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	School Department o		ghe Central College-	Ruwanwella.
Education, Sabaragamuwa Province/ Weekly School Department (	of Education, Sabaragamu	waProvince/ Weekly S	chool Department of Ed	ucation,Sabaragamuwa

Competency 8 : - Uses Presentation Software to develop electronic presentations.

Competency Level: - Produces effective presentation integrating multimedia.

8.1 PowerPoint Presentation - Shortcut keys are important in creating submissions. Fill in the

blanks in the table below.

Key / key combination	The result
Ctrl	
	To create a new submission
Ctrl	
	For printing slides in presentation
F5	
	To view the presentation from the present slide onwards.
Esc	
	To move to the previous slide

	To access the back slide.
Ctrl Ctrl G	
	The slide appears black
Ctrl	

8.2 The slideshow icon in the window of the MS Office PowerPoint software can be changed by the icon.

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Name which view is numbered above and write the work done in front of the correct number in

front of it.
1
2
2
3
4