

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO POWERPOINT 2016

A. Tick (✓) the correct option.

1. Under which tab, Save As option is present?

a. Insert b. File c. Format

2. Which of these shows a thumbnail version of each slide?

a. Slides pane b. File Tab c. Outline pane

3. What is the shortcut key to insert a new slide?

a. Ctrl+M b. Alt+M c. Shift+M

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

1. Microsoft PowerPoint is a software used for creating presentations.

2. A slide is not a page in a presentation.

3. 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 insert a new slide.

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