

Worksheet

1

Name:

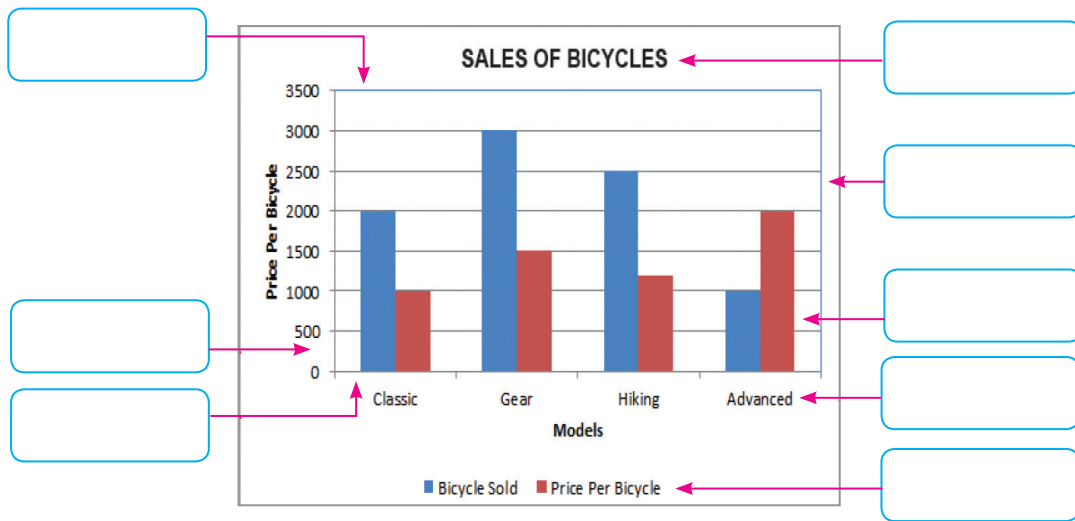
Roll No: Class: Section:

Date:

ENHANCING A PRESENTATION

Chapter-5

A. Label the components of the chart of the PowerPoint.



B. Tick (✓) the correct option.

1. Which tab is used to create a table in PowerPoint?

a. Home

☐

b. Format

☐

c. Insert

☐

2. The intersection of a row and a column in a table is called a

a. Cell

☐

b. Row

☐

c. Table

☐

3. Which of these is the vertical axis used to plot the values in a chart?

a. Bar

☐

b. Data

☐

c. Value Axis

☐

4. Which group of the Insert tab contains Charts command?

a. Illustrations

☐

b. Charts

☐

c. Tables

☐

C. Answer the following questions:

1. Write the names of any three charts provided by PowerPoint.

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2. What is the use of the Table Styles?

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