



## **B. Answer the following questions.**

### **1. What is a slide?**

Ans. The page on the MS-PowerPoint presentation is called a slide.

### **2. Define Presentation.**

Ans. The group of slides or many slides combined together are called presentation.

### **3. Why is MS-PowerPoint used ?**

Ans. MS – Powerpoint is used to express our ideas, views, messages, informations, etc. to our friends and other people.

### **4. What is Projector?**

Ans. Projector is a machine that shows the presentation on a white board.

### **5. Which commands are visible on Quick Access Toolbar?**

Ans. The Quick Access toolbar displays quick access buttons like : Save, Undo and Redo.

### **6. Which commands are visible on the File tab button?**

Ans. The File tab displays file commands like : New, Open, Save, Print, Exit, etc.

### **7. Name the three main views of the presentation.**

Ans. The three main views are Normal view, Slide Sorter view and Slide Show view.

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## **C. Tick (✓) the MS-PowerPoint feature.**

1. Calculations
2. Adding text
3. Making java games
4. Writing programs
5. Adding video
6. Designing text

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## **D. Write the steps: (H.W.)**