

# Worksheet

1

Name: .....

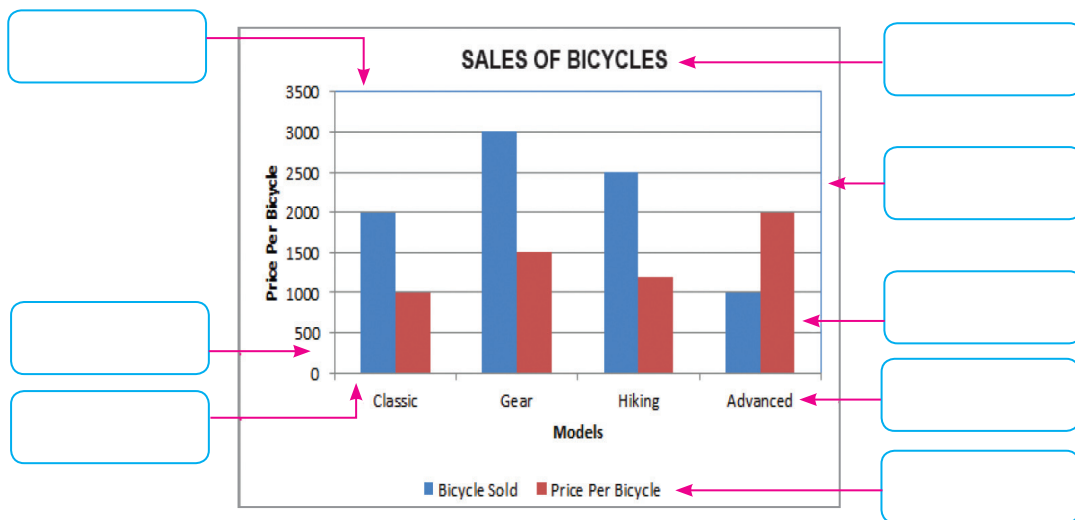
Roll No: ..... Class: ..... Section: .....

Date: .....

## ENHANCING A PRESENTATION

### Chapter-4

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



#### B. Tick (✓) the correct option.

- Which tab is used to create a table in PowerPoint?
 

|           |                          |                  |                          |
|-----------|--------------------------|------------------|--------------------------|
| a. Home   | <input type="checkbox"/> | b. Format        | <input type="checkbox"/> |
| c. Insert | <input type="checkbox"/> | d. None of these | <input type="checkbox"/> |
- The intersection of a row and a column in a table is called a .....
 

|          |                          |           |                          |
|----------|--------------------------|-----------|--------------------------|
| a. Cell  | <input type="checkbox"/> | b. Row    | <input type="checkbox"/> |
| c. Table | <input type="checkbox"/> | d. Column | <input type="checkbox"/> |

#### C. Answer the following questions:

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

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- What is the use of the Table Styles?

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