

Name: _____

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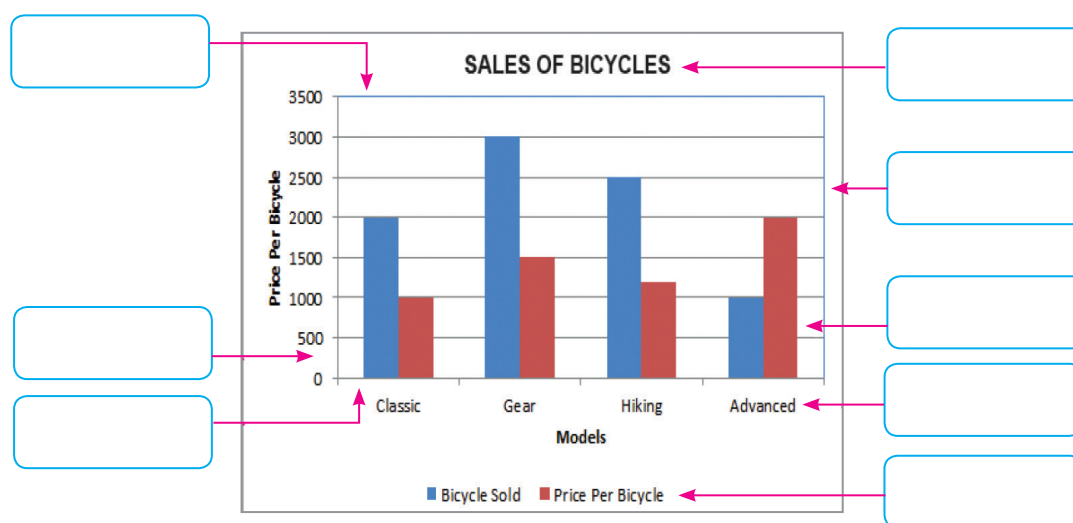
Class: _____ Section: _____ Date: _____

ENHANCING A PRESENTATION

Chapter-3

CLASS 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

d. None of these

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

a. Cell

b. Row

c. Table

d. Column

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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