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Se - 6 - Introduction to PowerPoint

I Spelling

1. PowerPoint
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6. Slides Sorter
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8. Reading View
9. Template
10. Design
11. Theme
12. Layout

II Answer the following

1. How can you add text to a slide?

Ans To add text in a slide click inside the placeholder.

2. Write the steps to add a theme to a power point presentation?

Ans 1) click on the Design option

2) A menu box with different themes are displays.

3) click on the desired.

3. Write the steps to add a template to a presentation?

Ans 1) Open the power point.

2) The start screen of the powerpoint shows

various templates.

3) Select the desired template.

4. How can you save a presentation?

Ans) Click on File menu.

1) Click on save a presentation

2) Give a name to your presentation.

3) Click on save button.

5. Name the different types of view of a powerpoint presentation?

Ans 1. Normal view

2. Slide sorter view

3. Reading view

4. Slide show