

Worksheet

Name:
Roll No: Class: Section:
Date:

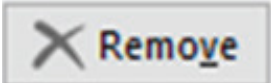
POWERPOINT 2019

Chapter-1

A. Write the name of appropriate button used to do the following:

1. To remove the photograph
.....
2. To rotate the selected photograph by 90 in anticlockwise direction
.....
3. To rotate the selected photograph by 90 in clockwise direction
.....
4. To increase the darkness
.....
5. To increase the brightness
.....
6. To decrease the brightness
.....

B. Define the following buttons:

1. 
2. 
3. 

C. Answer the following questions:

1. What are Annotations?
.....
2. What are the steps to use Smart Lookup feature?
.....
3. Write the steps to edit a photo album in PowerPoint.
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