ICT 4

Name :_____

Grade & Section:_____

Instructions: Identify which file menu command or slide manipulation would be appropriate to use in the given situation. Then, explain why or how it will be used.

Situation	File Menu Command or Slide Manipulation Tool
Your teacher asks the class to create a new presentation about your favorite subject. You're starting from scratch.	
Last week, you started a presentation about 'Computer Ergonomics' in ICT class. Today, your teacher wants you to continue working on it.	
One slide in your 'Math Facts' presentation has the wrong image and text. You don't need it anymore and want to remove it.	
One of your slides isn't finished, but the rest of your slideshow is ready to present. You don't want to delete the slide, but you also don't want it to appear during your presentation.	
Your classmate was absent and you want to send them your "How to Take Care of a Pet" slideshow.	
You accidentally made your "Thank You" slide the second slide. It should be the last slide.	