

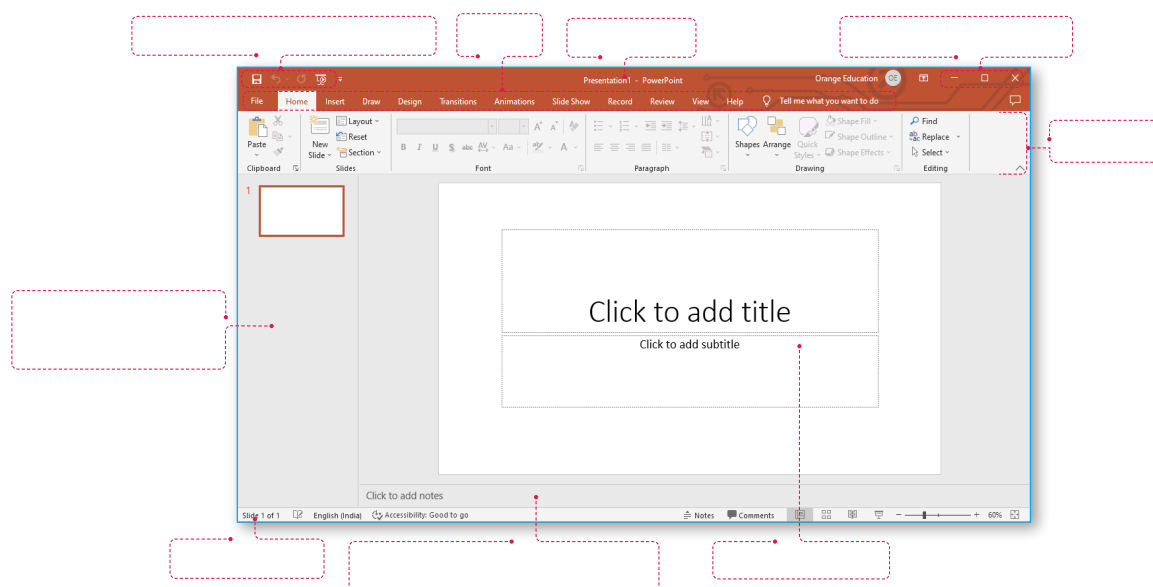
Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO POWERPOINT 2019

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.

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2. Write steps to change the background of the slides.

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