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.

Steps
Click New
Click blank presentation
Click File

Open New document :

1.
2.
3.

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

Open Existing PowerPoint file

1.
2.
3.
4
5

LIVEWORKSHEETS

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

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

LIVEWORKSHEETS