

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-4

A. Number the steps to save a presentation in correct order.

- ☐ Click on Save. PowerPoint saves the presentation and the new file name appears on the title bar.
- ☐ Navigate to the folder or location in which you want to save the file.
- ☐ Click on File tab. Backstage view will appear.
- ☐ Click on the File name text box and type a name for the file.
- ☐ Click on the Save or Save As button.

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

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

C. Guess who am I?

1. The shortcut key is pressed to insert a new slide.
2. Series of slides shown on the single page.
3. A page in Power Point.

D. Explain the following terms:

1. Ribbon-
2. File Tab-
3. Slide-
4. Status bar-