H	M	H	B	K	L	L	V	R
N	U	N	Y	N	K	N	A	V	W	B	O	S	V	G
S	Q	Y	X	O	U	G	F	J	V	T	O	Y	R	N
S	N	E	D	I	G	U	C	I	B	G	K	Y	N	V
M	H	O	V	T	K	E	N	S	B	H	U	P	A	F
B	P	U	I	A	R	K	S	E	P	Y	P	P	T	L
Z	Y	D	X	T	Z	V	A	Q	Q	R	M	U	D	P
V	B	O	W	O	A	P	E	W	N	H	L	A	Q	B
S	N	W	E	N	N	U	W	Z	N	T	D	Z	A	I
T	T	I	H	N	B	P	Q	P	V	E	D	Y	A	I
J	B	N	D	A	M	O	G	E	K	A	G	B	K	J
V	Z	U	D	U	L	T	T	C	T	A	H	H	M	B
T	L	I	H	Q	D	F	A	Z	D	E	D	M	B	M
R	M	Q	C	N	M	V	N	L	I	D	Z	Y	B	T
Q	L	O	I	Q	G	A	D	S	N	E	E	R	C	S

B. Answer the following questions:

1. How to edit a photo album in PowerPoint?

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2. How to use screen recording feature of PowerPoint?

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