






# 6. Organising Slides in MS PowerPoint 2013

## WORKSHEET

### I. Fill in the blanks

1. The most frequently used views can be seen on the taskbar at the bottom right of the \_\_\_\_\_ window.
2. \_\_\_\_\_ is the editing mode where you'll work most frequently to create your slides.
3. \_\_\_\_\_ displays all the slides of your presentation in the form of thumbnails.
4. You can show or hide your speaker notes with the \_\_\_\_\_.
5. Use \_\_\_\_\_ to create an outline or storyboard for your presentation.

### II. Match the following.

- |                      |     |  |
|----------------------|-----|--|
| 1. Normal View       | (a) |    |
| 2. Slide Sorter View | (b) |   |
| 3. Notes Page View   | (c) |  |
| 4. Outline View      | (d) |  |
| 5. Reading View      | (e) |  |

### III. State whether True (T) or False (F).

1. You can get to Reading View from the taskbar by clicking on the Reading View button at the bottom of the slide window.
2. Screenshots are not useful for capturing the snapshots of programs or windows that you have opened on your computer.

3. Different slide view options are available on the Slide Show tab.
4. You may copy and paste a table from Excel onto any slide of your presentation.
5. A PowerPoint photo album is a presentation that you can create to display your personal or business photographs.

