

Q1. Write the shortcut keys for the following:

- a) Save the presentation
- b) Create a new presentation
- c) Open a presentation
- d) Insert a new slide
- e) Print the slide
- f) Create a duplicate slide

Q2. What are the steps to create a shortcut of Microsoft Powerpoint on the desktop?

Q3. What are placeholders?

Q4. What is the extension of Microsoft Powerpoint file?

Q5. Name the key to quit the slide show.

Q6. What are the steps to close a presentation?

Q7. What are the steps to exit Powerpoint application?

Q8. Name the different type of views available in Microsoft Powerpoint.

Q9. What is SmartArt?

Q10. What is the difference between Normal View and Slide Sortar View?

Q11. How can we minimize the Ribbon from the window?

Q12. Write the shortcut keys.

Q13. How can we add any tool or menu on the Ribbon?

Q14. What are the steps to fill color in a shape?

Q15. What is flipping?

Q16. What are the steps to insert text in a shape?

Q17. What is an alignment?

Q18. Name the view in which you can rearrange the slides.

Q19. How can we change the background of a slide?

Q20. How can we apply the bullets to the text?

Q21. What is Line spacing?

Q22. What is an ISP?

Q23. What is Home Page?

Q24. Who created Gmail?

Q25. Write the full form of ASAP and DND.

Q26. What is Formatting?

Q27. What is Link?

Q28. How many placeholders in Slide Master?

Q29. What is Format Painter?

Q30. What is Indenting?