

Worksheet

1

Name:

Roll No: Class: Section:

Date:

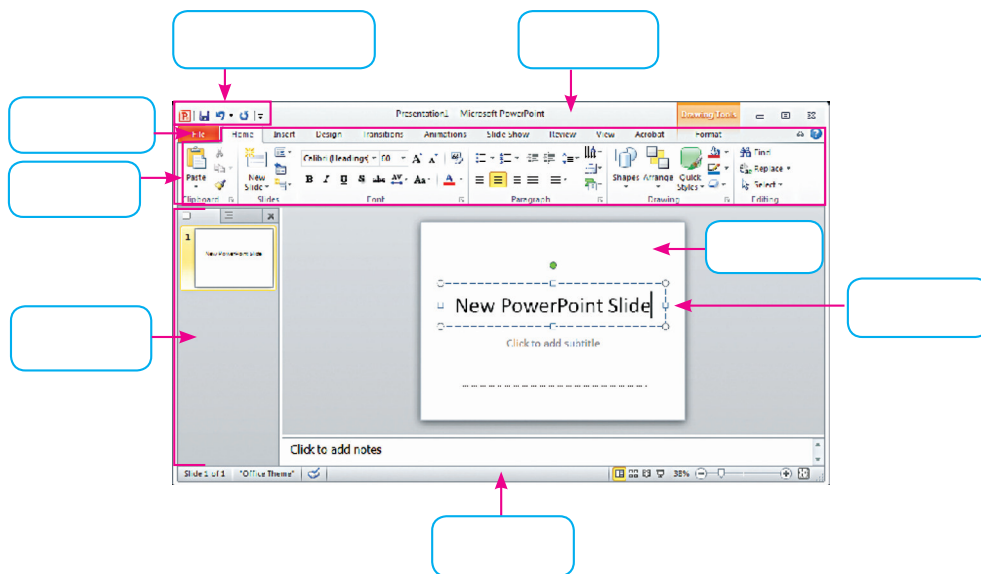
INTRODUCTION TO MS POWERPOINT 2010

Chapter-3

A. Tick (✓) the correct option.

- Which toolbar is located at the top left corner of the taskbar?
 - Status Bar ☐
 - Quick Access Toolbar ☐
 - Title Bar ☐
- Which type of files can be created in PowerPoint?
 - Presentation ☐
 - Document ☐
 - Letter ☐
- Which of the following is default presentation view?
 - Slide Show ☐
 - Normal ☐
 - Slide Sorter ☐

B. Label the following window.



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

Hints: Status bar, Slide Area, Text placeholder

- displays the number of current slide.
- is used to enter text on the slide.
- is the area which displays a large view of the current slide.