

Worksheet

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO POWERPOINT 2019

Chapter-4

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 ☐
- is the container that hold contents on a slide.
a. Animation ☐ b. Placeholder ☐ c. ClipArt ☐

B. Rearrange the letters to get correct word.

- LIDES
.....
- RNESEPNOITAT
.....
- BCAKSATEG
.....
- PCLEAOLDHER
.....
- RTASAMRT
.....

C. Complete the steps to insert a new slide.

