



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO POWERPOINT 2016

Chapter-5

CLASS 4

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. PowerPoint
2. Ribbon	b. Normal
3. Application Software	c. Multiple tabs

C. Answer the following questions:

1. What is the use of Notes pane?

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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.