














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 |
|---|--|
|   | |
| | To create a new submission |
|   | |
| | For printing slides in presentation |
|  | |
| | To view the presentation from the present slide onwards. |
|  | |
| | To move to the previous slide |

| | |
|---|---------------------------|
| | To access the back slide. |
|    | |
| | The slide appears black |
|   | |

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



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

- 1 -
-
- 2-
-
- 3-
-
- 4-
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