

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## INTRODUCTION TO POWERPOINT 2016

### 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

☐

d. None of these

☐

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

a. Presentation

☐

b. Document

☐

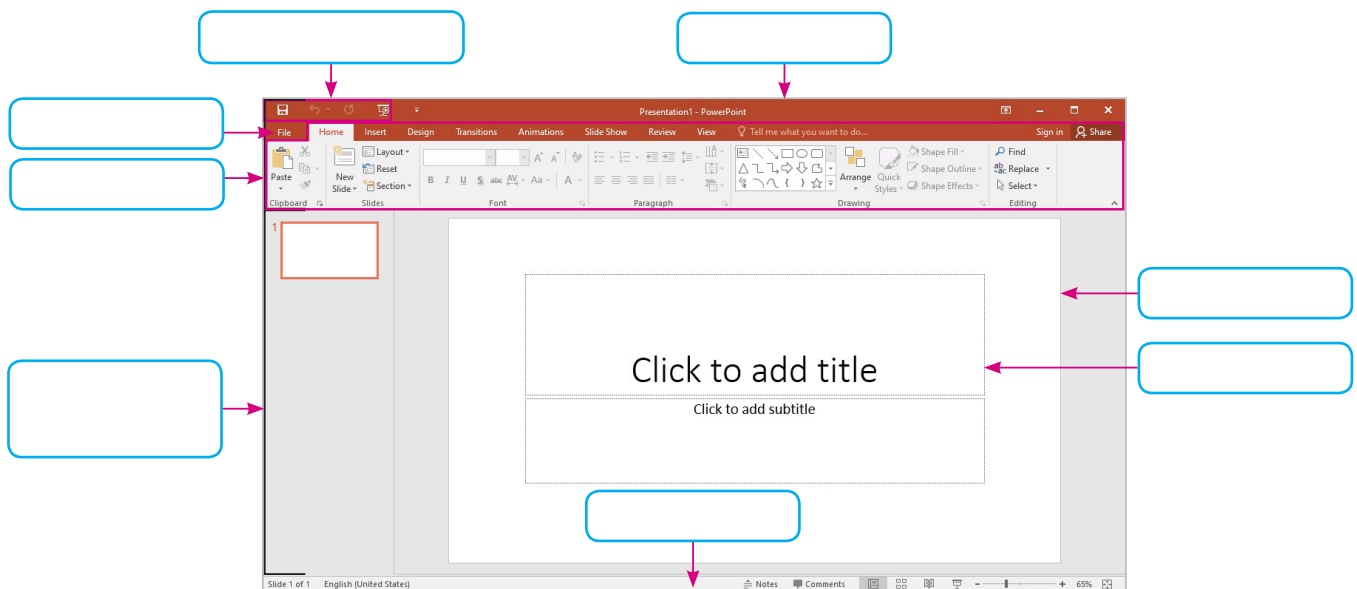
c. Letter

☐

d. Spreadsheet

☐

#### 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.