

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS POWERPOINT 2010

Chapter-3

A. Tick (✓) the correct option.

1. Which toolbar is located at the top left corner of the taskbar?

a. Status Bar ☐

b. Quick Access Toolbar ☐

c. Title Bar ☐

2. Which type of files can be created in PowerPoint?

a. Presentation ☐

b. Document ☐

c. Letter ☐

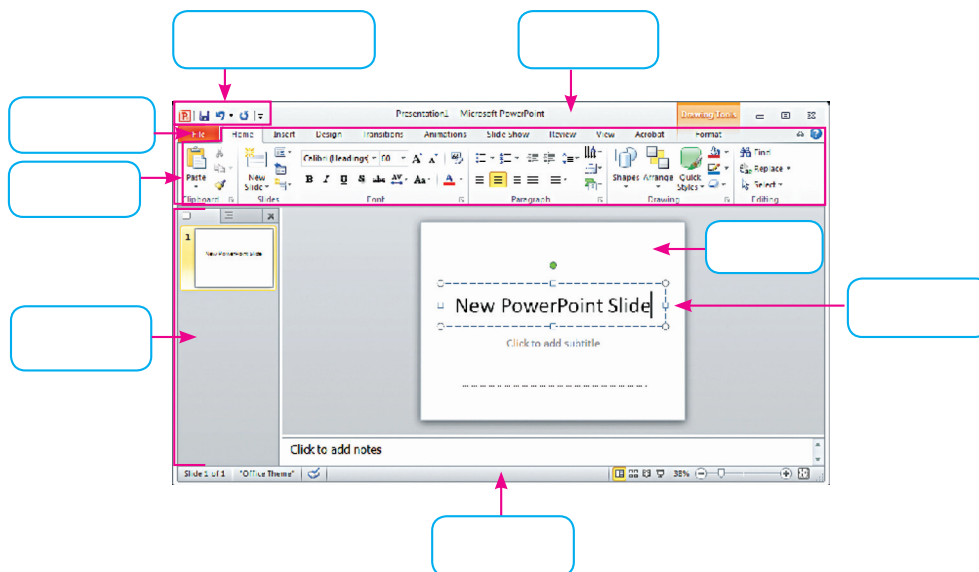
3. Which of the following is default presentation view?

a. Slide Show ☐

b. Normal ☐

c. Slide Sorter ☐

B. Label the following window.



C. Fill in the blanks using the hints given below:

Hints: Status bar, Slide Area, Text placeholder

1. displays the number of current slide.

2. is used to enter text on the slide.

3. is the area which displays a large view of the current slide.