



**Q1. Think and write:**

1. Name the commonly used software used for creating presentations?

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2. Sara wants to make a presentation. She knows that in a document, there are pages but in a presentation, what single pages are called?

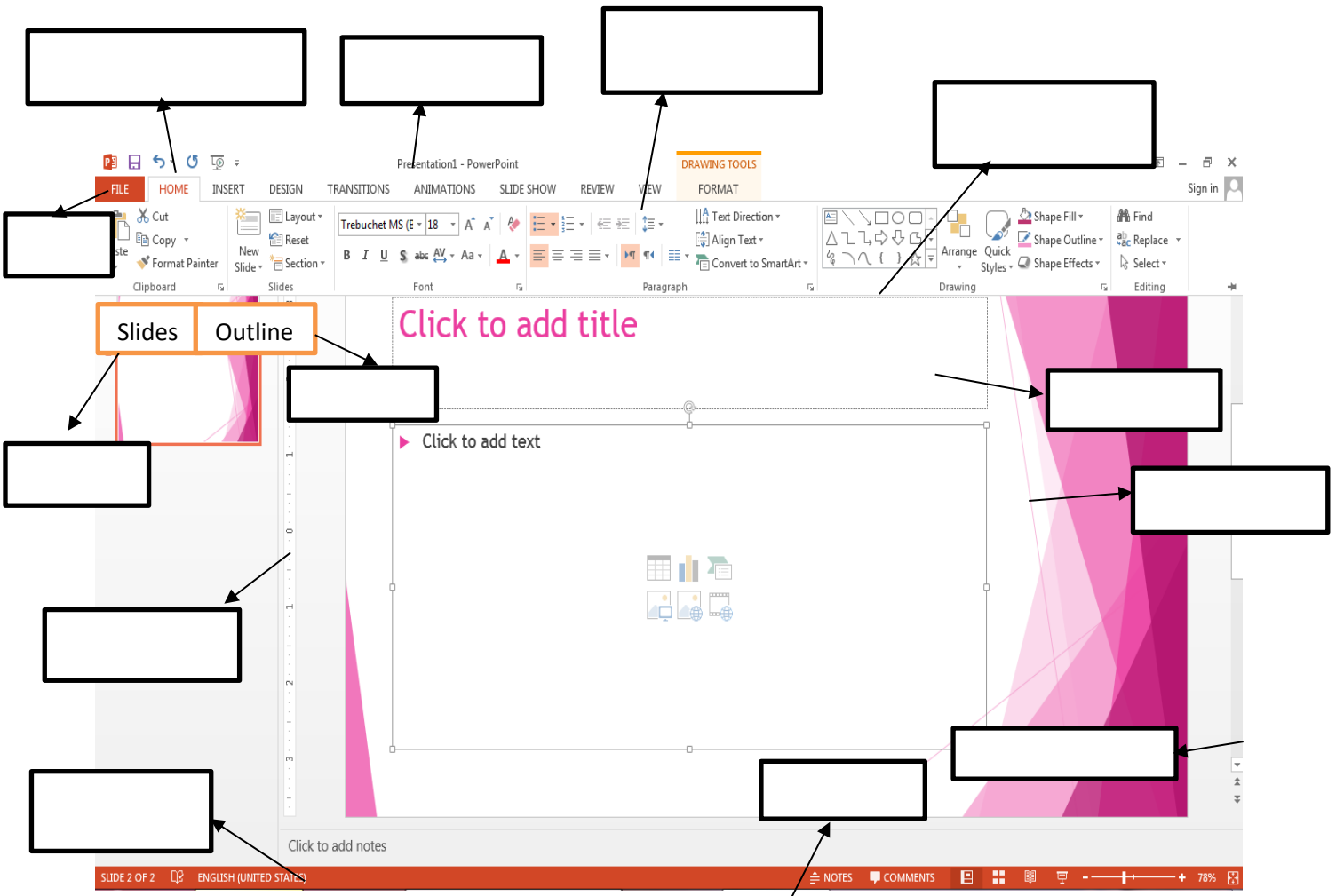
\_\_\_\_\_

3. In your book, you have 2007 version of PowerPoint. Do you know what its latest version is?

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**Q2. Label the parts of Power Point screen:**

File tab, Menu bar, Ribbon, Slide pane, Title bar, Quick access tool bar, Place holder, Slides tab, Notes, Status bar, Outline tab, Rulers, Horizontal scroll bar.



**Q3. Who am I?**

1. Tab used to apply a theme: \_\_\_\_\_
2. Default extension of a file: \_\_\_\_\_
3. Individual page in a presentation: \_\_\_\_\_
4. Slide show icon appears on: \_\_\_\_\_
5. The shortcut to open a file: \_\_\_\_\_
6. The shortcut to insert a new slide: \_\_\_\_\_

**Q4. Answer the following:**

Q1. What is presentation?

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Q2. What are slides?

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*Best of Luck*