

Worksheet

2

Name:

Roll No: Class: Section:

Date:

POWERPOINT 2016

Chapter-5

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
- The shows a thumbnail version of each slide.
a. Slides pane b. File Tab c. Outline pane

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

- The shortcut to insert a new slide is Ctrl + N key combination.
- Microsoft PowerPoint is a software used for creating presentations.
- A slide is not a page in a presentation.
- Slide Show view is the full screen view of a presentation.

C. Answer the following questions.

- Write steps to save a presentation.
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- Write steps to insert a new slide.
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Class -4