

YEAR 2 : Microsoft PowerPoint - Create New, Open file & Save file.

Name : _____

Year 2 : _____

Put the steps in the correct order to create, open, and save a PowerPoint presentation. Drag the steps and drop it into the correct box.

Open New document :

1.	
2.	
3.	

Steps
Click New
Click blank presentation
Click File

Open Existing PowerPoint file

1.	
2.	
3.	
4	
5	

Steps
Click browse
Click open button
Click File
Click Open
Select the file

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Put the steps in the correct order to create, open, and save a PowerPoint presentation. Drag the steps and drop it into the correct box.

Save PowerPoint file

1.
2.
3.
4
5

Steps
Click Save As
Type the filename
Click File
Click Save button
Click Browse