

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-6

A. Guess the slide layout from the hints.

1. Default slide layout
2. Beginning of the presentation
3. Two columns for text and content
4. Comparison for the content

B. Match the following.

- | | |
|--|------------------------|
| 1.  | a. Reading view |
| 2.  | b. Slide Show |
| 3.  | c. Normal view |
| 4.  | d. Slide Sorter view |
| 5.  | e. Outline view button |

C. Answer the following questions.

1. Write the difference between slide sorter view and reading view.
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2. How can you delete a slide from your presentation?
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3. Write steps to insert a picture from a file in the slide.
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