Worksheet 2

MORE ON MS POWERPOINT 2010

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. [icon]   a. Reading view

2. [icon]   b. Slide Show

3. [icon]   c. Normal view

4. [icon]   d. Slide Sorter view

5. [icon]   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. In which view can you change the slide layout?

....

3. Write steps to insert a picture from a file in the slide.

....

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Class -5

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....