

**Which tab helps us to insert pictures in our presentations?**

Home tab  
Insert tab  
Design tab

**What do we call a page in a presentation?**

Document  
Worksheet  
Slide

**In PowerPoint 2016, the files are saved with the extension**

\_\_\_\_\_.  
.ptx  
.pptx  
.ppxt

**Every PowerPoint presentation is composed of a series of**

\_\_\_\_\_.  
Papers  
Layers  
Slides

**Where are fonts found?**

File  
Insert  
Home  
Design

**To put a table into a PowerPoint slideshow, we go to:**

Insert  
Home  
File  
Design