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 _____.