

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO POWERPOINT 2016

Chapter-5

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

☐

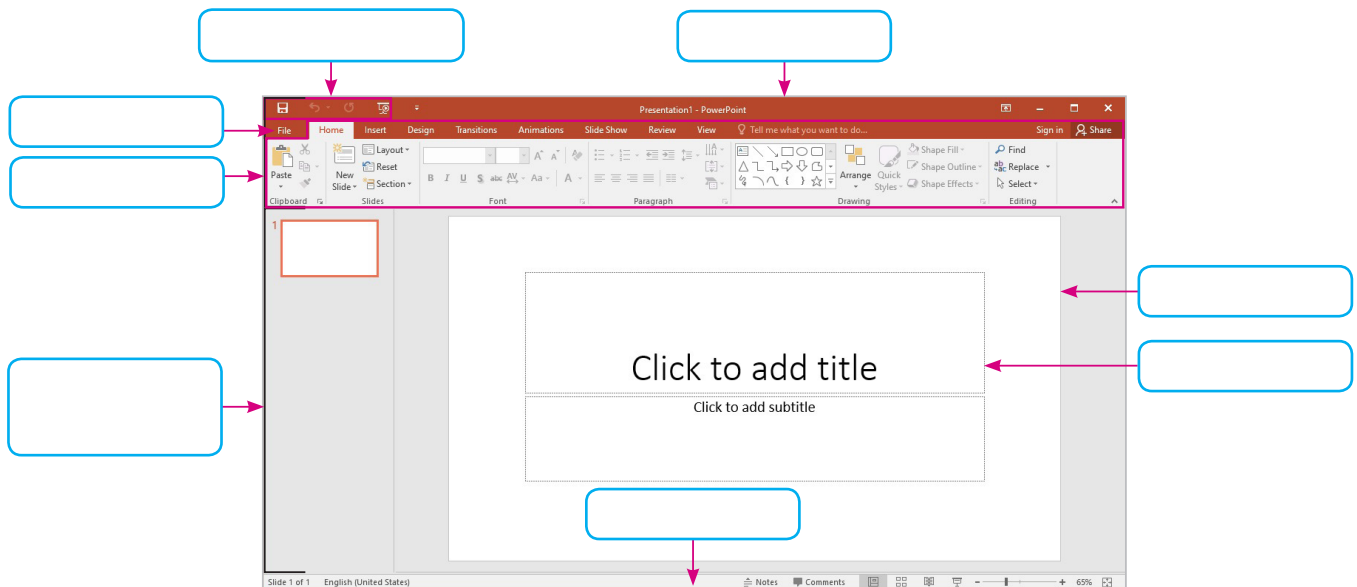
c. Letter

☐

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.