

Worksheet

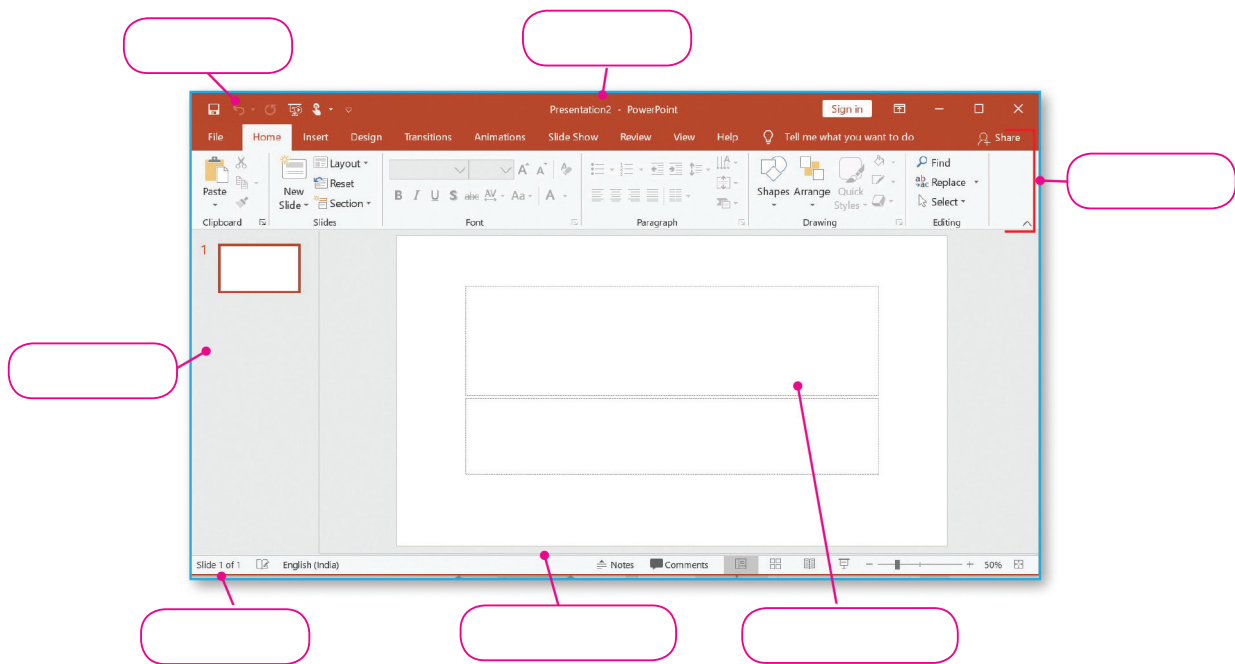
1

Name:
Roll No: Class: Section:
Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-5

A. Label the components of the PowerPoint window.



B. Guess who am I?

1. You type your text and I hold it.
2. I am a button used to enlarge the screen.
3. I am made up of tabs and groups.

C. Fill in the blanks using the correct option.

1. The title bar is located at the (top/bottom) of the MS PowerPoint window.
2. A (movie/presentation) is a collection of slides.
3. The shortcut key to view the slide show from current slide is (Alt+F5/Shift+F5).