

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

POWERPOINT 2016

A. Tick (✓) the correct option.

- The shortcut to insert a new slide is
a. Ctrl+M b. Alt+M c. Shift+M
- The contains frequently used commands.
a. Ribbon
b. Tab
c. Quick Access Toolbar
- is the container that hold contents on a slide.
a. Animation b. Placeholder c. ClipArt

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

- The shortcut to insert a new slide is Ctrl + N key combination.
- A presentation is made up of multiple slides.
- We cannot change the font of the WordArt.
- Slide Show view is the full screen view of a presentation.

C. Answer the following questions.

- Write steps to save a presentation.
.....
.....
- Write steps to insert a picture from a file in the slide.
.....
.....