Name: Date:

Exercise on Microsoft PowerPoint

Rearrange the following steps on how to open Microsoft PowerPoint.

I click **All Programs**.

I click on **Microsoft Office PowerPoint**.

I click on **Microsoft Office**.

I click on the **Start** button.

Arrange the correct steps below;

Step 1

Step 2

Step 3

Step 4

LIVEWORKSHEETS

Answer the following on either True or False.

1. A storyboard is important before creating a PowerPoint presentation.

2. You can insert an image on slides.

3. You cannot insert audio/sound on the slides.

4. You can add new slides by click on "New Slide".

5. Don't forget to save your work after you finish Your work.

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