ORANGE

WORSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TOUCHPAD
MODULAR Ver. 4.0 ›

CLASS 6

INTRODUCTION TO POWERPOINT

Chapter-3

A. Guess who am I?

1. I am the shortcut key to view slide show from beginning. ....

2. I have commands like Print, Save, Open etc. ....

3. I am a view which shows all the slides of presentation in a miniature version. ....

B. Match the following:

1.	View	a.	MS PowerPoint
2.	Ribbon	b.	Normal
3.	Application Software	c.	Multiple tabs

C. Answer the following questions:

1. What is the use of Notes pane?

....

2. Name any two views of a presentation.

....

3. What is a slide?

....

D. Label the steps to open a saved presentation.

To open a saved presentation, follow the given steps:

☐ Click on Open.

☐ Click on File tab to go to backstage view.

☐ Browse and click on Open button

☐ The Open dialog box will appear. Locate and select your presentation.

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____