Brilliant Public School

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Live Worksheet

Q1. Write True or False.

I. A presentation is a structured delivery of information.

II. **Layout** is the method of arranging things or object on a slide.

III. **Comment** is used to review and provide feedback on a presentation.

IV. We can use **Promote** or **Demote** option in **Slide Outline**.

V. We can press **Esc** key to end the slide show.

Q2. Fill in the blanks.

Bing Insert Insights Slides F5

I. The _____ group of **Home** tab can be used to change the **Slide layout**.

II. Press _____ key to start the slide show.

III. The **Smart Lookup** option is present in the _____ of **Review tab**.

IV. New Photo Album option is there in _____ tab.

V. Smart Lookup automatically searches the information related to selected word or phrase using Microsoft's Search Engine _____.

LIVEWORKSHEETS