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INFORMATION TECHNOLOGY FOR CLASS 9

(Study material Based on N.C.E.R.T HANDBOOK)

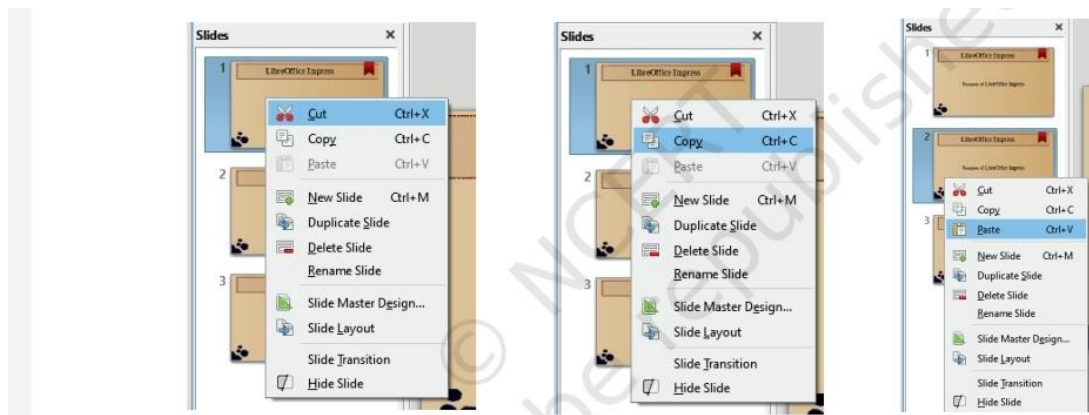
RAUSHAN DEEP

DATE-29/12/2020

PowerPoint presentation

Drag and drop copying and moving method:-The copy, cut and paste operations can also be performed by 'Drag and Drop' method:

- (i) Select the slide that you want to copy.
- (ii) Click and hold the left mouse button on the marked slide, and at the same time press and hold the Ctrl button.
- (iii) Move the mouse cursor to the desired location.
- (iv) Release the left mouse button, and then release the Ctrl button. The copy is pasted to another location.
- (v) Moving the text via 'drag and drop' method can be done in the same way like copying, but without using the Ctrl button.



Deleting slides: To delete any slide from a presentation, first it should be selected. To delete one or more slides

- (i) Select the slide(s) by marking them in the Slide Pane
- (ii) Right click the mouse button on the selected slide
- (iii) Select the Delete Slide option in the context menu